



Damascus Community School

Founded 1957

Dear Parent,

Thank you for considering the Damascus Community School for your family's educational needs. Candidates for admission to DCS are required to complete the following admission's procedure:

- Step 1.) Ensure the student(s) meets the following criteria:
Students with Syrian fathers must obtain and submit with their DCS application permission from the Syrian Ministry of Education to attend DCS. Priority approval may be granted by the Syrian Ministry of Education as follows
- a. Syrian students that have a second nationality
 - b. Students of Syrian Diplomats
 - c. Syrian students that have studied abroad and have returned to Syria.
 - d. Syrian students that have a sibling attending the school.
 - e. Syrian students whose father is employed with an international organization and holds the same nationality of the organization's affiliation.
- Step 2.) Please submit the following:
- a. Completed application
 - b. Signed release of records form
 - c. School health form
 - d. Two current, color, passport size photos
 - e. Copy of passport or birth certificate that provides proof of the student's month, day and year of birth. (Those not in English need to be officially translated.)
 - f. Official school records and transcripts (Those not in English need to be officially translated.)
- Step 3.) Have an interview / testing appointment set.
- Step 4.) The Admissions committee will review the student's records and test results after which you will be informed of the student's acceptance and grade placement or non-qualifying status to DCS.
- Step 5.) Students may begin school two school days after fully enrolled and all tuition and fees are paid if the school year is already in progress.

The first day of school for the 2011-2012 academic year is September 4, 2011. No students will be admitted to DCS after thirteen school days of the first semester have passed unless they have been attending another 2011-2012 academic program and present transfer grades to date.

Again, thank you for your consideration. We look forward to having your student(s) as a member of the DCS family. Our normal office hours are Sunday through Thursday, 9:00am to 4:00pm through the month of June. Abbreviated hours will be in effect in July with regular hours resuming on the first Sunday of August 2011. Please call, fax, or email with any questions or concerns you may have.

Sincerely,

Mrs. Diala Najem
Registrar

DCS Student's Information (attach a copy of all passports-information pages only)	
Full name:	Nickname:
Male or Female:	Applying for which Grade Level:
Birthday (spell out the name of the month)	
List <u>all</u> nationalities please:	Student's Native Language(s):
Student's Mobile Phone:	Student's Email Address:

Please staple two current photos of your child here

Family Information – Please list all siblings					
Name of Sibling	Date of Birth	Attends DCS	Name of Sibling	Date of Birth	Attends DCS
1.			4.		
2.			5.		
3.			6.		

Child(ren) Lives With:	Circle one: Both Parents, Mother, Father Other: Please specify name and relationship to child
Reside in what area:	Circle one: East Mezzeh, Mezzeh Villat, Abou Roumaneh, Malki, Yafour, Kafar Sousay, Rawda, Other (please specify):

Home Phone Number(s):

Emergency contact: Please do not list the child's mother or father; this should be an extended family member, colleague, neighbor, nanny, etc... someone you trust to take care of your child(ren) in the event the school is unable to reach either parent.	Name: Relationship: Mobile: Office: Home:
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Family nannies and drivers (NAMES AND MOBILE NUMBERS) who pick up your child from school:
(attach two photos and a copy of ID for each)

1.	4.
2.	5.
3.	6.

Do you expect to re-register your child(ren) for next school year (2012-2013)? (circle one please)
Yes, No, Not Sure-explain:

Father's Information (attach a copy of all passports – information pages only)	
Father's Name:	
List <u>all</u> nationalities please:	Father's Native Language:
Father's Company:	Father's Title:
Father's Office Phone:	Father's Mobile Phone:
Father's e-mail Address:	
Father's Office located in what area	Circle one: East Mezzeh, Mezzeh Villat, Abou Roumaneh, Malki, Yafour, Kafar Sousay, Rawda, Other (please specify):
Father - How I can contribute to DCS.	(e.g. – read to a class, coach sports, talk to a class about a specific topic, donate products for special events, donate other expertise) Please be as a specific as possible:

Mother's Information (attach a copy of all passports – information pages only)	
Mother's Name:	
List <u>all</u> nationalities please:	Mother's Native Language:
Mother's Company:	Mother's Title:
Mother's Office Phone:	Mother's Mobile Phone:
Mother's e-mail Address:	
Mother's Office located in what area	Circle one: East Mezzeh, Mezzeh Villat, Abou Roumaneh, Malki, Yafour, Kafar Sousay, Rawda, Other (please specify):
Mother - How I can contribute to DCS.	(e.g. – read to a class, coach sports, talk to a class about a specific topic, donate products for special events, donate other expertise) Please be as a specific as possible:

Your signature is required: Parent Signature: _____ Date: _____

Attention: Please Turn Over →

Academic History

List **all** the schools your child has attended starting with the current or the one last attended:

Name of School	Location	Grade and Date Enrolled	Grade Completed & Withdrawal Date	Language of Instruction

Complete contact information of the last school the student attended	Name of school: Address line 1: Address line 2: Address line 3: Address line 4:	Website: Email: Telephone 1: Telephone 2: Fax:
--	---	--

Has your child ever repeated a grade level? No: Yes: Which grade:

Has your child ever skipped a grade (double promotion)? No: Yes: Which grade:

Check your child's skill in reading: Excellent: Good: Fair: Poor: Don't Know:

Check your child's interest in reading: Pastime: When require: Almost never:

Check your child's interest in creative writing: Pastime: When require: Almost never:

Has you child been recommended or had any special program in previous schools (reading, speech therapy, advanced placement, talented, special education, ESL?) No: Yes: Please explain:

What kind of behavior/discipline problems has your child had, if any?

Major language used in the home: Other languages spoken:

Has your child ever been tested at DCS before? No: Yes: when:

Family Directory Listing Information

Each family is provided with a family directory, each listing has the following information according to the sample below:

<p>_____ Yes, our family would like to be listed in the family directory.</p> <p>If you answered yes, please indicate which information you would or would not like to be included in the DCS Family Directory by putting a check mark in the appropriate box.</p> <p>(SAMPLE LISTING)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%; text-align: center;">INCLUDE</th> <th style="width: 15%; text-align: center;">DO NOT INCLUDE</th> </tr> </thead> <tbody> <tr><td>Smith,</td><td> </td><td> </td></tr> <tr><td>3-John(PK), Jane(08), Jack(09)</td><td> </td><td> </td></tr> <tr><td>Home Phone: 555-5555</td><td> </td><td> </td></tr> <tr><td>Father's Name: John Smith</td><td> </td><td> </td></tr> <tr><td>Father's Mobile: 00933-555-555</td><td> </td><td> </td></tr> <tr><td>Father's Email: jsmith@gmail.com</td><td> </td><td> </td></tr> <tr><td>Mother's Name: Mary Smith-Jones</td><td> </td><td> </td></tr> <tr><td>Mother's Mobile: 00944-555-555</td><td> </td><td> </td></tr> <tr><td>Mother's Email: msmith-ones@yahoo.com</td><td> </td><td> </td></tr> </tbody> </table>		INCLUDE	DO NOT INCLUDE	Smith,			3-John(PK), Jane(08), Jack(09)			Home Phone: 555-5555			Father's Name: John Smith			Father's Mobile: 00933-555-555			Father's Email: jsmith@gmail.com			Mother's Name: Mary Smith-Jones			Mother's Mobile: 00944-555-555			Mother's Email: msmith-ones@yahoo.com			<p>No, our family would not like to be listed in the directory.</p> <p>If you answered no, then your listing will look like this.</p> <p>(SAMPLE LISTING)</p> <p>Smith,</p> <p>3-John(PK), Jane(08), Jack(09)</p> <p>Father's Name: John Smith</p> <p>Mother's Name: Mary Smith-Jones</p> <p>Contact Information Unlisted</p>
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Your signature is required: Parent Signature: _____ Date: _____



Damascus Community School

Health Form (Please complete a separate form for each student.)

Name of student _____

Male _____ Female _____ Last _____ Middle _____ First _____
 Date of Birth _____ Home Phone _____
 Month / Day / Year

Father / Guardian _____ Mother / Guardian _____

Work Phone (Father) _____ Work Phone (Mother) _____

Mobile (Father) _____ Mobile (Mother) _____

Student's Doctor's Name and Phone _____

Immunization Record (Indicate the date that each dose was given.)

	1	2	3	4	5	6
Pertussis						
Diphtheria						
Tetanus						
Polio						
MMR						
HIB						
Hepatitis A						
Hepatitis B						
Varicella						
Meningitis						
Others						

List all allergies that your child has. Include foods, drugs, plants, animals, etc. None

Allergy _____ Reaction _____ Treatment _____

Allergy _____ Reaction _____ Treatment _____

Does your child carry an epi-pen? Yes No

Does your child have Asthma? Yes No

Does your child wear glasses / contacts? Yes No

May the school nurse give your child an aspirin substitute?
 (e.g., Tylenol, Paracetamol, Panadol) Yes No

Is medication taken at home on a daily basis? Yes No

Medication _____ Used to treat _____ Dose / Time _____

Does your child have any specific health problems at this time? If so, please explain. _____

Signature of Parent/Guardian _____ Date _____



Damascus Community School Placement Testing

The Damascus Community School admissions policy states that applicants for admission must be given a placement test. Students applying for grades one through twelve are given a test in reading, writing and mathematics. Students applying for pre-kindergarten and kindergarten are given a school readiness screening test. These placement tests are administered entirely in English. All candidates for admission are also interviewed at the start of the testing session and must demonstrate fluency in spoken English.

The admission test for reading measures both English reading vocabulary and comprehension of sentences and passages. Scoring of the test is based on a graduated scale. Students in the elementary school must score within six months of grade level. Students in grades seven through twelve must have an instructional reading level within two years of their appropriate grade level as determined by the age of the student.

The writing test requires the student to write a story about a selected picture. This writing sample must demonstrate knowledge of English grammar as well as make sense in relation to the picture. Correct usage of sentences, capitalization, punctuation and spelling are part of the scoring.

The mathematics test measures basic math skills appropriate to grade level. Students must demonstrate math problem solving skills as well as basic computational skills for their grade level.

Children applying for pre-kindergarten and kindergarten must successfully complete tasks appropriate for their age and level. These tasks include gross motor skills and visual-perceptual-motor skills that measure readiness for each level of the early childhood program.

Applicants for grades pre-kindergarten through twelve must pay a USD \$200 non-refundable testing fee prior to the testing. The pre-kindergarten and kindergarten test takes approximately one half hour and the test for grades one through twelve takes approximately one hour. Information about scheduling an appointment for testing is included in the application packet.

Grade Level Placement

Placement for pre-kindergarten through first grade is determined by the student's age as of **September 1** of the current school year. In unique situations, i.e. prior schooling and exceptional assessment results, the admissions committee may consider an exception.

Pre-Kindergarten	4 years
Kindergarten	5 years
First grade	6 years

Placement for grades second through twelfth is determined by the admissions committee following the testing and review of transcripts.

Damascus Community School

Fees for the 2010 – 2011 School year



Grade Level	Currency	Testing Fee 1	Entrance Fee 2	Building Fee 3	Registration Fee 4	Tuition Fee 5	Total New Students
PK	USD	300			450	5,750	6,500
	SYP	16,500			24,750	316,250	357,500
KG – 5 th	USD	300	900	2,250	450	14,150	18,050
	SYP	16,500	49,500	123,750	24,750	778,250	992,750
6 th – 8 th	USD	300	900	2,250	450	15,600	19,500
	SYP	16,500	49,500	123,750	24,750	858,000	1,072,500
9 th – 12 th	USD	300	900	2,250	450	17,700	21,600
	SYP	16,500	49,500	123,750	24,750	973,500	1,188,000
ESL ⁶	USD					550 per semester	
	SYP					30,250 per semester	

- Testing Fee—is for new students requiring testing and is to be paid in full at the time of testing. Students must successfully complete entrance testing, interview and evaluation before being admitted to the school. The fee is non-refundable
- Entrance Fee—is a one time fee paid by all new– KG-12th grade students and is due on or before the first day of school. This fee is non-refundable.
- Building Fee—is due for the first three years that a student attends DCS, from KG-12. This fee is due on or before the first day of school. Once the building fee has been paid for three consecutive years, this fee is no longer required. This fee is non-refundable.
- Registration Fee—is payable each year by all students. Returning students pay at pre-registration. New students pay upon admittance. This fee is non-refundable.
- Tuition Fee—is due on or before the first day of school. Tuition is paid by semester. Students being admitted during the school year, the tuition will not be prorated and students will be required to pay the semester in full.
- ESL Fee—is a user-pay fee for those students enrolled in the ESL program and must be paid in full for each semester that a student remains in the ESL program.

Payment methods: Tuition and all other fees must be paid according to the payment schedule below. Payments may be done by bank transfers, personal checks, or cash. Wire transfers are preferred. All money transfer costs will be the responsibility of the payee. Wire transfer information including DCS bank address and account number can be obtained by contacting the business office.

Payment due dates for the DCS 2010-2011 school year	
First Semester	Second Semester
September 4, 2011 Tuition due	January 8, 2012 Tuition Due
September 15, 2011 Last day to pay before penalty	January 19, 2012 Last day to pay before penalty
September 18, 2010 10% penalty begins	January 22, 2012 10% penalty begins
September 25, 2010 15% penalty begins	January 29, 2012 15% penalty begins

Damascus Community School

school profile

2010 — 2011



the school

Damascus Community School is a non-profit, independent, co-educational day-school offering a college preparatory instructional program from pre-school through grade 12 leading to an American high school diploma. Founded in 1957, DCS graduated its first senior class in June 1994. DCS serves American and expatriate students from the business and diplomatic communities, as well as host country nationals. Statistics for the 2010-2011 school year show an enrollment for DCS of 289 students representing 48 countries. The school is accredited through the Middle States Association of Schools & Colleges and Commission on International Trans-Regional Accreditation (CITA), and licensed by the Syrian Ministry of Education.

the curriculum

The curriculum is American and the language of instruction is English. Advanced Placement (AP) courses are available to students in Biology, Calculus AB, Chemistry, Micro and Macro Economics, English Language, English Literature, Human Geography, Physics, World History and U.S. History.

contacts

Director

Dr. James L. Liebzeit
jliebzeit@dcssyria.org

Principal

Mr. Brian Smith
bsmith@dcssyria.org

Counselor

Mr. Joe Bence Brown
jbrown@dcssyria.org

Syrian Director

Mrs. Lubana Kawas
lkawas@dcssyria.org

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6110 Damascus Place, Dulles, VA 20189-6110
(U.S. Address Only)

Al Mahdi Bin Baraka Street, Damascus, Syria (International/non U.S. Address)
Tel: 963-11-333-7737, 963-11-331-0331(2) Fax: 963-11-332-1457

CEEB Code: 693-005
www.dcssyria.org

graduation requirements

A minimum of 26 credits is required for graduation. Students must also complete 30 hours of community service. By Syrian law, all students must take Arabic each year; Syrian students must also take Syrian social studies each year (taught in Arabic). Students transferring to DCS part-way through high school will receive transfer credits for similar courses taken at their previous high schools at the discretion of the DCS administration.

Subject	Graduation requirements
English / Senior Project	4.5
Social Studies	3
Science	3
Mathematics	3
Non-English Language	2
Physical Education/Health	1.5
Fine Arts	1.5
Computer Sciences	1
Syrian Studies	0.5
Electives	6
Total Credits	26

“A Learning Community in Pursuit of Excellence”

credit and grading

Credit is given by semesters; one full credit is awarded for a course after the successful completion of two semesters or the equivalent. Percentages are given for all courses and cumulative grade point averages (GPAs) are calculated by semester. AP courses are weighted for grades C and higher by assigning a course multiplier of 1.2. Honors courses receive a 1.1 course multiplier. Only coursework completed at DCS is used in the calculation of a student's GPA.

Since the number of students in any grade is very small, and because a significant number of students do not attend DCS for their entire secondary school career, calculating meaningful comparisons between different school systems is difficult. Therefore, DCS has eliminated class rank.

DCS percentages are equivalent to the following letter grades and grade points.

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
% Range	94+	90-93	87-89	84-86	80-83	77-79	74-76	70-73	67-69	64-66	60-63	59 or less
Grade Points	4	4	3	3	3	2	2	2	1	1	1	0

SAT reasoning test

In November of 2008, the Damascus Community School was forced to close by the Syrian Government, The school reopened on August 25, 2010. The school, therefore, has no current test data.

university acceptances

The following is a list of some of the universities and colleges where DCS students have been accepted. Ninety-eight percent (98%) of DCS graduates are accepted at more than one college based on data prior to the 2008 forced closure.

United States

Bentley College
Boston University
Brown University
Brevard University
Bryn Mawr College
College of William and Mary
George Mason University
Grossmount Community College

Hawaii Pacific University
Kansas University
Mt. Holyoke College
Northeastern University
Suffolk University
Texas Christian University
Temple University
University of California, Irvine

University of Houston
University of Michigan
University of Missouri
University of Pennsylvania
University of Southern California
University of Virginia
Wellesley College
Wheaton

Canada

United Kingdom

City University
Reading University

Royal Holloway University
University of Nottingham

University of Richmond
Webster

Europe and Asia

American University of Beirut
American University of Dubai
American University of Paris
American University of Sharjah
Augsburg University, Germany
Czech Republic University
Franklin College, Switzerland

Glion, Switzerland
IKADE, Spain
International Christian University, Japan
John Cabot University, Italy
Lady Hardinge Medical College, India
Lebanese American University
Les Roches, Spain

Rijksuniversiteit Groningen, Netherlands
Sophia University, Japan
Swiss Hotel Management School
University of Bremen, Germany
University of Dehli, India
Virginia Commonwealth University, Qatar
Webster, Switzerland

2011–2012 1st Semester Damascus Community School Calendar

AUGUST 2011

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 01 Aug—Mon 1st Day of Ramadan (30 days of fasting Aug 1—Aug 30)
- 30 Aug—01 Sept Eid Al-Fitr (3 day holiday-Festival of the Breaking of the Fast)
- Tue—Thurs US Embassy Closed

SEPTEMBER 2011

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 04 Sept—Sun First Day of School—Labor Day
- US Embassy Closed—School Open

OCTOBER 2011

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 5 Oct—Wed Mid 1st Qtr-Progress Report go Home
- 6 Oct—Thurs Tishreen Liberation Day (Syrian National Holiday-Harb Teshreen Al-Tahiriyyah) US Embassy and School Closed
- 9 Oct—Sun Columbus Day —US Embassy Closed—School Open

NOVEMBER 2011

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 3 Nov—Thurs End of 1st Qtr—Report Cards go Home
- 6 Nov—9 Nov Id Al-Ahda (Day of Sacrifice-following conclusion of Hajj)
- Sun—Wed US Embassy and School Closed
- 10 Nov—Thurs Veterans' Day—US Embassy Closed—School Closed
- 13 Nov—Tues Conference Notices go Home
- 16 Nov—Wed Parent/Teacher Conferences—11:30am student dismissal
- 17 Nov—Thurs Parent/Teacher Conferences—11:30am student dismissal
- 24 Nov—Thurs Thanksgiving—US Embassy and School Closed

DECEMBER 2011

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 8 Dec—Thurs Mid 2nd Qtr—Progress Report go Home
- 22 Dec—5 Jan Winter Break—No School

2011–2012 2nd Semester Damascus Community School Calendar

JANUARY 2012

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 01 Jan—Sun New Year's Day —US Embassy Closed
- 08 Jan—Sun Classes Resume
- 15 Jan—Sun Martin Luther King Jr.'s Birthday observed by US Embassy
—US Embassy Closed—School Open
- 26 Jan Sun End of 1st Semester—Report Cards go Home

FEBRUARY 2012

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

- 02 Feb—Thurs No School
- 19 Feb—Sun Presidents' Day—US Embassy Closed—School Open

MARCH 2012

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 March—Wed Mid 3rd Qtr—Progress Reports go Home
- 8 March—Thurs Revolution Day US Embassy and School Closed
- 29 March—Thurs End of 3rd Qtr-Report Cards go Home
- 31 March—5 April Spring Break —School Closed
Sat—Tue

APRIL 2012

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 8 April—Sun Western Easter—US Embassy and School Closed
- 15 April—Sun Eastern Easter—US Embassy and School Closed
- 16 April—Mon Conference Notices go Home
- 18 April—Wed Parent/Teacher Conferences—11:30am student dismissal
- 19 April—Thurs Parent/Teacher Conferences—11:30am student dismissal

MAY 2012

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 6 May—Sun Martyrs' Day—US Embassy and School Closed
- 10 May—Tues Mid 4th Qtr-Progress Reports go Home
- 17 May—Thurs Progress Reports sent home
- 27 May—Sun Memorial Day observed—US Embassy Closed—School Open

JUNE 2012

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 07 June—Thurs Teacher work day—1/2 day for students—noon dismissal
- 14 June—Tue Last Day of School for Students-students dismissal at noon
End of 2nd Semester—Report Cards go home