

# STUDENT HANDBOOK

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## **I. GENERAL INFORMATION**

### **A. INTRODUCTION**

Beginning in 1973 with only kindergarten, Delaware Christian School has expanded to a four year high school program. The basic academic emphasis of DCS is college preparatory, and present graduates are now establishing good records in their respective colleges and vocations. Equally important, a basic foundation has been laid to prepare students for a lifetime of serving Christ.

Students from over twenty different churches attend Delaware Christian School and represent a wide spectrum of doctrinal beliefs among Bible-believing Christians. The school's basic doctrinal position is that of Delaware Bible Church, yet we do not seek to change students' views on matters not essential to understanding saving faith.

Delaware Christian School seeks to be a ministry to Christian parents who desire to have their children in an educational setting where Biblical values and a Christian view of life are honored.

### **B. STATEMENT OF FAITH**

#### **1. THE HOLY SCRIPTURES**

We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and life, inerrant in the original writings, infallible and God breathed. II Tim. 3:16; II Peter 1:21, 22; Matt. 5:18; John 16:12, 13.

#### **2. THE GODHEAD**

We believe in one Triune God, eternally existing in three persons - Father, Son, and Holy Spirit - co-equal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections. (Deut. 6:4; 2 Cor. 13:14).

#### **3. THE PERSON AND WORK OF CHRIST**

(a) We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful men. (John 1:1,2,14; Luke 1:35).

(b) We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice; and, that our justification is made sure by His literal physical resurrection from the dead. (Rom. 3:24, 25; I Peter 2:24; Eph. 1:7; I Peter 1:3-5).

(c) We believe that the Lord Jesus Christ ascended to heaven, and is now exalted at the right hand of God, where as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate. (Acts 1:9, 10; Heb. 9:24; 7:25; Rom. 8:34; I John 2:1, 2).

#### **4. THE PERSON AND WORK OF THE HOLY SPIRIT**

We believe that the Holy Spirit is a Person who convicts the world of sin, of righteousness, and of judgment; and, that He is the supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling, and sealing them unto the day of redemption. (John 16:8-11; 2 Cor. 3:6; I Cor. 12:12-14; Rom. 8:9; Eph. 1:13, 14).

#### **5. THE TOTAL DEPRAVITY OF MAN**

We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature, and became alienated from God; and, that man is totally depraved, and of himself utterly unable to remedy his lost condition. (Gen. 1:26, 27; Rom. 3:22, 23; 5:12; Eph. 2:1-3, 12).

#### **6. SALVATION**

We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins. (Eph. 2:8-10; John 1:12; Eph. 1:7; I Peter 1:18, 19).

#### **7. THE ETERNAL SECURITY AND ASSURANCE OF BELIEVERS**

(a) We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever. (John 6:37-40; 19:27-30; Rom. 8:1; 8:38-39; I Cor. 1:4-8; I Peter 1:5).

(b) We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word; which; however, clearly forbids the use of Christian liberty as an occasion to the flesh. (Rom. 13:13, 14; Gal. 5:13; Titus 2:11-15; Heb. 12:1-11).

#### **8. THE TWO NATURES OF THE BELIEVER**

We believe that every saved person possesses two natures, with provisions made for victory of the new nature over the old nature by the power of the indwelling Holy Spirit. We believe that all claims to the eradication of the old nature are unscriptural. (Rom. 6:13; 8:12, 13; Gal. 5:16-25; Eph. 4:22-24; Col. 3:10; I Peter 1:14-16; I John 3:5-9).

#### **9. SEPARATION**

We believe that all the saved should live in such a manner as not to bring reproach upon their Saviour and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices, and associations is commanded by God. (II Tim. 3:1-5; Rom. 12:1, 2; 14:13; I John 2:15-17; II John 9:11; II Cor. 6:14; 7:1; Romans 16:17).

#### **10. MISSIONS**

We believe that it is the obligation of the saved to witness by life and word to the truths of the Holy Scriptures and to seek to proclaim the Gospel to all mankind.

(Mark 16:15; Acts 1:8; II Cor. 5:19, 20).

#### **11. THE MINISTRY AND SPIRITUAL GIFTS**

(a) We believe that God is sovereign in the bestowment of all His gifts; and, that the gifts of evangelists, pastors, and teachers are sufficient for the perfecting of the saints today; and, that speaking in tongues and the working of sign miracles gradually ceased as the New Testament scriptures were completed and their authority became established (I Cor. 12:4-11; II Cor. 12:12; Eph. 4:7-11; I Cor. 12:8-10; Isaiah 28:11, 12).

(b) We believe that God does hear and answer the prayer of faith, in accord with His own will, for the sick and the afflicted. (John 15:7; I John 5:14, 15; James 5:15).

#### **12. THE CHURCH**

(a) We believe that the Church, which is the body and the espoused bride of Christ, is a spiritual organism made up of all born again persons of this present age. (Eph. 1:22, 23; 5:25-27; I Cor. 12:12, 14; II Cor. 11:2).

(b) We believe that the establishment and continuance of the local Church is clearly taught and defined in the New Testament scriptures. (Acts 14:27; 20:17; I Tim. 3:1-13; Titus 1:5-11)

#### **13. DISPENSATIONALISM**

We believe in the dispensational view of Bible interpretation which maintains clear distinctions between "the Jews, the Gentiles, and the Church of God" (I Cor. 10:31). We reject the extreme teaching known as "Hyper-Dispensationalism" such as the teaching which opposes either the Lord's Table or water baptism as a scriptural means of testimony for the church in this age. (Matt. 28:19, 20; Acts 2:41, 42; 18:8; I Cor. 11:23-26).

#### **14. THE PERSONALITY OF SATAN**

We believe that Satan is a personal being, a fallen angel, the god of this age, the great inticer and deceiver, the adversary of Christ and His people, accuser of the brethren, whose end shall be eternal punishment in the lake of fire. (Isa. 14:12-15; Ezek. 28:12-19; II Cor. 4:3, 4; I Peter 5:8; Rev. 12:9, 10; Matt. 25:41; Rev. 20:10).

#### **15. THE SECOND ADVENT OF CHRIST**

We believe in the "Blessed Hope", the personal, imminent, pre-tribulation, and pre-millennial coming of the Lord Jesus Christ for His redeemed ones; and in His subsequent return to the earth, with His saints, to establish His millennial kingdom. (I Thess. 4:13-18; Zechariah 14:4-11; Rev. 19:11-16; 20:1-6; I Thess. 1:10; 5:9; Rev. 3:10).

#### **16. THE ETERNAL STATE**

(a) We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matt. 25:46; John 5:28, 29; 11:25, 26; Rev. 20:5, 6, 12, 13).

(b) We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss and fellowship with the Lord Jesus Christ they await the first resurrection, when spirit, and soul, and body are reunited to be glorified forever with the Lord. (Luke 23:43; Rev. 20:4-6; II Cor. 5:8; Phil. 1:23; 3:21; I Thess. 4:16, 17).

(c) We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment. (Luke 16:19-26; Matt. 25:41-46; II Thess. 1:7-9; Jude 6,7; Mark 9:43-48; Rev. 20:11-15).

#### **C. MISSION STATEMENT**

Delaware Christian School strives to provide an excellent Christian education and to assist Christian families in preparing their children to be lifelong disciples of Jesus Christ.

#### **D. PHILOSOPHY**

Delaware Christian School espouses the historical Christian view of life as presented in the Bible. We believe that God's purpose in the creation of man was to glorify Himself. However, man is a sinner by nature. Through Adam and by his own choice he cannot, in this state, glorify God. If man is to glorify God, his nature must be changed by personal acceptance of Jesus Christ as Savior and Lord.

The educational process must present God as the foundation of all truth. All knowledge must be interpreted in the light of His revealed Word, the Bible. The educational process must relate the whole person (spiritually, mentally, socially, and physically) to God and His wisdom.

We realize that children are a gift from the Lord and it is the responsibility of parents to train and disciple children in the "nurture and admonition of the Lord" (Ephesians 6:4). DCS exists to assist Christian parents and their churches in this training.

#### **E. OBJECTIVES**

From our educational philosophy stem certain objectives for the education of pupils in Delaware Christian School.

1. For the spiritual and moral growth of the students, the school seeks:
  - a. To teach that God is the creator and sustainer of the universe, life and man.
  - b. To teach the Bible and foster right attitudes toward it as God's only inspired Word.
  - c. To lead the pupils into a personal saving relationship with Christ as Lord and Saviour.

- d. To teach that growth in the Christian life depends upon fellowship with God through Bible reading, prayer, and service.
  - e. To engender a desire to know and do the will of God.
  - f. To develop a Biblical sense of right and wrong and teach the students how to overcome sin.
  - g. To foster self-discipline in the student, based on respect and reverence for God.
  - h. To stress individual responsibility of Christians for world missions.
  - i. To show the student his present civic responsibilities and to prepare him for adult responsibilities as a Christian citizen of our nation.
  - j. To promote good citizenship through developing and understanding an appreciation of our Christian and American heritage of freedom and human dignity.
  - k. To build into the students a God-consciousness, and help them develop a consistent Christian philosophy of life by integrating all subjects with the Bible.
2. For the students' personal and social development, the school aims:
- a. To develop a balanced personality based on a proper understanding and acceptance of himself, as God made him, and on the full development of his capabilities in Christ.
  - b. To foster wholesome personal relationships through development of social skills based on the Christian concept of love.
  - c. To teach a realistic and Biblical view of life and work and provide skills for future endeavors in college and an occupation.
  - d. To develop the desire for wholesome physical and mental recreation with an awareness that the body is the temple of God.
  - e. To develop the proper attitudes, understandings, and skills needed to establish God-honoring homes.
  - f. To teach Christian social graces.
  - g. To prepare the students to relate properly to non-Christians and to Christians who differ in doctrine and practice.
  - h. To teach the student to apply himself and to work independently in cooperating with the rest of the class.
3. Academically, the school endeavors:
- a. To help the students gain a thorough comprehension and command of the fundamental processes used in communication with others.
  - b. To develop creative and critical thinking and the proper use of Biblical criteria for evaluation.
  - c. To teach and encourage the formation of good study habits.
  - d. To teach the basic concepts of scientific investigation and to show that all scientific facts are in agreement with God's Word.
  - e. To impart knowledge of the world and current affairs in all fields and relate them to God's plan for man.
  - f. To engender an appreciation and enjoyment of the fine arts.

- g. To teach all subjects in their correct perspective in relation to God's Word.
- 4. Working with the homes from which the students come, the school desires:
  - a. To cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program.
  - b. To help the parents to understand the school's purpose and program.
  - c. To aid families in making their homes God-centered.

**F. ACCREDITATION**

Grades K-12 are chartered by the Ohio Board of Education.

**G. CHAPEL**

Chapel is a vital part of the student's life at Delaware Christian School. Chapel consists of one service each week where teachers, students, and outside speakers participate. Separate chapel services are held for K-6 and 7-12.

**H. SCHOOL SYMBOL**

Our school symbol is the eagle which takes its significance from our school verse.

**I. SCHOOL VERSE**

Isaiah 40:31, "But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk and not faint."

**J. SCHOOL COLORS**

Our school colors are red, white and gold. The red stands for the blood of Jesus Christ which cleanses us from sin. The white is for the forgiveness of sins and the purity and righteousness of Jesus Christ. The gold stands for heaven which is our eternal home.

**II. ADMISSION POLICIES AND PROCEDURES**

- A. Each new applicant shall fill out and return an application for admission to the school office.
- B. Each new applicant will be interviewed with the parents or guardian present by the principal of the school. A private interview with the student will be required for each student in 7th grade through 12th.
- C. All applicants need an immunization record signed by a physician. These are required by the Ohio Health Department and must be presented before the child can begin class. Kindergarten applicants may be asked to show a copy of their child's birth certificate.



- D.** Kindergarten students must be judged mature enough to do the work required and must meet the age requirement of five years old by September 30th of the current school year. Testing is required.
- E.** Enrollment shall be limited to students from homes where at least one parent or guardian has a testimony of a personal relationship with Jesus Christ and is in basic agreement with the Christian philosophy of education, doctrinal beliefs, and policies of the school. An exception can be made for junior and senior high school students who have a profession of faith themselves even if their parents do not. In the case of junior and senior high students, they must have a testimony of a personal relationship with Jesus Christ, desire to be instructed under a Christian philosophy, and also be in agreement with our standards of discipline and appearance. Parents shall sign a statement on the registration form evidencing agreement with these factors.
- F.** The re-enrollments for present students will be between March 15 and April 15. Enrollments for new student will open after this period.
- G.** Effective the first Monday after school is dismissed, qualified applicants will be enrolled by the following procedure:
1. Students at DCS who are required to repeat a grade
  2. Staff member's children
  3. Delaware Bible Church member and regular attender's children
  4. Students who have successfully completed the current grade at DCS but who are late in re-enrolling
  5. All other new applicants according to date submitted
- H.** All eligible children of a family are encouraged to be enrolled.
- I.** The acceptance, rejection, or waiting list status of new applicants will be given to the parents either by letter, in person, or by telephone as soon as the application has been reviewed by the administration.
- J.** A probationary period of nine school weeks for all new students will be required for final acceptance and appointment to grades. Personal or written notification to parents of any change in grade placement will immediately follow the nine weeks probationary period in the fall.
- K.** Enrollment for handicapped students will be considered on an individual basis, assuming all other enrollment requirements are met. Since the school does not have facilities or personnel trained to meet the needs of each handicapped student, in most cases the student will be referred to their public school district for the student's welfare. Since Delaware Christian School does not have a formal program to identify handicapped students according to legal definitions, all students will participate in all phases of the testing program. With the principal's approval, teachers are at liberty to modify all tests and assessments, except the

standardized achievement test, to best reflect each particular student's abilities and learning problems.

- L.** Children who have been in home schools will be admitted to the appropriate grade level based on age and readiness testing. High school students must show evidence of credits from a recognized school or institution, or furnish other evidence of having successfully completed high school curriculum. Credits recognized will be determined by the principal.
- M.** The Delaware Christian School recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs and activities of the school. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships/loans/fee waivers, educational programs and athletics/extracurricular activities. The Delaware Christian School is not intended to be an alternative to court or administrative agency orders, or public school district initiated desegregation. The Delaware Christian School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

### **III. FINANCES**

#### **A. TUITION PAYMENTS**

Tuition and supply fees are set annually by the school board. Tuition payments are due by the tenth of each month, August through May. Other payment arrangements may be made with the administrator in advance. Any student whose account becomes two months in arrears may be asked to withdraw from DCS unless special arrangements are made with the school board in advance. Since DCS operates entirely on tuition and gifts, it is imperative that tuition bills be paid on time so that we can meet our financial obligations.

#### **B. GIFTS**

The difference between total expenses of the school and income generated from student fees must be made up by gifts which will typically be 10-20% of the total budget. Gifts, rather than fund raising, are the expected method of making up budget deficits.

#### **C. STUDENT ACTIVITY FUND POLICY**

Any student activity which receives more than \$25 a year must have an activity fund established by DCS. The school bookkeeper has been appointed by resolution to serve as clerk-custodian and to keep appropriate records for all student activity accounts. Records shall be kept of sources of income and expenses.



- B. Parents reporting absences must give a specific reason. Being out late, after school job responsibilities, homework not done, studying for a test, completing a project, etc. are not excused absences. The principal will confer with parents if this becomes an issue and reserves the right to impose a 3% grade reduction for the nine week period for an unexcused absence of any classes missed.
- C. No child will be allowed to leave the school early unless the school office has received written or phone approval from the parents. Parents should contact the office that morning stating the time when the student is to be dismissed, the reason, and who will pick up the student. Parents may call the school and arrange to have their child waiting, or they may come to the school office to call for the child. All students must sign in and out at the school office. Please do not go directly to the classroom.
- D. Two to four periods missed will be recorded as one half-day absence. Five or more periods missed will be considered a full day absence.
- E. Students in grades 7-12 arriving after 8:30 a.m. must report to the office for an entry slip into their class. Parents are urged to foster punctuality, since this is a mark of good character. Junior and senior high students are considered tardy if not seated within two minutes of class change bell and an infraction slip will be issued. Students who are habitually tardy will be issued an infraction for each occurrence. "Habitually" is defined as "parents have been notified by the principal of a tardy pattern and notified that an infraction will be given for any future occurrences."
- F. A student will be considered as having perfect attendance who has missed no school and has had fewer than three unexcused tardies during the course of the year. Up to one half-day missed due to sickness will not be counted against perfect attendance. Absences for other things, such as doctor or dentist appointments, will be counted against perfect attendance. In the event of inclement weather, when school does not officially close, parents may choose to keep students home, but that day will be considered an excused absence and will count against perfect attendance.
- G. For policy on assignments due to absences, see Section VI. Part D.

**V. DISCIPLINE POLICIES - Updated on 02/02**

- A. The Biblical pattern for discipline is summarized in Hebrews 12:5-12 and states that God Himself disciplines adults who are His children for their own benefit and to develop righteousness in their lives. In many passages in Proverbs we learn that God entrusts this same responsibility to parents who are to discipline their children. Parents, in turn, entrust this responsibility to the school teacher for the hours their children are in school.

- B. We view discipline as a tool in discipleship and character building with the ultimate goal of seeing the young child progress from the place of being largely controlled by the teacher and parents to being a young adult who is self-disciplined and under God's authority.
- C. The following is a list of general principles for teachers. Comments are adapted from *The Strong-Willed Child* by James Dobson.
1. Define the rules before they are enforced. Be certain the child knows what he may or may not do and give him the benefit of the doubt--once.
  2. When defiantly challenged, respond with confident decisiveness. Upon ascertaining that authority has been defiled, take appropriate action demanded by the nature of the offense. Do not permit the student to escape the consequences or have a stand-off. Failure on the teacher's part at this juncture will surely invite a more difficult encounter in the future.
  3. Distinguish between willful defiance and childish irresponsibility. Many times defiance seems obvious, but the real problem is immaturity, either physical or mental, not listening carefully, being overexcited, etc. Discipline is not called for in these situations, but understanding and a "second chance."
  4. Reassure and teach after the confrontation is over. Many times the discipline situation presents wonderful moments for teaching spiritual truth. Children are extremely sensitive to sin and the teacher may have a chance to lead the unsaved child to Christ or the Christian child to the truth of I John 1:9. Always pray with the child and have him confess his sin to the Lord. Assure him that you forgive him and love him and that Christ forgives him and loves him. Always end on a good note if possible.
  5. Avoid impossible demands. Be sure that your child is capable of delivering what you require. Be sure that your standards are fair and reasonable and will not become a millstone around the neck that will make school a drudgery instead of a bright, happy place where God's Spirit dwells.
  6. Let love be your guide. Be willing to be flexible as the Spirit guides.
  7. Be consistent.
  8. The following is a list of practical ways to implement discipline.
    - a. Most discipline will be handled solely by the classroom teacher who is responsible to use all good disciplinary techniques short of corporal punishment.
    - b. In the case of persistent offenses, parents will be notified of the problem and cooperation sought. Parents will be notified in advance that the next time the offense occurs, the child will be paddled and permission to do so will be sought.
    - c. In the event of an offense serious enough to involve personal counseling or paddling, the procedure will be as follows:
      - (1) Two staff members will be present at any paddling.
      - (2) Students will be paddled away from all people except the witnesses.

- (3) Teachers will be certain that the student understands what he has done is wrong and why it is sin.
- (4) Teachers will pray with the student and help him understand God's forgiveness and the teacher's forgiveness.
- (5) Parents will be notified.
- d. Parents or the principal may request a conference at any time.
- 9. The following are classified as serious disciplinary offenses. This is not intended to be a complete list. (Updated 02/02)
  - a. Insubordination or disrespect
  - b. Irreverence
  - c. Stealing, cheating, lying
  - d. Challenging the authority of a teacher, principal, or staff member
  - e. Repeated violation of school dress codes or hair standards
  - f. Profanity, cursing or other unacceptable language
  - g. Failure to attend classes
  - h. Smoking or possession of tobacco
  - i. Use of unprescribed drugs, possession or sale of drugs or drug paraphernalia
  - j. Use of alcoholic beverages
  - k. Failure to fit into the spirit of the school
  - l. Immorality or compromising activity and pregnancy
  - m. Any action which may tarnish the student's testimony for Christ.
  - n. Possession of weapon
- 10. Disciplinary Probation - Reasons for disciplinary probation: approved 02/02
  - a. Attitude
    - 1. a rebellious spirit which is unchanged after much effort by faculty and administration
    - 2. a negative influence upon other student
  - b. Deportment
    - 1. repeated disobedience
    - 2. conduct inside or outside of the school which has an adverse affect upon the school's testimony
    - 3. failure of the parents to support the disciplinary procedures of the school

The purpose of a disciplinary probation is invoked to provide a student the opportunity to correct a serious behavioral problem. A conference will be held with parents and principal to explain why the student is being put on probation. A follow-up letter summarizing the conference will be sent to the parents with a copy to be put in the student's file.

The length of probation will be determined by the principal. The student's school activities may be limited and positions of trust and responsibility may be withdrawn for the probation period. Two additional conferences will be scheduled during the probation period to evaluate the student's

progress. Parents will have the opportunity to share relevant information affecting the decision at any point of the procedure.

An evaluation will be conducted at the end of the probationary period. If the student has demonstrated satisfactory improvement as determined by the principal, the probation period will be lifted and a letter to that effect will be sent to the parents. If the student has not shown satisfactory improvement, the principal, and/or faculty may extend the probation period or recommend to the school board that the student be dismissed from school or denied reenrollment.

11. Suspension - approved 02/02

The principal may suspend any student for serious misconduct upon the first incidence of such conduct, if, in the opinion of the principal, such suspension is necessary to maintain appropriate discipline at Delaware Christian School. The principal may also refer a suspension case to the Board of Education for immediate expulsion. Suspensions may be up to ten days at the discretion of the principal.

12. Expulsion - approved 02/02

Students may be subject to expulsion if all disciplinary measures have repeatedly failed. The guidelines for expulsion are as follows:

- a. Expulsion of a student from Delaware Christian School should be considered only after other methods have failed to change or modify undesirable behavior.
- b. Expulsion of a student from school can be accomplished only by a majority vote of the full membership of the Board of Education.
- c. Parents and student may appear at the school board meeting at their request.
- d. The Board of Education will act upon the recommendation for expulsion only after the parent or guardian of the offending student has been notified of the proposed expulsion.
- e. The parent or guardian will be notified within 24 hours of the final decision of the Board of Education concerning a recommended expulsion.
- f. A student who has been expelled from school for disciplinary reasons may be reconsidered for admission upon written request to the Board of Education for the following school year.

13. Sexual Immorality - approved 02/02

Students involved in sexual immorality will be suspended from school for a minimum of five (5) days, with the number of days to be determined by the principal. Students who evidence true repentance which will include the following: a confession of the sin, an apology, and a suspension of the relationship involved for a probationary period (counseling required during this period), may remain in school. Students who do not show repentance will be expelled from school.

When a pregnancy results from sexual immorality, neither the female nor the male student responsible for the pregnancy will be permitted to participate on-campus classes, extra-curricular activities and graduation ceremonies, for the term of the pregnancy. Seniors may be provided an alternate method for the completion of the requirements for graduation.

14. Search and Seizure - approved 02/02

The privacy of persons as well as their freedom from unreasonable search and seizure of property is recognized. The privacy and freedom, however, must be balanced by the school's responsibility to protect the health, safety, and welfare of all the students and staff. Note: Lockers are the property of the school. The superintendent, principal, or their designee may authorize or conduct a search and seizure for the following: items that may disrupt or interfere with the educational process, for missing school property and/or the property of others, narcotics, alcoholic beverages, drugs, tobacco products, and items that pose a clear and present danger to health and safety. Law enforcement officials may conduct a search and seizure on presentation of a search warrant or by the consent of the student and the parent.

15. Detention Hall for Grades 7-12

Infraction slips may be issued by teachers or office staff for rule violations. Any three infraction slips will result in one after school detention hall. Infraction slips will be cleared at the end of the last day of the nine-week grading period.

Students who accumulate three detention halls in a nine-week grading period will be subject to one day out of school suspension. The administrator will make the judgment if this is warranted following a parent conference. The out-of-school suspension will result in a 3% grade deduction for an unexcused absence.

## VI. ACADEMICS

### A. GRADING

Student evaluation is a continuing process for grading growth in every class. This process of ongoing student evaluation becomes increasingly effective when based on a common philosophy which is understood by teacher, parents, and students. The comprehensive K-12 website to assist in the communication between all parties is called EdLine. Parents and students are encouraged to view Edline for a complete listing of lesson plans, grades, and weekly newsletters.

1. Each Monday a folder will be sent home with K-6 students. The folder will contain work from the previous week. The teacher's letter will be available on EdLine.
2. High school students and parents are personally responsible for keeping informed of subject grades by checking EdLine.
3. Teachers parents are encouraged to contact each other anytime a problem may arise.



## **B. GRADING SCALES**

The grading scale is as follows:

98-100=A+; 93-97=A; 90-92=A-; 88-89=B+; 83-87=B; 80-82=B-;  
78-79=C+; 73-77=C; 70-72=C-; 68-69=D+; 63-67=D; 60-62=D-; 59=F.

## **C. PROMOTION AND RETENTION POLICY**

1. Realizing that each child's growth pattern is individual, the promotion and retention policy is general in scope to allow for assessment of each child's complete development. Delaware Christian School knows that repetition of a grade does not always have educational value and often is detrimental to the social and emotional development of a student. However, when staff members feel that a student can benefit from repeating a grade, he will be retained.
2. Many factors must be considered in the area of promotion and retention. Delaware Christian School will consider the following matters for each student:
  - a. The child's I.Q. range
  - b. The effort the child puts forth to work to his fullest potential.
  - c. The child's complete developmental patterns--academic, emotional, physical, and spiritual.
3. Learning to read is recognized as a basic task to the elementary grades. For that reason retention procedures will rest heavily on reading ability. All students who cannot read with fluency at their grade level will be considered for retention. Also, when any student has not performed satisfactorily academically in the teacher's professional opinion, he will be considered for retention.
4. When retention is being considered, this is the procedure that will be followed:
  - a. The teacher will carefully evaluate the student's work, giving any additional tests deemed necessary.
  - b. With documented material, the teacher and principal will meet with both parents, if possible, and discuss the child's development.
  - c. Before a final decision is made, all factors will be discussed; maturity, social adjustments, work habits, attendance record, any handicaps, and emotional stability.
  - d. Every effort is to be made to have the child and his parents or guardian agreeable to the retention.
  - e. The student shall be retained on the following basis:
    - 1) Kindergarten - Recommendation of the teacher.
    - 2) Grades 1 & 2
      - F in reading or math = Retain (Yearly Average)
      - D in reading or math = Retain or required tutoring for reading or math
    - 3) Grades 3 & 4
      - F in reading or math = Retain (Yearly Average)
      - D in reading or math = required tutoring
    - 4) Grades 5 & 6
      - Any 2 F's (Yearly Average)=retention or summer school

- One F or D (Yearly Average)=recommended
- 5) Grades 7 & 8 A student shall be retained if he:
  - Receives an F in 2 or more solid subjects based on average of four grading periods (English, reading, math, social studies, science, Bible)
- 6) Grades 9 - 12
 

No credit for any course with two F's in one semester. This includes either both nine-week grades or one nine-week grade and semester exam grade. If only one semester of a course is failed, only that semester which was failed needs to be repeated to receive full credit.
- f. Special Considerations:
  - 1) Conditional promotion will be considered for students whose abilities to progress are questioned. If a teacher feels a child has not progressed as he should, but does not believe retention will help, that child may be conditionally promoted. During the first six weeks, his work will be evaluated and the final decision will be made as to grade placement. As in retention, conditional promotions will be made with full understanding of the parents and a cooperative effort of the school and home.
  - 2) Any child who does not progress because of repeated and continuing lack of effort may be recommended by the principal to the School Board for consideration of dismissal from school. It is understood that before this happens, every effort will be made to discern the reason why the child is not motivated.
  - 3) Any child who is working to capacity, who is not a discipline problem, and who has a healthy and realistic attitude toward his abilities will be given every consideration.

**D. SCHEDULE CHANGES - Approved 02/02**

A student may make a schedule change within the first three weeks of school. If the student is dropping or adding a class within the first three weeks of school, a written permission for the change must be signed by the parent and given to the administrator. There will be no penalty for the schedule change.

A meeting with the principal, the teacher, one parent, and the student will be necessary if a student desires to drop a class after the first three weeks of school. At this meeting it will be determined if a WP (withdrew passing) or a WF (withdrew failing) will be recorded on the grade card. Dropping a course without permission from the teacher and/or office will result in a WF on the grade card.

**E. HOMEWORK**

The teaching staff of Delaware Christian School will be encouraged to assign homework only when it is beneficial to the pupil. The objectives of homework assignments should be:

1. To create desire for self-study and self-discipline.
2. To aid in development of independent and conscientious study habits.
3. To encourage the development of problem-solving skills.
4. To provide meaningful drill to improve basic skills.
5. To provide directions enabling the parents to help their children during practice sessions at home.

In as much as possible, we endeavor to give less homework on Wednesday night and not have tests on Thursday to promote Wednesday night church attendance.

**F. LATE WORK POLICY**

1. Grades K-3 - Handled at teacher's discretion
2. Grades 4-6
  - a. Work not finished by class time is lowered two grades.
  - b. A zero is given for work not finished by next day.
  - c. A homework slip or note is to be sent home to be signed by parent stating the assignment was not finished.
  - d. Student gets no recess time until assignment is turned in.
  - e. If unavoidable circumstances at home have prohibited the student from completing the assignment, an extended 24 hours is given if the parent sends a signed note to the teacher.
3. Grades 7-12
  - a. Any assigned work not completed by class time is considered late unless the student has an excused absence due to illness.
  - b. One letter grade will be deducted for each school day or fraction thereof for five school days thereafter. After five school days, the grade received will be a zero or I (incomplete) on the missing work.
  - c. An "I" means that the student has an incomplete in the course and no grade can be given until this work is completed.
  - d. Work due or tests taken on the day of an unexcused absence or suspension becomes a zero.
  - e. Papers due or tests missed that have been assigned more than one day prior to the excused absence must be turned in (paper or project) or taken (test) the day of returning to school or will be considered late work.

## **G. HIGH SCHOOL GRADUATION REQUIREMENTS**

### Graduation Requirements:

3 units of Math

3 units of Science

4 units of English

3 units of Social Studies

4 units of Bible or 1 unit for each year at DCS

½ unit of Health

½ unit of Physical Education

2 units of foreign language strongly suggested

Plus additional units from:

5-1/2 units of Electives

Business, computer science, or visual/performing arts

Total of 20 ½ units to graduate

Total of 20 ½ credits to graduate

5 units of per year minimum

## **H. DELAWARE CAREER CENTER - approved May 12, 2009**

DCS students who have successfully completed the freshman and sophomore years at DCS may enroll in Career Center classes and graduate from DCS. The following stipulations must be met:

1. They must have a good recommendation of the DCS administrator when they enroll in Career Center classes.
2. They must maintain a good testimony throughout their Career Center experience.
3. They must take core classes that are required for graduation (English, math, science, social studies) at DCS as long as scheduling allows.

If these stipulations cannot be met, either for the junior or senior year, the student must enroll in their home public school district and receive a diploma from that school.

If DCS cannot schedule the classes that potential Career Center students need, a waiver of this policy may be requested from the administrator.

This policy will become effective for the graduating class of 2011.

## **I. POST SECONDARY EDUCATIONAL OPTIONS**

1. Junior and senior students who are accepted at an approved college or university may do nonsectarian college level work for either high school credit or college credit or both while in high school.
2. Only courses taken for high school credit will be used in calculating grade point averages and class rank.
3. Conversion to high school credits of successful college course work taken for high school credit will be accomplished by using one of the following methods:
  - a. 5 college semester hours equals 1 high school Carnegie unit.
  - b. 7.5 college quarter hours equals 1 high school Carnegie unit.

- c. Fractional Carnegie units will be calculated proportionately, i.e. 3 semester hours = .6 CU, 5 quarter hours = .66 CU
- 4. Freshmen and sophomores may not participate in the Post-Secondary option.
- 5. Juniors and Seniors must take the core classes at DCS. They may take PSEO elective classes if the elective class is not given at DCS.
- 6. Students must have attended DCS for four complete high school semesters and completed 10 credit hours before participating in the Post Secondary Option.
- 7. If a student drops out of a college class, the student and parents are responsible for reimbursing the State Department of Education for any costs incurred for the dropped class. If a student drops out of college, they revert to being under normal attendance and graduation requirements for Delaware Christian High School.
- 8. Only students who have completed all graduation requirements will be permitted to go through graduation exercises.
- 9. To be eligible for locally selected scholarships, a student must earn 6 or more credits toward graduation during their junior and senior year at DCS. This would include the school nomination for the Ohio Board of Regents Scholarship.
- 10. Eligibility for Post Secondary Option is dependant upon availability of funds from the State Board of Education. Delaware Christian must be notified prior to the end of the academic year if a student wishes to participate in PSEO the following year.
- 11. Fee rates for PSEO students attending DCS will be as follows:
  - a. Book Fees 50%
  - b. Facilities Fees 100% (if applicable)
  - c. Tuition 75% (if full tuition)

#### **J. STANDARDIZED TESTS**

- 1. The following tests shall be administered in the spring at the following grade levels:
  - a. K, 2, 3, 5 grades Stanford Achievement Tests
  - b. 1, 4, 6 grades Stanford Achievement Tests and Otis Lennon School Ability Test
  - c. 8<sup>th</sup> Grade 9<sup>th</sup> Grade Proficiency Test
- 2. Optional achievement tests for high school students:
  - a. 10<sup>th</sup> Grade Pre ACT/PLAN
  - b. 10<sup>th</sup> Grade Ohio State Early Math Placement Test
  - c. 11<sup>th</sup> Grade Preliminary Scholastic Aptitude Test (PSAT)
  - d. 11/12th Grades SAT and/or ACT
  - e. 11/12th Grades Armed Services Vocational Aptitude Battery

#### **K. HONOR ROLL AND MERIT ROLL**

The school will quarterly publish an honor roll for 7-12 grades. The purpose of having an honor roll is to recognize those students who "study to show themselves approved unto God...workmen that need not to be ashamed..." realizing that the

well-rounded student is utilizing his gifts and abilities to glorify God. It is to this end that these students are specially recognized. The honor roll will include all subjects which are given a letter grade for that grading period. The "Honor Roll" will be for those students making all A's. The "Merit Roll" will be for those students earning all A's and B's.

**L. PROGRAMS FOR REMEDIAL ASSISTANCE**

DCS does not have a program for children with "learning disabilities" as identified by legal definition. We do offer tutorial and remedial assistance on a limited, time available basis.

**M. SUMMER SCHOOL**

DCS does not offer summer school programs at any grade level. When junior high or high school courses can be made up to earn a passing grade, DCS will recognize summer programs offered at local public schools and the Delaware Joint Vocational School providing approval is granted in advance.

**N. ON-LINE CLASSES AND CORRESPONDENCE COURSES – approved 5/12/09**

1. If a course is required for graduation and cannot be taken due to scheduling conflicts or unavailability, the principal may approve a substitute on-line or correspondence course. The school will pay for the class upon successful completion.
2. If the course is taken for personal enrichment or to make up a failed class, the student must pay the expenses of the course.
3. Students desiring to take on-line classes in lieu of DCS courses must have permission of the principal. This would include both PSEO credits and dual credit courses not paid by state funds. Students must take at least four core classes each year at DCS to qualify for this option. These classes must be from the following: English, Science, Social Studies, Bible, Math, Spanish.

**O. LEARNING MATERIALS**

Learning materials shall be defined as books, audio-visual, computer software, magazines, etc. Learning materials chosen for the school collection shall be ones which lend themselves to the fulfillment of the philosophy and objectives of the school. The material should be of generally high quality and with a theme worthy of development for the appropriate age level of the reader. Material which depicts man's fallen state shall be such as not to be offensive to the Christian community.

Language should not be unnecessarily profane, prurient or coarse, but conducive to the mind-set such as that in Philippians 4:8. Such topics as the occult, monsters, supernatural creatures, glorification of crime and immorality, ungodly heroes or music should not be included in the collection.

The issue of evolutionary based science books is an especially difficult one. Wherever possible, emphases shall be given to purchasing science books written from a creationist's perspective, but of necessity and to help Christian students

understand the basis of evolutionary theory, certain books, especially encyclopedias and science series, shall be permitted.

Parents are ultimately responsible to the Lord for determining what their children do and do not read. Teachers are responsible to the Lord and to the parents and their children for the materials they select for use in reaching the goals and objectives of the school's curriculum but must have freedom to use their mature Christian judgment within the guidelines established by the Board of Trustees.

1. The search for useful books include those written by persons who are not Christian, or who write things that may be judged to be false when tested with the touchstone of God's Word. Our use of such books is based on the following assumptions:
  - a. God in His grace reveals truth to all men, Christian and non-Christian, through general revelation. Thus, a non-Christian author may have much truth to share with the reader, whether that reader is a Christian or not.
  - b. One of the goals of a Christian education is to prepare students to be discerning observers and participants in their culture. This can be achieved by a careful analysis of selected products of the culture, including books, speeches, events, and the people.
  - c. Literature will be viewed in the context of the ethnic and historical flavor of its time period.

All materials selected for use in the library or the classrooms must meet a majority of the criteria listed below:

1. Appropriateness
  - a. The material shall be appropriate to the general objective of the school curriculum.
  - b. The materials shall be appropriate to the specific objectives of the unit or section under study if being used in the classroom.
  - c. The material shall be appropriate to the age, mental, emotional, and spiritual level of maturity, interests, and needs of the reader.
2. Potentiality
  - a. The materials shall have the potential of engaging and exercising the reader's power of imagination.
  - b. The material shall have the potential of providing the reader with a significant and/or enjoyable experience.
  - c. The material shall have the potential of leading the reader to a greater understanding of his culture and society.
  - d. The material shall have the potential of leading the reader to reinforce familiar and/or discover new aspects of truth.
  - e. The material shall have the potential of providing the reader with a significant occasion for exercising and/or redefining his Christian faith and commitment.
  - f. The material shall have the potential of sharpening the reader's sensitivity and increasing his concern and compassion for man's social, moral, and spiritual predicament and needs.

3. Worth

- a. The material shall achieve a fusion of technical excellence and moral power.
- b. The moral and/or social significance of the material shall far exceed in value the possible offensiveness of any of its parts.
- c. If appropriate, the material as a whole shall achieve a moral impact and reflect an honest penetrating view of human life that is valid in its perception and non-didactic in its stance.

Librarians or classroom teachers shall be responsible for selection of books based on the given criteria. If doubt exists, the administrator should be consulted and his judgement should be followed.

Parents or teachers who are concerned about any selection either in the library or classroom should address their concerns to either the head librarian or classroom teacher responsible. If further action is requested, the administrator should be addressed and then the school board who is responsible for a final decision.

**P. COMPUTER AND INTERNET POLICY**

The Delaware Christian School (DCS) can now offer World Wide Web Internet access to your child. This access offers vast, diverse, and unique resources and is provided to students and school personnel to promote educational excellence. The purpose of this document is to inform parents, guardians, and students of the availability of the Internet resources, the rules governing its use, and to obtain express parental or guardian permission for an individual student to use the Internet while at school

As we look to use this new technology, the Internet, we desire to look at it holistically, seeking to filter its possibilities, as in all of life, through a Biblical filter system where technology is not the thing to be esteemed, but a means to study the world God has created for us. Our hearts need to be guarded in all of life's experiences (II Cor. 10:5), but especially where research, visual images, and data retrieval imprint lasting impressions on developing minds and spirits (Matthew 12:35, Luke 6:45). We seek not a device of temptation but a tool to be used wisely embracing only the parts that will not defile our heart and soul (Matthew 15:18-19) as we eagerly train young men and women after God's own heart (I Thess. 3:13). It is our resolve to use the Internet with the same attitude Paul had in writing to the Romans, "I want you to be wise about what is good, and innocent about what is evil" (Romans 16:19), as well as later when he wrote the Philippians, "Finally brothers, whatever is lovely, whatever is noble, whatever is pure, whatever is admirable-if anything is excellent or praiseworthy-think (dwell) on these things" (Phil. 4:8).

The Internet is an electronic highway connecting thousands of computers all over the world which can give students and teachers access to a variety of rich, educational resources. The World Wide Web (W.W.W.), a portion of the Internet that your student can use, includes virtually unlimited information from up-to-the-minute scientific information to Supreme Court documents to current devotionals



as well as other information that is traditionally difficult to obtain in the school environment. To access the World Wide Web at school, students will be using a World Wide Web browser. This allows students to navigate through "WWW" information by pointing and clicking the mouse. Information is presented richly in text, pictures, sound and some video. Students can send electronic mail through this web browser, but the access described in this document will **NOT** provide students with their own Internet e-mail address, the ability to create World Wide Web pages, or the ability to access the Internet from home.

The educational value of appropriate information on the Internet is substantial. The Internet is composed of information provided by institutions and people all over the world and thus, also includes material that is not of educational value in the context of the school setting. There is information which may be judged as inaccurate, abusive, profane, sexually oriented or illegal. DCS does not condone or permit the use of this material. While software in use can help screen undesirable information, it is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet. One of our school goals is to support students in responsible use of this vast reservoir of information. Internet access is available to students only on computers that are in highly visible areas. However, parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with this contract and will be held responsible for their use.

DCS strongly encourages parents to discuss with their children their own expectations for their child's Internet use.

Listed below are the provisions of agreement regarding computer network and Internet use. If any user violates this Policy and Agreement, the student's access will be denied, if not already provided, or withdrawn and she/he may be subject to additional disciplinary action.

1. Student Responsibility  
By signing the Policy and Agreement, the students are agreeing not only to follow the rules in this Policy and Agreement, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.
2. Term of the Permitted Use.  
A student who submits to the School, as directed, a properly signed Policy and Agreement and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy and Agreement each year during which they are students in the School before they are given an access account.
3. Proper & Acceptable Use

The use of the Internet, including the (W.W.W.) must be in support of education and academic research and consistent with the educational objective of Delaware Christian School.

- a. Internet activities that are permitted and encouraged:
  - investigation of specific topics being studied in school
  - investigation of opportunities outside of school related to community service, employment, or further education
- b. Internet activities that are not permitted:
  - searching, viewing or retrieving materials that are not related to school work, community service, employment or further education (thus, searching or viewing sexually explicit, profane, violence promoting, or illegal materials is not permitted)
  - copying, saving, or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted)
  - subscription to any services or ordering of any goods or services
  - sharing of the student's home address, phone number or other information
  - playing games or using other interactive sites such as chats, MUDs and MOOs unless specifically assigned by a teacher
  - any activity that violates a school rule or a local, state, or federal law

4. Privacy

Network and Internet access is provided as a tool for your education. The School reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School and no user shall have any expectation of privacy regarding such materials.

5. Theft/Plagiarism

Students should treat information that is found electronically in the same way they treat information that is found in printed resources. If Internet sources are issued for research, an identifiable address must be cited in a bibliography. Students must produce printed copies of the source if requested. Rules against plagiarism will be enforced. DCS will not tolerate the use of our system for the illegal copying or storing of illegally acquired software or information.

6. Failure to Follow Policy and Breach of Agreement

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School may refuse to reinstate for the remainder of the student's tenure in the School. A user breaches his or

her Agreement not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School may take other disciplinary action.

7. Warranties/Indemnification

The School makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the Data Acquisition Site that provides the computer and Internet access opportunity to the School and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another's outside the School's network.

8. Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time-to-time to provide new or additional registration and account information or to sign a new Policy and Agreement, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy and Agreement must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

## VII. HEALTH POLICIES

### A. AIDS POLICY

The Delaware Christian School has adopted a policy on aids based largely on the guidelines and recommendations of the Association of Christian Schools International. A copy of this policy may be attained by contacting the school office.

**B. COMMUNICABLE DISEASES**

1. State health department policy is followed in all cases at DCS.
2. A student may be exempted from immunization upon the presentation of the written religious or moral objection of his parent or guardian, or the written certification of a physician that such immunization is medically contraindicated.
3. A child will be excluded from school if the principal suspects the child has a communicable or nuisance disease. The principal will immediately report the reason for exclusion to the parents. If a child has a communicable disease, further action including the child's return to school will be according to Board of Health regulations.

**C. HEALTH PROGRAM**

DCS health policies and procedures shall be in keeping with Biblical principles and shall be conducted with the assistance of the Delaware County Health Department.

**D. EMERGENCIES AND ACCIDENTAL INJURIES**

1. In order to deal with the emergencies and accidental injuries, at least one of the school staff shall be trained in first-aid. The school office shall keep on file an emergency card for each student. The card shall list the family doctor and hospital in the event we must transfer the student to a hospital, and the parent's permission to administer medical attention to the student. Every effort will be made, however, to contact the parents either at home or at their work to inform them of the emergency.
2. The teacher or person in charge at the time of the emergency must complete a "Report of Injury to Student" form within twenty-four hours of the incident.

**E. DISPENSATION OF MEDICINE**

1. The school office will dispense oral prescription medication, including aspirin type medication for students that are required by a physician to take the medication during the school day.
2. The principal, school secretary, or school nurse are authorized to dispense the medication. The school office must receive a signed statement from the parent or guardian that the medication should be administered.
3. All drugs must be received by the person authorized to administer the medication in the container in which it was dispensed by the prescribing physician or a licensed pharmacist.

**VIII. SAFETY POLICIES**

**A. SUPERVISION**

Supervision will be provided at no cost for students who must come to school early or will not be picked up until later. Please note, however, that this service is only from 3:00 until 3:30 p.m. We must ask that no student arrive before 8:00 a.m. or be picked up after 3:30 p.m. since no supervision is provided beyond these times. The school assumes no responsibility before or after these hours.

**B. SAFETY PATROLS**

The sixth grade class will provide safety patrol service from 3:00 p.m. until 3:20. They will direct traffic, alert the students as to when they may cross the driveway, and assist students to their cars if needed.

**C. AUTOMOBILE SAFETY**

When a car or other motor vehicle is driven onto the school grounds, it must be parked in the student parking lot in a designated area and remain there until the end of the student's school day. Students may not loiter in their cars during the day. No other students may ride in that vehicle without parental permission. It is recommended that cars and motor vehicles be locked since the school cannot assume responsibility for vandalism, theft, or damage. Speed limit on school property is 10 mph. Traffic and personal safety rules are to be observed. Carelessness or infraction of school rules may result in loss of driving privileges.

**D. FIRE AND TORNADO DRILLS**

Monthly fire drills are required by state fire safety codes. Signs are to be posted in each classroom and office giving evacuation directions. Monthly tornado safety drills are required during tornado season. Signs should be posted in each classroom and office stating proper tornado emergency measures. The specific procedure for evacuation for fire and tornado drills is located in the faculty handbook. Records are available for public inspection.

**IX. EXTRACURRICULAR ELIGIBILITY REQUIREMENT- Updated 2/02**

**A. POLICY**

Sports, drama, music, and class activities that take place outside of the classroom are an integral part of the DCS curriculum. As such, these activities shall contribute to the development of the entire young person, including the academic, spiritual, physical and social realms.

Realizing that students have differing God-given spiritual gifts and aptitudes, these activities provide opportunities for students to learn and grow in these other areas, as well as linguistic/mathematics oriented academic subjects.

The purpose of these eligibility requirements is to allow as many students as possible to participate in extracurricular activities, build Christian character qualities that a student should be held accountable for, and allow for widely differing aptitudes. This is to be accomplished within the framework of providing a solid liberal arts education.

In addition to the standards of DCS, the OHSAA standards will be met without exception in order to maintain athletic eligibility.

**B. SEVENTH AND EIGHTH**

1. All beginning seventh graders are eligible.
2. The student-athlete must have received passing grades in 75% of the subjects in which enrolled in the immediately preceding grading period.

Summer school grades may not be used to substitute for failing grades received in the final grading period of the previous school year.

3. A student receiving an F in the first, second or third nine weeks must be doing passing work at the end of two weeks in the next grading period to become eligible. This is in addition to 1.b

**C. NINE TO TWELVE**

1. To be eligible a student-athlete must have received passing grades in five one credit courses, or the equivalent, in the previous grading period.
2. A student receiving an F in the first, second or third nine weeks must be doing passing work at the end of two weeks in the next grading period to become eligible. This is in addition to 2.a.

**D. MISSING TESTS & ASSIGNMENTS FOR GRADES 7 - 12**

In the event a student is not turning in daily assignments, has not made up tests, has overdue reports or projects, the following steps will be initiated:

1. Teacher/student conference
2. Teacher notification of principal who will inform parents and set deadline for completion of requirements.
3. Principal shall make the student ineligible for sports or other activity until responsibility is fulfilled (if item b. deadline is not met).
4. If the problem remains, the principal shall meet with the student, teacher, and parents. At this time the principal may make the student ineligible for a period of time at his discretion. As a last resort, a student may be removed from a team or activity.

**E. GRADES USED FOR DETERMINATION OF ELIGIBILITY**

1. Only the four nine week periods are to be considered.
2. Semester exams and averages are not taken into consideration.
3. The fourth quarter of the previous year establishes eligibility for the first quarter of a new school year.

**F. ATHLETIC TEAM DRESS**

The desire for our athletic teams shall be that they not only play up to their potential but also conduct and dress themselves as befits Christian young men and women, whether at home or on another school campus. Therefore, the following dress code will be followed:

1. Boys' Sports (Soccer and Basketball)  
School dress or uniforms are required to and from all games (home and away.)
2. Girls' Sports (Volleyball, Basketball, Softball, Cheerleading)  
School clothes, dress slacks, or uniforms are required to and from all games (home and away.) Neatness and good judgment is expected in selecting clothing.

#### **G. ATHLETIC TRAVEL REGULATIONS AND OTHER ACTIVITIES**

1. All team members are to ride both to and from the game as a team. The only exception to this rule is when the parents make a specific request to the coach or advisor following the completed activity. An athlete or cheerleader may ride back with his/her parent only if above permission has been granted.
2. All DCS policies are to be enforced for the duration of the trip.
3. Listening devices (tape players, radios, CD's etc.) will not be permitted except on extended trips, with the stipulation that the subject matter is edifying. At the discretion of the coach or supervisor, these devices may be used with headphones for private listening.

#### **H. PART-TIME HIGH SCHOOL STUDENTS**

Part-time junior and senior high school students are eligible for participation in interscholastic activities under the following conditions:

1. Participants must meet Delaware Christian School attendance policy for part-time students including JVS, PSEO, senior work option, and home school.
2. Participants must meet the same athletic eligibility requirements as stated in the school policy.
3. Participants must meet the eligibility requirements for participating in athletic requirements under the regulations of OHSAA including in school education for a minimum of one credit per year.
4. Home School Student in Interscholastic Athletics  
Home school students wishing to participate in interscholastic athletics

#### **X. DRESS CODE**

Stated objectives of DCS include developing Christian social graces and preparing for believing that dress affects the student's attitude toward himself and his work, the intent of the dress code is to avoid an overly casual atmosphere. We want to encourage diligence and appearance, especially at the upper grades, which will help prepare students for the type of dress expected in seeking employment. The dress code is not intended to cover every possible clothing combination, haircut, or style. **The school administrator shall have final responsibility on deciding dress code issues.** Parents are requested to be the first to see that students are in compliance. In the case of extreme or repeat violations, the student may be sent or taken home to change. Dress code will apply before, during, and after school. **Students must go home in the same clothes that they arrive in unless permission has been granted otherwise.** While understanding that compliance with the dress code cannot be used to measure a student's spirituality, his attitude toward the rules and willingness to comply indicates a positive Christ-like attitude toward those people and institutions that have God-given authority over him.

**CAMPUS WEAR**  
**GENERAL GUIDELINES FOR ELEMENTARY STUDENTS**

1. Shirts must be tucked in every day, even when wearing a sweater or vest. Long-sleeved shirts may not be worn under short-sleeved shirts. All buttons must be fastened with the exception of the top button. Collar and wrist buttons must be fastened.
2. Belts must be worn with shorts and slacks.
3. Jackets, coats, sweatshirts (hooded, pullover, or zippered), or shirts worn as jackets and other outer apparel may not be worn in class.
4. There are to be no decorations or logos on Campus Wear other than those adopted by school policy.
5. Skirts and jumpers should be of adequate length so as not to compromise the modesty of the wearer during routine daily school activities. Fifth and sixth grade length should be no shorter than 2 inches above the middle of the knee.
6. Shirts should be worn one at a time. No layer looks are appropriate unless a sweater is worn on top of a shirt.
7. Only one pair of socks should be worn at a time.
8. All school attire must be clean, neat, and loose fitting.
9. All T-shirts must be free from visible slogans or logos.
10. Collared campus wear shirts must be worn under sweaters and vests.
11. Hats are not to be worn in the building at any time.
12. Tattoos, facial hair, earrings (gentlemen only), body piercing (other than ears), or excessive jewelry are not permitted.
13. Hair must be neatly combed and restrained. Gentlemen's hair must be short and evenly tapered or blocked in the back and on the sides. It also must be kept off the collar and should not touch the ears. Sideburns must be no longer than the earlobe. Hair dyeing (unnatural colors) or styles that draw undue attention are not permitted for ladies or gentlemen.
14. Make up and /or jewelry may be worn as long as it is in good taste and not in excess.



**CAMPUS WEAR**  
**GENERAL GUIDELINES FOR SECONDARY STUDENTS**

1. Oxford shirts must be tucked in every day, even when wearing a sweater or vest. Polo shirts are required to be tucked in. All buttons must be fastened with the exception of the top button. Collar buttons must be fastened.
2. Sweatshirts purchased through Educational Apparel may be worn during school hours.
3. There are to be no decorations or logos on Campus Wear other than those adopted by school policy.
4. Skirts and jumpers should be of adequate length so as not to compromise the modesty of the wearer during routine daily school activities. Seventh through twelfth grade skirt and jumper length must come to the top of the knee cap when standing.
5. V-neck sweaters and vests require a t-shirt or collared shirt underneath.
6. Only one pair of socks should be worn at a time.
7. All school attire must be clean, neat, and loose fitting.
8. All T-shirts must be free from visible slogans or logos.
9. Hats are not to be worn in the building at any time.
10. Tattoos, facial hair, earrings (gentlemen only), body piercing (other than ears), or excessive jewelry are not permitted.
11. Gentlemen's hair must be kept off the collar and hair on the forehead should not extend below the eyebrows. Sideburns should be neatly trimmed and must be no longer than the bottom of the earlobe. Hair dyeing (unnatural colors) or styles that draw undue attention are not permitted for ladies or gentlemen.
12. Make up and /or jewelry may be worn as long as it is in good taste and not in excess.

# CAMPUS WEAR DRESS FOR GIRLS K-4

ITEM	STYLE	DESCRIPTION
*BLOUSES	Long or short-sleeved oxford, button-down collar	White, light blue, or light yellow
	Long or short-sleeved, round collared (Peter Pan) blouse	White or light yellow
	Long or short-sleeved polo style shirt	White, navy, yellow, green or red
*JUMPERS	Drop waist, box pleats	Plaid
*SLACKS	Dress slacks with pleats available with elastic and non elastic waist bands	Navy or khaki
*TURTLENECKS	Regular style	White, navy, yellow, or red
*SWEATERS	Pullover crew neck, V-neck, or cardigan with crew or V-neck	Navy or red
*SWEATER VESTS	Pullover V-neck	Navy or red
SOCKS	Knee socks or anklets	Plain white, navy, red, khaki, or tan
SHOES	Dress styles include loafers, oxfords, other leather dress shoes, also athletic or tennis shoes (Sandals permitted same months as shorts)	Conservative leather or leather look is acceptable. No work boots, army boots, snow boots, shower shoes
HOSE/TIGHTS	Plain or cable tights or neutral hose	Plain white, navy, red, khaki, or tan tights, neutral hose
UNDERCLOTHING	Long underwear may be worn under slacks NOT under jumpers	No visible underclothing (T-shirt at neckline excluded)
BELTS	Must be worn with pants and shorts	Navy, brown, or black
*SHORTS	Walking style to the knee (May be worn Aug., Sept., Oct., Apr., May, & June)	Navy or khaki

Monogramming is optional on tops and sweaters for boys and girls clothing.  
Block DCS or DCS crest.

\*Denotes items that must be purchased through Educational Apparel, our Campus Wear supplier.

## CAMPUS WEAR DRESS FOR GIRLS 5-6

ITEM	STYLE	DESCRIPTION
*BLOUSES	Long or short-sleeved oxford, button-down collar	White, light blue, or light yellow
	Long or short-sleeved polo style shirt	White, navy, yellow, green or red
*JUMPERS	Drop waist, box pleats	Plaid
*SKIRTS	Elastic back with box pleats	Plaid, navy, or khaki
*SLACKS	Dress slacks with or without pleats	Navy or khaki
*TURTLENECKS	Regular neck	White, navy, yellow, or red
*SWEATERS	Pullover crew neck, V-neck, or cardigan with crew or V-neck	Navy or red
*SWEATER VESTS	Pullover V-neck	Navy or red
SOCKS	Knee socks or anklets	Plain white, navy, red, khaki, or tan
SHOES	Dress styles include loafers, oxfords, other leather dress shoes, athletic or tennis shoes (Sandals permitted same months as shorts)	Conservative leather or leather look is acceptable. No work boots, army boots, snow boots, shower shoes
HOSE/TIGHTS	Plain or cable tights or neutral hose	Plain white, navy, red, khaki, or tan tights, neutral hose
UNDERCLOTHING	Long underwear may be worn under slacks NOT under skirts or jumpers	No visible underclothing (T-shirt at neckline excluded)
BELTS	Must be worn with pants	Navy, brown, or black
*SHORTS	Walking style to the knee (May be worn Aug., Sept., Oct., Apr., May, & June)	Navy or khaki

Monogramming is optional on tops and sweaters for boys and girls clothing.

Block DCS or DCS crest

\*Denotes items that must be purchased through Educational Apparel, our Campus Wear supplier.

## CAMPUS WEAR DRESS FOR GIRLS 7-12

ITEM	STYLE	DESCRIPTION
*BLOUSES	Long or short-sleeved oxford, button-down collar	White, light blue, or light yellow
	Long or short-sleeved polo style shirt	White, navy, yellow, green or red
*JUMPERS	Drop waist, box pleats	Plaid
*SKIRTS	Elastic back with box pleats	Plaid, navy, or khaki
*SLACKS	Dress slacks with or without pleats	Navy or khaki
*TURTLENECKS	Regular neck	White, navy, yellow, or red
*SWEATERS	Pullover crew neck, V-neck, or cardigan with crew or V-neck	Navy or red
*SWEATER VESTS	Pullover V-neck	Navy or red
SOCKS	Knee socks or anklets	Plain white, navy, red, khaki, or tan
SHOES	Dress styles include loafers, oxfords, other leather dress shoes, athletic or tennis shoes and sandals	No work boots, army boots, snow boots, shower shoes
HOSE/TIGHTS	Plain or cable tights or neutral hose	Plain white, navy, red, khaki, or tan tights, neutral hose
UNDERCLOTHING	Long underwear may be worn under slacks NOT under skirts or jumpers	No visible underclothing (T-shirt at neckline excluded)
*SHORTS	Walking style to the knee (May be worn Aug., Sept., Oct., Apr., May, & June)	Navy or khaki

Monogramming is optional on tops and sweaters for boys and girls clothing.  
Block DCS or DCS crest

\*Denotes items that must be purchased through Educational Apparel, our Campus Wear supplier.

## CAMPUS WEAR DRESS FOR BOYS K-6

ITEM	STYLE	DESCRIPTION
*SHIRTS	Long or short-sleeved oxford, button-down collar	White, light blue, or light yellow
	Long or short-sleeved polo style shirt	White, navy, yellow, green or red
*SLACKS	Dress slacks with pleats available with elastic and non elastic waist bands	Navy or khaki
*TURTLENECKS	Regular style	White, navy, yellow, or red
*SWEATERS	Pullover crew neck, V-neck, or V-neck cardigan	Navy or red
*SWEATER VESTS	Pullover V-neck	Navy or red
SOCKS	Crew	Plain white, navy, khaki, or tan
SHOES	Dress styles include loafers, oxfords, other leather dress shoes, also athletic or tennis shoes (Sandals permitted same months as shorts)	Leather or leather look is acceptable. No work boots, army boots, snow boots, shower shoes
UNDERCLOTHING	Long underwear may be worn under slacks	No visible underclothing (T-shirt at neckline excluded)
BELTS	Must be worn with pants	Navy, brown, or black
*SHORTS	Walking style to the knee (May be worn Aug., Sept., Oct., Apr., May, & June)	Navy or khaki

**Monogramming is optional on tops and sweaters for boys and girls clothing.**

**Block DCS or DCS crest**

**\*Denotes items that must be purchased through Educational Apparel, our Campus Wear supplier.**

## CAMPUS WEAR DRESS FOR BOYS 7-12

ITEM	STYLE	DESCRIPTION
*SHIRTS	Long or short-sleeved oxford, button-down collar	White, light blue, or light yellow
	Long or short-sleeved polo style shirt	White, navy, yellow, green or red
*SLACKS	Dress slacks with pleats (without pleats-special order)	Navy or khaki
*TURTLENECKS	Regular style	White, navy, yellow, or red
*SWEATERS	Pullover crew neck, V-neck, or V-neck cardigan	Navy or red
*SWEATER VESTS	Pullover V-neck	Navy or red
SOCKS	Crew	Plain white, navy, khaki, or tan
SHOES	Dress styles include loafers, oxfords, other leather dress shoes, also athletic or tennis shoes and sandals.	No work boots, army boots, snow boots, shower shoes
UNDERCLOTHING	Long underwear may be worn under slacks	No visible underclothing (T-shirt at neckline excluded)
*SHORTS	Walking style to the knee (May be worn Aug., Sept., Oct., Apr., May, & June)	Navy or khaki

**Monogramming is optional on tops and sweaters for boys and girls clothing.**

**Block DCS or DCS crest**

**\*Denotes items that must be purchased through Educational Apparel, our Campus Wear supplier.**

## **XI. SCHOOL SESSIONS**

### **A. LENGTH OF SCHOOL DAY**

	Arrival Time	Dismissal Time
Kindergarten	8:30 a.m.	3:00 p.m.
1 <sup>st</sup> - 6 <sup>th</sup> Grades	8:30 a.m.	3:00 p.m.
7 <sup>th</sup> - 12 <sup>th</sup> Grades	8:30 a.m.	3:10 p.m.

### **B. LENGTH OF SCHOOL YEAR**

The school year is planned to include a minimum of 180 school days. There will be two parent-teacher conferences planned for each school year. The school calendar does not necessarily follow the Delaware City or County Schools, but will be close.

### **C. SCHOOL DISMISSAL**

When school is dismissed, the students are to ride home with parents or in an approved car pool. No student will be permitted to ride home with someone unknown to school personnel unless written permission from the parent has been received by the office. This is for the safety of the child.

### **D. EMERGENCY CLOSING**

The administrator is responsible for making the decision to close school or delay the opening of school because of severe or dangerous weather conditions or some unforeseen circumstances. Closing of school will be announced on the following TV and radio stations.

RADIO	TV
WTVN (610 AM)	WCMH (TV4), WSYX ((TV6), WTTE (TV28), WBNS (TV10)

## **XII. MISCELLANEOUS INFORMATION**

### **A. PHONE CALLS**

The office telephone is for business purposes. Therefore, we ask that no telephone calls be made by students without special permission by the teacher. Personal long distance calls must be made collect. The gym lobby phone may not be used during class hours. The use of personal cell phones during school is prohibited. If a parent has an emergency or needs to get a message to a student they should call the school office. Students who feel ill or have another emergency should go through the school office rather than calling a parent direct. If a cell phone rings during class, it will be kept in the school office until the end of the day.

### **B. LUNCHES**

Students may not go off our grounds for lunch unless accompanied by a parent or have permission from a parent to go with another parent, pastor, etc. Seniors only, as a privilege, are permitted to go off school grounds for lunch with a permission form signed by his/her parent and on file in the office. Any misuse of this privilege will result in having privilege being revoked. Students may either pack their lunches or buy hot lunches from the school when available. Lunch menus are listed in the School Newsletter that is given out on Mondays to the youngest

student in the family. Milk may be purchased at the school daily. The lunch program is run by parent volunteers with proceeds going toward special projects.

**C. TRANSPORTATION**

The school does not provide transportation, but will make every effort to assist parents in organizing car pools. School districts within thirty minutes driving time of DCS may be reimbursed by the state "in lieu of transportation" payment directly to parents.

**D. LOST OR DAMAGED BOOKS**

Most books are purchased by the school and are paid for by the registration fee. Students will be required to pay for any damaged or lost books assigned to them. All textbooks must be covered. Book covers may be purchased at the school office.

**E. PARENT VISITING**

Parents are encouraged and welcome to observe classes. We ask that you let us know when you are coming, and that you come by the office before going to the classroom. If a conference with the teacher is desired, please let the teacher know when you are coming. Teachers will be in their classrooms between 3:00 and 3:30 in the afternoons.

**F. PARENT-TEACHER FELLOWSHIP**

The purpose of the parent-teacher fellowship will be to (1) foster fellowship between parents and teachers, as well as other parents, to (2) encourage parents to train their children in a Christian way of life and to (3) raise funds to support the school. All parents are encouraged to participate in PTF events.

**G. WITHDRAWALS**

If a student withdraws from school, a transcript of grades will be forwarded upon request from the new school as soon as all accounts are settled. Report cards will be retained if the account is delinquent.