

# **DELAWARE CHRISTIAN SCHOOL**



## **Middle & High School Orientation**

Updated August 2015

## Frequently Asked Questions

- Q. Who do I contact at the school to report my child's absence?**  
A. Contact the school office at [dcschool@dcschool.org](mailto:dcschool@dcschool.org) or 740-363-8425 by 9:00 a.m. to report your child's absence. If you receive an answering machine, please leave your name, your child's full name, grade, and the reason for the absence.
- Q. What do I do if my child needs to leave early for a dentist or doctor's appointment?**  
A. We encourage students to schedule all appointments during non-school hours. However, we recognize that this is not always possible. If your child has an early morning appointment, report that your child will be late using the same procedures noted above for reporting an absent student. When they arrive, please sign-in at the school office before reporting to class. If your child needs to leave early, a parent must contact the school office stating the date, reason, and time they are leaving. Please make sure they have their pre-excused absence slip signed by their teachers. You may pick up your student in the school office and sign them out. If they return, they need to be signed-in. An older student may sign out and wait for their parent in the connector but this needs communicated to the school office.
- Q. What is the policy if I know my child is going to be absent for a few days in advance or if he/she is sick for several days?**  
A. Please notify the school office at least two days in advance for planned absences and longer for longer absences. Students will get an excused absence form that they must have each teacher sign. They will make arrangements at that time with the teacher for class and home work that will be missed.
- Q. What are the start and dismissal times for DCS?**  
A. Elementary aged students start at 8:30 a.m. and are dismissed each day at 3:00 p.m. Secondary students (grades 7-12) start at 8:30 a.m. and are dismissed at 3:10 p.m. Secondary students report to their home room class in the morning at 8:20 a.m. Students may wait in assigned school areas prior to 8:20 a.m. Secondary students are not permitted in the gym with the elementary students prior to the start of the school day.
- Q. If there is snow on the ground in the morning, will there be school?**  
A. School delay and closing information is announced on channel television stations 4, 6, 10 & 28, 610 AM radio and on their websites. The One Call Now group messaging service will be used, also. Please listen for Delaware *Christian School*. Do not to be confused with Delaware *Christian Academy* or Delaware *City Schools*.
- Q. Does DCS have early dismissal days?**  
A. As a matter of general policy, no. If a situation requires us to close the school early for a day, you or your emergency contact will be notified. We would do this only in the most extreme emergency.

- Q. What is the procedure for dropping off and picking up my student?**  
A. The safety of our students is our primary concern. We appreciate your strict adherence to our policy. Students may be dropped off by car by entering the school parking lot located on Belle Avenue. Follow the car line and drop students off by the school connector. After school pick-up procedures are the same or parents may park in a parking space and either wait for their student or enter the building to locate them. Students should not be dropped off before 8:00 a.m. each day.
- Q. Is the building secured during the school day and is there a main entrance if I visit the building?**  
A. School doors are locked at 8:45 a.m. after the school day begins. Any person wanting to enter the building during school hours will be identified, allowed access and then must report to the school office, sign-in, and receive a visitor's pass.
- Q. Are uniforms required each day?**  
A. Yes, our school requires campus wear each day. A list of acceptable items can be found on the school's website, [www.dcschool.org](http://www.dcschool.org). Campus wear must be made by Education Apparel ([www.educationalapparel.com](http://www.educationalapparel.com) or 614-876-3030.) They have a store in Hilliard. There is a second hand store offering gently used uniforms in Westerville called The Second Glance. Twice during the year, Education Apparel comes to DCS campus to sell uniforms and occasionally there is a used uniform sale at school. Several times during the year, students will have an opportunity to dress "out of uniform". These days are announced in advance. At those times, modest dress is required. There is no special dress required for chapel days other than the normal campus wear.
- Q. I know uniforms are required, but are there requirements about student's hair?**  
A. Yes, please refer to the dress code policy on the school's web site. In brief, student's hair must be a natural color, clean, and neatly kept. Boys' hair must be off the collar, eyebrows, and not covering more than half their ear.
- Q. Do students have lockers?**  
A. Yes, each student is assigned a locker. However, locks are not recommended and students are encouraged to not leave valuables in their lockers. If it is necessary for a student to carry larger sums of money, it needs to be secured in the school office. Tape cannot be used on the inside or outside of the locker; items can be secured by using magnets.
- Q. How long is the lunch period and do students have recess?**  
A. The lunch period is 30 minutes. There is not a formal recess period. However, students are free to go outside when they are finished with their lunch. Students may go in the gym unless the gym is being used by the elementary students for indoor recess (inclement weather only).

- Q. Do students eat in a cafeteria?**  
A. The Commons is available to students during lunch time. Students are also permitted to eat at tables immediately outside the school building.
- Q. Are school lunch menus available on-line?**  
A. Yes. They are on the school web site under the lunch menu tab on the home page. Lunch items are sold ala carte and available to secondary students each day. Milk costs \$.50. School lunches typically run between \$2 and \$3 per day. Lunch cards may be purchased in any amount. Cash may be used each day. If your child forgets his lunch, on an infrequent basis, your child may “charge” his lunch. Charges must be paid back the next day. Students may choose to pack a full or partial lunch each day. Microwave ovens are available.
- Q. May my child bring his cell phone to school?**  
A. Yes, however cell phone use (including texting) is not permitted during school hours. Cell phones are permitted before school, during the lunch period, and after school. Parents wishing to contact their child during the school day should do so through the school office. Any cell phone confiscated from a student will be picked up by a parent.
- Q. What is Scrip and how do I participate?**  
A. Scrip is the name of a program where you buy gift certificates or stored value cards for local or national retailers. A portion of the purchased amount is provided back to support DCS. By participating in Scrip, you may use half the rebated amount to reduce your child’s tuition expenses.
- Q. What if my child needs medication during the day?**  
A. A medical release to dispense non-prescription and prescription medications must be signed by a parent. If the release form is not on file, a parent will be called prior to dispensing. If your child needs routine prescriptions administered at school, a form must be on file and signed by a doctor.
- Q. Do you have a school nurse?**  
A. No, we do not have a school nurse. If your child feels ill during school hours, he/she will be directed to the school office. The office personnel will handle the situation and contact you if necessary.
- Q. Is special dress required for Physical Education class?**  
A. Yes. Students are required to purchase a red school t-shirt from the school office for \$8. These may be purchased during the first week of school or during the year, as needed. Black, knee-length shorts are also required. Students should have clean gym shoes to be left at school and not those worn outside.

**Q. What is Edline and how do I get linked in?**

A. Parents and students can track student's progress, by subject, throughout the term. Each parent needs an activation code. Parents log-in by going to [www.edline.org](http://www.edline.org). For new students, activation codes are available at orientation. For students not attending orientation, the activation codes are sent home during the first week of school. Parents use the activation code to establish a user name and password. Contact the school office if you need an activation code and haven't received one. If you have forgotten your username or password, go to [edline.net](http://edline.net) and follow the directions. Additionally, you can call the school office to have user names and passwords reset. DCS encourages all parents to use Edline as we have sought to reduce the amount of printed paper and mailings that are provided. Thus, Edline is the primary method of communication for school information including the primary method of distributing report cards.

The school web site, [www.dcschool.org](http://www.dcschool.org), is used by the school to convey relevant school information. Parents and students may read the school newsletter, other relevant school news, and view the school calendar on this site.

**Q. Can my child participate in both band and choir?**

A. There is a Middle School Band and Choir for 6<sup>th</sup> and 7<sup>th</sup> Graders. 8-12 grade students participating in both have choir twice a week and band three times each week. If your student does not participate in either band or choir, they will have an extra study hall period each day.

**Q. Are there parent/teacher conferences?**

A. Yes, twice per year. Conferences are scheduled during evening hours and are an opportunity for the parents and teachers to discuss the student's progress. Conferences are scheduled for elementary and secondary students in November. A second elementary conference is scheduled for April. Parents can contact teachers via email any time during the school year if problems arise.

**Q. Does the school provide transportation to field trips or sporting events?**

A. No, DCS does not provide transportation. Transporting students to such events is the parents' responsibility. In many instances, parent organized car pools are established.

**Q. Are there class trips or field trips?**

A. Yes, each year the 8<sup>th</sup> graders, as part of their school curriculum, go to Washington D.C. in early May. There are a limited number of spots available for parent chaperones. You may sign up to be a chaperone or request additional informational by contacting the eighth grade homeroom advisor. In addition, informational meetings are held for parents prior to the trip. Field trips are left to the discretion of the individual teachers. Generally, there is at least one field trip for each grade during the year.

**Q. If my child wants to participate in sports, how do they get started?**

A. Contact the athletic director, with specific questions. He may be reached at 363-8425. For a listing of sports available, check the school's web site. Prior to the beginning of practices with the exception of fall sports which begin before school starts, students are notified of how to participate and when practices will begin. The new Athletic page on the school web site links to <http://oh.8to18.com> and will have up-to-date information.

**Q. Does the school offer sports physicals?**

A. Yes, once a year in the spring, boys and girls may pay a small fee to receive a sports physical which satisfies the OHSAA requirement. These physicals are not as thorough as those given by your child's primary care physician and should not be considered as a substitute. However, they are offered by several of our parents who are also physicians as a matter of convenience to students. Announcements will be made in the Office Newsletter and forms will be available in the office and the school web site. All sports physicals are required to be on the OHSAA form.

**Q. Is there a Parent/Teacher Fellowship organization?**

A. Yes, There is a Parent School Fellowship planned each month. This will be a program to help parents learn of Biblical parenting skills. Parent participation greatly enhances our students' experiences and there are many opportunities for regular or one-time volunteers such as lunch program, library, classroom aide, Legacy Kids Servathon, chaperone and drive for field trips, class social activities, Athletic Booster Club and more.

**Q. What is Legacy Kids' Servathon?**

A. Legacy Kids' Servathon is a school-wide fundraising program for DCS. It is the primary fundraising event for the school for the year. Students are asked to send letters to friends, relatives, acquaintances, and businesses to ask them for donations. Funds are used to enhance the school building, buy supplies and support class trips. This once a year event replaces many more traditional fund raising events with which you may be familiar, such as, candy bar and popcorn sales. The school has grossed \$843,139.00 and netted \$639,691.00 since 2004. Informational meetings are held early in the school year and a school-wide Servathon day is scheduled for October 15. Additional information will be sent home and available on Edline and the school web site early in the school year.