



DELAWARE CHRISTIAN

— S C H O O L —

Academic Excellence | Confident Faith

Parent and Student Handbook 2017 - 2018



Parent / Student Handbook
2017 - 2018

TABLE OF CONTENTS

Vision	2	Academic Honors	12
Mission	2	Honor and Merit Roll	12
Motto	2	National Honor Society	12 - 13
Core Values	2	Junior Marshals	13
Statement of Faith	3	Valedictorian and Salutatorian	13
Student Code of Conduct	3	Secondary Exams	13
Admission Policies	4		
Process for Withdrawal	5		
Academic Information	5	Graduation Requirements	14
Accreditation	5	Advanced Course Offerings	15
School Day Schedule	5	Online Courses	15
Drop Off Procedures	5	Enrichment Classes	15
Early Arrival	6	College Credit Plus	15
Late Arrival	6	Delaware Area Career Center	16
Early Dismissal	6	Home School Student Guidelines	16
Pick Up Procedures	6		
Safety Patrol	7	Dress Code	16
Aftercare Program	7	Elementary Guidelines	17 - 18
Severe Weather Closings	7	Secondary Guidelines	18 - 19
Attendance Policies	7	Dress Code for Athletic Events	19
Absence Due to School Event	7 - 8	Dress Code for Special Events	19
Pre-Arranged Excused Absence	8		
Academic Program	8	School Discipline Plan	19
Academic Philosophy	8	Elementary Behavior Guidelines	19
Literature	8	Secondary Behavior Guidelines	19 - 22
Science	8	Student Conduct at Athletic Events	22
Textbooks	9	Electronic Device Policy	22
Grading	9	Internet & Network Usage Policy	22
Grading Scales	9	Anti-Bullying Policy	23
Homework Policy	9 - 10		
Late Work & Missed		General Information	24
Assignments	10	Field Trips & Class Trips	24
Study Hall Guidelines	10 - 11	Lunches	24
Standardized Testing	11	Senior Privileges	24
Academic Probation	11	Student Telephone Use	25
Eligibility for Promotion	11 - 12		
Remediation for Failed Courses	12	Healthcare and Medicine	25
Parent Teacher Conferences	12	Illness, Immunizations, & Medicine	25
Intervention Programs	12	Parking and Student Drivers	26
		Security and Visitors	26
		Student Photo Policy	26



Parent / Student Handbook 2017 - 2018

VISION

Delaware Christian School endeavors to create a collaborative culture where students, teachers, and parents promote academic excellence based upon biblical truths.

MISSION

Delaware Christian School partners with parents and students to promote academic excellence while developing lifelong learners who embrace a biblical worldview.

MOTTO

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Core Values

Biblical Integration

Christ Centered Activities

Positive Student Relationships

Partnering with Parents

Academic Excellence

Biblical Integration - All Christian Education should be taught from the basis of the Word of God and through the perspective of God's sovereign and providential purpose. Isaiah 54:13-17, Revelation 4:11

Christ Centered Activities - All activities at DCS should challenge students to grow spiritually and morally. Phil. 1:6, Phil 2:12,13

Positive Student Relationships - Administration, Teachers, and Staff will strive to build Christ centered relationships with all students. Mark 12:30, 33

Partnering with Parents - DCS recognizes that children are a gift from the Lord to the family. All education is a cooperative effort between parents, faculty, and the local church. Eph. 6:4, Deut. 6:6,7

Academic Excellence - DCS strives to enlighten the understanding, correct the temperament, and form the habits and manners through a solid, approved and evaluated, biblically based curriculum. We believe this prepares students for useful service in the family, the body of Christ, any higher learning institution, and as citizens of the United States of America. I Timothy 4: 4,6,15



Parent / Student Handbook 2017 - 2018

Statement of Faith

Being a ministry of Delaware Bible Church, we hold to the same doctrinal Statement of Faith as fully presented at www.delawarebible.org. The following statements are key to that doctrine:

1. We believe the **Scriptures** to be the inspired, inerrant, infallible Word of God.
2. We believe in the triune **God**, eternally existing in the Father, Son, and Holy Spirit.
3. We believe **Jesus Christ** to be the eternal Son of God, who became man, born of a virgin, to live a sinless life, die and rise for the redemption of sinful man. He now lives in heaven as the believers' representative, Intercessor, and Advocate.
4. We believe the **Holy Spirit** is a person who convicts the world of sin, is the agent of regeneration, and indwells and seals the believer.
5. We believe that **man** was created in the image and likeness of God, but with Adam's sin inherited a sinful nature and is utterly unable to redeem himself.
6. We believe **salvation** is a gift of God, brought to man by grace received by faith in the Lord Jesus Christ alone.
7. We believe God to be the **creator** of all things. As creator, He created in 6 literal 24 hour days.
8. We believe the **family** is an institution set up by God, beginning with the union of a male and female. The sexual union of a male and female was established within the context of a marriage exclusively. We believe homosexual activity is condemned in Scripture as a degrading and an indecent act.

STUDENT CODE OF CONDUCT

DCS Students Will:

1. Respect all DCS faculty and those in positions of authority.
2. Treat other students with appreciation and respect.
3. Follow all DCS academic and behavior policies.
4. Come to school on time and ready to learn.
5. Complete all assignments in a timely manner.



**Parent / Student Handbook
2017 - 2018**

Admission Policies and Procedure

- A. Applicants are encouraged to visit the school for a tour and to receive an application. Applications are also available on the DCS website (www.dcschool.org). Applications will ask for a church affiliation and for a paragraph concerning the parent's personal relationship with Jesus Christ.
- B. Applications are then to be submitted to the DCS office with the required deposit.
- C. Administration will review the application and request an interview with the parent or guardian. Interviews may also be requested with a 6th through 12th grade student.
- D. Accepted applications must include the following attachments:
- Birth Certificate
 - Immunization Records
 - Signed Parent Contract
 - Pastoral or Church Leader Contact Information
 - Requests for Transcript Form – if applicable
- E. Acceptance of applicants will be given in a formal letter.
- F. Re-Enrollment will be assumed for all presently enrolled students in March unless otherwise indicated by parents.
- G. New enrollment will be open by April.
- H. Enrollment for handicapped and learning disabled students will be considered on an individual basis.
- I. Students enrolling from home schooling 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. Transfer credits will be recognized as appearing on official transcripts from public or traditional Christian schools.
- J. 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. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement or a disqualifying disability of a personal or family lifestyle that is not in harmony with the doctrinal statement of Delaware Bible Church.



Parent / Student Handbook 2017 - 2018

Process for Withdrawals

Students who enroll at DCS are expected to attend for the entire school year. We understand that unexpected events may necessitate a student leaving DCS during the school year. In those instances, students withdrawing from DCS should adhere to the following steps:

1. Parents must notify the school office and schedule a meeting with the appropriate principal to discuss the withdrawal.
2. On their last day of school, the withdrawing student shall obtain a withdrawal form from the school office and have each teacher sign the form to verify all books and equipment have been returned. The student should return the completed form to the school office at the end of the school day.
3. Parents must pay all tuition and fees accrued through the date of withdrawal.
4. Parents must sign a transcript release form.

Note: Transcripts and school records will not be released or forwarded to another school until all financial obligations, including aftercare, lunch, and other incidental billing items, have been satisfied.

ACADEMIC INFORMATION

Accreditation

Delaware Christian School is chartered with the Ohio Board of Education K-12.

The Preschool is chartered and licensed with the Ohio Department of Education.

Delaware Christian School is also a member of the Association of Christian Schools International.

School Day Schedule

Elementary Schedule Pre-K - 5th Grade: 8:30 AM - 3:15 PM
 Pre-K Half Day Option 8:30 AM - 11:30 AM

Secondary Schedule 6th Grade - 12th Grade: 8:30 AM - 3:30 PM

Drop Off Procedures

Elementary students are dropped off outside the main DCS entrance. Cones will be placed in the parking lot by 8:10 AM to indicate drop off locations. We request that parents pull forward to facilitate multiple cars dropping off at the same time.

Secondary students are also dropped off outside the main DCS entrance. Students with a valid driver's license may drive on campus and park in the designated student area in the north side of the DCS parking lot. Students should exercise caution when crossing the parking lot. Student drivers must also adhere to the campus driving guidelines on pages 25-26.



Parent / Student Handbook 2017 - 2018

Early Arrival

The DCS building is open for students at 8:00 AM. Students in grades K -5 who arrive before 8:20 AM should report to the gym and pre-school students should report to the Pre-K classroom. DCS staff members will supervise the students and walk them to class at 8:20 AM. Secondary students who arrive on campus before 8:20 AM should report to designated areas where they will be supervised by DCS staff members. No students should enter the building before 8:00 AM without prior permission from a DCS faculty member.

Late Arrival

Elementary school students not in the classroom by 8:30 AM are tardy. Students arriving after 8:30 AM are required to sign in at the school office to obtain a tardy slip. The student will then report to class and give the tardy slip to the teacher.

Secondary students not in the classroom by 8:30 AM are tardy. Students who arrive after 8:30 AM are required to sign in at the school office and obtain a tardy slip. The student will then report to class and give the tardy slip to the teacher. Secondary students who accumulate more than 3 tardies in a quarter will receive a detention for each additional tardy.

Early Dismissal

Students leaving the school before the end of the school day should adhere to the following guidelines:

Elementary school students must present their teacher with a note from their parents requesting an early dismissal. Parents may also email the school office to request an early dismissal. At the appointed time, the student will meet their parent at the school office to sign out.

Secondary students must present a parent note to obtain an early dismissal slip from the school office. The student will show the early dismissal slip to the teacher of the class from which the student will be dismissed. At the appointed time the student will meet their parent at the school office to sign out. Parents of students with a valid driver's license may provide written permission for the student to leave campus on their own for the date of the requested early dismissal.

Pick Up Procedures

Students are not to be on campus after 3:45 PM without adult supervision.

Elementary student pick up begins at 3:15 PM in the parking lot outside of the gym lobby doors. Students not picked up by 3:30 PM will report to the aftercare program.

Secondary students are dismissed at 3:30 PM. Parents of students in grades 6 - 12 may pick them up in the parking lot outside the connector doors. Secondary students should exercise caution when walking across the parking lot toward their parent's vehicle.



Parent / Student Handbook 2017 - 2018

Safety Patrol

Members of the 5th grade class will serve on the Safety Patrol after school from 3:15 - 3:30 PM. The Safety Patrol is designed to assist younger students during the elementary pick-up.

Aftercare Program

DCS has an aftercare program for elementary students Pre-K through 5th grade. Any elementary student on campus after 3:30 PM will be required to attend aftercare to ensure the student is being supervised by DCS staff members.

The aftercare fees are per child and billing is based on 30 minute increments. Families will be billed bi-monthly through FACTS.

Severe Weather Closings

In the case of severe weather, school closings or delays will be announced through the One Call system that includes email and phone notifications. School closings or delays will also be posted on the DCS website and Facebook page and announced on WBNS-TV Channel 10.

ATTENDANCE

1. Students are expected to be in attendance throughout the entire school day. A student is considered absent when they miss more than 50% of the school day. Students absent from school are not permitted to participate in extracurricular activities (including athletic practices, games or scrimmages) that day.
2. Excused absences include the following: illness, injury, quarantine, death in the immediate family, medical or dental appointments, emergency family situations, scheduled college visits, and other situations that are approved by the DCS administration. Students must provide the appropriate documentation (i.e. a doctor's note or the request for a pre-approved absence form) for an absence to be excused. All other absences are considered unexcused. Secondary students will receive a grade of zero for any missed work due to an unexcused absence.
3. Elementary students who accumulate 20 or more excused or unexcused absences during the school year will be reviewed for grade retention. Secondary students who accumulate 20 or more excused or unexcused absences in a given class will face the possibility of not receiving credit for the course. Chronic absenteeism in either the elementary or secondary programs may require the DCS administration to ask the student to withdraw from the school and notify the local school district in accordance with Ohio truancy laws.

Absence Due to School Events

Students participating in school approved trips (field trips, academic or athletic competitions) are considered present for each day of the trip. Unless prior approval has been given by the administration,



Parent / Student Handbook 2017 - 2018

students not participating in a school approved trip are expected to attend school on the day of the trip or be considered absent without excuse.

Secondary students participating in school approved trips must also adhere to the following guidelines:

- School work due on the day of the class trip is due that day and should be given to the appropriate teacher.
- Students are responsible for obtaining missed assignments and completing the work on time.
- Students are responsible for notifying the teacher of any upcoming absence.

Pre-Arranged Excused Absences

Parents may pre-arrange an excused absence for their student(s) according to the following guidelines:

- Complete and return the Parent Request for Excused Absence form at least one week prior to the absence - forms are available in the DCS office.
- Student(s) must be in good academic standing and have a good record of attendance to be excused from school.
- Student(s) must make arrangements to complete all missed assignments in a timely manner.

ACADEMIC PROGRAM

Academic Philosophy

DCS offers a college preparatory academic program. The curriculum is developed by teachers and administrators with a strong emphasis on biblical integration. The faculty and staff at DCS strive to train students to see the world through the lens of Christianity and apply biblical truths to all subjects as they “take captive every thought” for the glory of God (II Cor. 10:5).

Literature

The DCS administration and faculty strive to provide students with a solid foundation in literature and teach students to evaluate all works for biblical truth and literary excellence. Although DCS does not agree with the worldview of every book or the situations included in all approved selections, we do recognize the academic value in studying a variety of literary works. By allowing our students to examine various aspects of our history and culture through literature under the guidance of a Christian teacher and with an emphasis on biblical truth, our students will have the opportunity to further develop a Christian worldview.

Science

The primary emphasis in the science curriculum is to assist students in the development of an understanding of the order and function of the universe from a creationist’s viewpoint. The course of study will expose students to various theories related to the origin of life while teaching students to evaluate all theories for biblical and scientific truth.



Parent / Student Handbook 2017 - 2018

Textbooks

The books used in the classrooms are issued to the students for one year. Students are responsible to appropriately maintain all textbooks in adherence with the following:

1. Students will keep textbooks covered at all times - do not use adhesive covers.
2. Students will be charged replacement value for all lost books.
3. Fines will be assessed for book damages that exceed the normal wear and tear.
4. All middle and high school textbooks must be turned in prior to the start of the final exam period.
5. Report cards, transcripts, and participation in graduation are contingent on satisfying all outstanding student account balances.

Grading

Grades, progress reports, report cards, assignments, and homework can be accessed through the Sycamore school information system.

The purpose of grading is to:

1. Provide students and parents with an assessment of the student's achievement in the current curriculum.
2. Provide teachers the ability to identify and address areas of needed student improvement.
3. Provide information necessary for proper student promotion and course placement.
4. Provide information necessary for high school graduation and college acceptance.
5. Recognize academic excellence and classroom achievements.

Grading Scales

The following grading scale is used in all DCS classes.

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

F - All grades 59 and below

Elementary teachers may also use a different scale to denote student progress in areas where numeric grades are not given.

Homework Policy

Homework is assigned regularly and contributes to the development of a student's full academic potential. DCS teachers only assign homework that is designed to assist in the fulfillment of specific learning objectives as outlined in the curriculum.

The objectives of all homework assignments are to:

1. Create a desire for self-study and self-discipline.
2. Aid in the development of independent and conscientious study habits.



Parent / Student Handbook 2017 - 2018

3. Encourage the development of problem solving skills.
4. Provide meaningful activities to develop the mastery of appropriate skills.

Late Work and Missed Assignments

Elementary School

In grades K - 5, late work and missing assignments will be handled at the discretion of the classroom teacher.

Middle and High School

In grades 6 - 12, the following guidelines will apply to all assignments.

Homework

1. Any homework assignment not completed by the assigned date.
 - a. Students will receive half-credit for homework turned in one day late.
 - b. Students will not receive any academic credit for homework that is more than one day late.

Projects and Written Assignments

1. Projects and written assignments not completed by the start of class are considered late.
 - a. Students will receive one letter grade deduction per day for all late projects and written assignments.
 - b. Students will not receive any academic credit for projects and written assignments completed more than five days after the due date.

Make-up Work

Students with an excused absence may complete missed school work according to the following guidelines:

1. Students will have one day for every day absent to complete missed assignments.
2. The classroom teacher will set a time for the completion of missed tests and quizzes.
3. Projects and written assignments that were assigned more than one day prior to the absence are due on the assigned date.
4. Tests or quizzes assigned more than one day prior to the absence should be taken on the assigned date.

Study Hall Guidelines

Study halls are a designated time for students to complete class assignments and/or prepare for upcoming tests or quizzes. Study halls are a privilege, and students who repeatedly fail to follow the study hall guidelines outlined below will be assigned an academic course.

- Students are required to remain quiet and work on academic assignments.
- Students are not permitted to sleep.



Parent / Student Handbook 2017 - 2018

- Students are not permitted to play games – board games, card games, or electronic games.
- Students are not permitted to use cell phones or other electronic devices - these devices must be placed in the teacher designated location as per the DCS Electronic Device Policy

Standardized Testing

Students in grades K - 11 take the Terra Nova Test each spring. The Association of Christian Schools International (ACSI) developed the Terra Nova Test to provide Christian schools with an objective method to evaluate student performance in the core curriculum areas, including Bible. Additionally, the Terra Nova will meet the graduation testing requirements mandated by the Ohio Department of Education (ODE).

Academic Probation: Grades 6 - 12

Students who fall to a 1.5 (or lower) GPA at the end of a semester will be placed on academic probation. Middle and high school students with a 1.5 or lower GPA may be required to attend the after school tutorial periods prior to being placed on academic probation at the end of a semester. Students who fail to raise their GPA to 2.0 by the end of the following semester may be asked to withdraw from DCS.

Eligibility for Promotion

DCS recognizes the importance of carefully evaluating all aspects of a student's development before making final decisions regarding promotion or retention. DCS reserves the right to dismiss or retain a student with excessive tardies or absences.

Elementary: PreK - 5th

Satisfactory completion of elementary grades is determined by the following:

- Teacher evaluation of the student's daily performance.
- Student performance on standardized tests and assessments.
- Consultation between parents, teachers, and administrators.

Middle School: Grades 6 - 8

Satisfactory completion of the middle school grades is determined by the following:

- Receiving a passing grade in all core subjects (Bible, English, Math, Science, and Social Studies).
- Student performance on standardized tests and assessments.
- Consultation between parents, teachers, and administrators.

High School

Satisfactory completion of the high school grades is determined by the following:

- Receiving a passing grade in all core subjects (Bible, English, Math, Science, and Social Studies).
- Student performance on standardized tests and assessments.
- Consultation between parents, teachers, and administrators.



Parent / Student Handbook 2017 - 2018

Grade placement in the high school will be based upon previous academic performance.

- 9th grade placement - successfully passing the 8th grade.
- 10th grade placement - earning 6.0 high school credits.
- 11th grade placement - earning 12.0 high school credits.
- 12th grade placement - earning 18.0 high school credits.

Remediation for Failed Courses

Students receiving a failing grade in a core subject will need to complete and pass a remediation course during the summer months as required by DCS. Note: failure of a core subject does not automatically result in grade retention.

Parent Teacher Conferences

Parent conferences may be scheduled by parent, teacher, or administrator request at any time during the school year. Note: parents are expected to speak with the teacher regarding all classroom issues before involving a school administrator.

Elementary parents are required to attend a scheduled conference with their child's teacher at the end of the first quarter and are encouraged but not required to attend a conference at the end of the third quarter.

Intervention Programs

DCS strives to minister to the academic needs of every student. We recognize that God created each student with unique academic abilities, and when possible, we will endeavor to provide intervention for students in need of accelerated learning opportunities or remedial assistance.

ACADEMIC HONORS

Honor Roll and Merit Roll

Middle and high school students who achieve academic excellence will be recognized on the quarterly honor and merit rolls. The honor roll will be reserved for students earning all A's and the merit roll will include students earning all A's and B's.

National Honor Society

DCS is proud to sponsor the Eagle Chapter of the National Honor Society.

The National Honor Society emphasizes the values of scholarship, leadership, character, and service. To be eligible for induction, a student must meet the following qualifications:

1. Students must be currently enrolled as a junior or senior.
2. Students must complete a minimum of two consecutive semesters as a full-time student at DCS
3. Students must have a minimum GPA of 3.5.
4. Students will be notified when they are eligible for NHS consideration.

Note: Invitation for consideration for NHS does not guarantee induction.



Parent / Student Handbook 2017 - 2018

5. Students must complete the NHS student information form and return it by the required deadline.
6. Students must provide evidence of scholarship, leadership, character, and service consistent with the mission and vision of DCS.
7. Students who are removed from the Eagle Chapter of the NHS are not eligible for re-induction.

Junior Marshals

Junior Marshals have the honor of serving and assisting graduates, faculty, and guests during the graduation ceremony. The six juniors with the highest weighted grade point average from all ninth through eleventh grade classes will be recognized as Junior Marshals. Students must be enrolled at DCS for the entire eleventh grade year to be honored as a Junior Marshal.

Valedictorian and Salutatorian - guidelines for graduating class of 2018

The graduate with the highest GPA who has been enrolled at DCS as a full-time student for their entire junior and senior years will be named the valedictorian. The graduate with the second highest GPA who has been enrolled at DCS as a full-time student for their entire junior and senior years will be named the salutatorian. The GPA calculations for these graduation honors will be made at the midpoint of the 4th quarter prior to graduation. The valedictorian and salutatorian will have the honor of speaking during the graduation ceremonies, and the speeches must be approved by the DCS administration.

Secondary Exams

1. Middle school students will take exams at the discretion of the classroom teacher. If given, all middle school exams will count toward the final grade for the quarter in which the exam is taken.
2. High school students will take midterm exams (first semester) and final exams (second semester) in all subjects.
3. High school exams will comprise 20% of the final semester grades.
 - a. Semester grades are calculated by a combination of quarter and exam grades according to the following formula: Quarter Grades = 40% for each quarter and Exam Grades - 20%
4. Juniors and seniors may be exempted from final exams with both teacher and administrator approval if all of the following conditions have been met.
 - a. Juniors or Seniors with an "A" average for each quarter and the first semester along with six or fewer cumulative absences.
 - b. Seniors with a "B" average or higher for each quarter and the first semester along with five or fewer cumulative absences.
5. All absences, except for DCS sponsored events, will count toward the total numbers of absences used to determine exam exemption. Juniors and Seniors may have four additional absences for college visits that will not count toward exam exemptions – a note from the college admission department is required for the absence to count as a college visit.
6. Teachers reserve the right to not grant any exam exemptions.



Parent / Student Handbook
2017 - 2018

Graduation Requirements - graduating class of 2019 and beyond

Department	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Bible • 3 units	Old Testament - ½ Unit Biblical	New Testament - ½ Unit Biblical	Family Life Biblical	Understanding the Times
English • 4 units	English I	World Lit	American Lit	European Lit
			European Lit	American Lit
Math • 4 units	Algebra I	Algebra II	Algebra II	Calculus
	Geometry	Geometry	Pre-Calculus	Pre-Calculus
				Algebra III
Science: 3 or 4 units • 1 physical science • 1 life science • 1 elective	Physical Science	Biology	Chemistry	Anatomy
				Physics
Social Studies: 3 or 4 units • Government • U.S. History	World History	Government	U.S. History	Human Geography
			Human Geography	U.S. History
Foreign Language • 2 units required • Count as elective credit for ODE	Spanish I	Spanish II	Spanish III	Spanish IV
		Spanish I	Spanish II	Spanish III
			Spanish I	Spanish II
PE / Health • ½ unit PE • ½ unit Health	PE	Health		
Electives • 1 unit required • See note below	Art	Art	Art	Art
	Band / Choir	Band / Choir	Band / Choir	Band / Choir
	Yearbook	Yearbook	Yearbook	Yearbook
23 Units Required for Graduation – 2019				

*Note: The Ohio Department of Education requires students to take 5 elective units during their HS career: elective units may include the 4th Science or Social Studies course; up to four units in a foreign language; at least one fine arts unit between the 9th & 12th grade (yearbook does not count as fine arts).

**Note: Band and choir meet on alternate days. Students earn ½ unit of credit for taking 1 year of band or 1 year of choir. Art meets every day: 1 year = 1 unit



Parent / Student Handbook 2017 - 2018

Advanced Course Offerings

Delaware Christian School is always striving to provide academic opportunities that will allow our students to achieve their full academic potential. We are excited to announce that the following DCS classes will be designated as part of our “Advanced” course offerings for the 2017-18 school year.

Advanced Spanish IV
Advanced Pre-Calculus
Advanced Calculus

- Students enrolled in an advanced course will receive a weighted GPA – multiplier of 1.25
- Students enrolled in a DCS advanced course will be prepared to take the CLEP test at the end of the school year. The CLEP testing program is administered by the College Board and provides a means for high school students to earn college credits.

Online Courses

Students may take online courses that are not offered at DCS with the approval of the administration prior to enrolling. All online classes must be from an accredited program.

Enrichment Classes

DCS encourages students to take advantage of opportunities to expand their educational horizons. However, classes taken outside of school that are offered at DCS will not be recognized for academic credit or appear on the student’s transcript.

College Credit Plus

The Ohio Board of Education (ODE) provides limited funding for high school students to take college courses and receive high school and college credit simultaneously. DCS students wishing to enroll in the College Credit Plus program must adhere to the following guidelines:

1. Students must take the following core courses at DCS – Bible, English, History
2. Students who wish to be full-time CCP students must transfer to their local public school and will not receive a DCS diploma.
3. Students wishing to participate in the CCP program must meet with the appropriate DCS administrator for program counseling before enrolling in the CCP program. Application deadlines and admissions materials are established by the ODE.
4. All CCP classes will be included in the student’s DCS transcript and GPA.
5. If a student drops a college class, parents are responsible to reimburse the ODE. Dropped courses will also appear on the student’s high school transcript.
6. Students participating in the CCP program are considered full-time students at DCS and are therefore required to pay full tuition.



Parent / Student Handbook 2017 - 2018

Delaware Area Career Center

DCS students who have successfully completed their freshmen and sophomore years may enroll to take classes at the Delaware Area Career Center (DACC) according to the following guidelines:

1. The student and their parents must schedule a meeting with the high school administrator to discuss class schedules and graduation requirements.
2. The student must be able to fulfill all DCS graduation requirements while taking classes at DACC.
3. The student must maintain a good testimony while taking classes at DACC.

Home School Student Guidelines

Home school students taking one or more classes and meeting all appropriate OHSAA guidelines are eligible to participate in the DCS athletic program. Parents of high school students must provide documentation verifying compliance with OHSAA grade requirements and a copy of their notification to the public school district of residence regarding the intent to homeschool. Homeschool students participating in the DCS athletic program will also be required to pay all DCS athletic fees.

Home school students desiring a DCS diploma must be enrolled as a full time students and take a total of ten credits including two credits for all of the following courses during their junior and senior years - Bible, English, and Social Studies. Students must also meet the ODE graduation requirements including appropriate standardized test scores.

DRESS CODE

Delaware Christian School seeks to partner with parents in all phases of the educational process. The DCS dress code has been designed to reflect the principles of modesty and foster a school culture that minimizes distractions to the instructional environment. All students are required to follow the dress code while on school grounds.

General Guidelines:

- Parents are expected to be the first to enforce the DCS dress code.
- Students are expected to arrive on campus in dress code appropriate clothing and ready for class.
- All clothing should be clean and in good repair. Clothing with holes, rips, or tears should not be worn.
- DCS campus wear must be free of all logos other than school logos approved by the administration.
- Shorts, skirts, and jumpers must be knee length which is defined as no more than three inches above the middle of the knee. Leggings and tights may only be worn under knee-length skirts or jumpers.
- Jackets, coats, sweatshirts (hooded, pullover, or zippered), or shirts worn as jackets, and other forms of outerwear may not be worn during the school day.
- DCS uniform fleece may be worn during school hours with campus wear shirt or plain t-shirt underneath.



Parent / Student Handbook 2017 - 2018

- Dress and hair should not be distracting to teachers or students.
- Hair should be of natural color, clean, and neatly maintained. Facial hair is permissible when the previously listed guidelines are followed. Boys should not wear their hair in pony-tails or buns.
- Hats and head coverings are not to be worn inside the building during school hours.
- All students must wear footwear. Elementary students must wear closed-toed and closed-heeled shoes for safety reasons.
- No body piercing jewelry is to be worn at school or school related events. Only girls may wear earrings. Tattoos must be covered.
- The administration reserves the right to make decisions on items not specifically listed in the DCS policy.

The school expects parents to support the DCS dress code and the school's enforcement of the dress code in a non-confrontational and non-defensive manner. Middle and high school students in violation of the dress code will receive a warning and must immediately correct the dress in one of the following ways:

- 1) Change into dress code appropriate clothing that is in the student's possession on campus.
- 2) Call a parent for dress code appropriate clothing.

Students will not be allowed to cover inappropriate dress with a jacket or other types of outerwear. Students will be excluded from class with an unexcused absence or tardy until the dress code violation is corrected.

Elementary Guidelines: K - 5th

Item	Style	Description
Shirts <ul style="list-style-type: none">● uniform shirts	Oxfords - long or short sleeve Polos - long or short sleeve	white, light blue, light yellow white, navy, yellow, green, red
Sweaters	Pullover v-neck or crew neck Cardigan v-neck or crew neck V-neck pullover vest	navy or red
Turtlenecks	Regular style	white, navy, yellow, red
Pants	Flat Front or Pleated - straight leg (no elastic cuffs or fitted cuts)	navy or khaki
Shorts	Knee length - no more than 3 inches above the middle of the knee (August - October and April - May)	navy or khaki
Skirts or Jumpers	Knee length - no more than 3 inches above the middle of the knee	skirts - plaid, navy, khaki jumpers - plaid only



**Parent / Student Handbook
2017 - 2018**

* DCS approved jumpers and skirts must be purchased through Educational Apparel (the official DCS campus wear supplier). www.educationalapparel.com

** DCS recommends that all other school uniform items be purchased through Educational Apparel, but clothing items that meet the dress code requirements and match the style and color of Educational Apparel items may be purchased through other vendors.

Spirit Wear Fridays

- Unless otherwise noted, all Fridays are DCS Spirit Wear days.
 - Students may wear approved DCS Spirit Wear tops. Students must wear school uniform bottoms on Spirit Days.
 - DCS Spirit Wear apparel is available through Miati Embroidery www.miatieembroidery.com
 - Students choosing not to wear DCS Spirit Wear must dress in the regular school uniform.

Secondary Guidelines: 6th - 12th

Item	Style	Description
Shirts <ul style="list-style-type: none"> ● uniform shirts 	Oxfords - long or short sleeve Polos - long or short sleeve	white, light blue, light yellow white, navy, yellow, green, red
Sweaters	Pullover v-neck or crew neck Cardigan v-neck or crew neck V-neck pullover vest	navy or red
Turtlenecks	Regular style	white, navy, yellow, red
Pants (must be worn with a belt)	Flat Front or Pleated - straight leg (no elastic cuffs or fitted cuts)	navy or khaki
Shorts	Knee length - no more than 3 inches above the middle of the knee	navy or khaki
Skirts or Jumpers	Knee length - no more than 3 inches above the middle of the knee	skirts - plaid, navy, khaki jumpers - plaid only
Fleece Pullover	Quarter zip pullover	black - embroidered DCS logo

* DCS approved jumpers and skirts must be purchased through Educational Apparel (the official DCS campus wear supplier). www.educationalapparel.com

** DCS recommends that all other school uniform items be purchased through Educational Apparel, but clothing items that meet the dress code requirements and match the style and color of Educational Apparel items may be purchased through other vendors.



Parent / Student Handbook 2017 - 2018

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 - Students choosing not to wear DCS Spirit Wear must dress in the regular school uniform.

Dress Code for Athletic Events

- Student dress at athletic events should be modest and appropriate for the setting. Leggings and tights are not considered pants and may only be worn under athletic shorts or skirts or jumpers at school athletic events. Jeans and other apparel items should be in good repair with no holes extending above the knee.

Dress Code for Special School Events

- Special school events may require students to follow additional dress code guidelines. Parents and students will be provided with specific guidelines regarding appropriate dress for these events. Special school events include but are not limited to the following; concerts, awards day, graduation, field trips, spiritual retreat, etc. Students not following the dress guidelines for special school events will be asked to change into appropriate apparel or be denied the privilege of participating in the event.

SCHOOL DISCIPLINE PLAN

Being a student at Delaware Christian School is a privilege. DCS students are expected to be respectful, responsible, and cooperative.

Elementary Students (grades PK - 5) - Specific Policies Related to Student Conduct

Elementary Discipline is based on 3 C's:

1. Clearly explain the rules. The more understanding an elementary child has of the boundaries, the better he or she will behave in the class.
2. Consequences will take place. When after a verbal warning a child continues to defy a rule, the clearly defined consequences will be administered. This varies from the removal of a sticker on a report to a phone call to the parent.
3. Communication is key. The teacher will strive to communicate to the child regarding needed changes in their behavior. The teacher will communicate to the parent what has happened in the classroom so that as partners we can discipline the student in behavior that honors our Savior.

Secondary Students (grades 6 - 12) - Specific Policies Related to Student Conduct

The following classifications of behavioral issues and recommended consequences are offered to provide clarity concerning the school's discipline policy for middle and high school students. Please note that the DCS administration reserves the right to address behaviors not specifically listed below.



Parent / Student Handbook 2017 - 2018

Class D - Results in a Warning

1. Dress code violations.
2. Tardiness to class.
3. Inappropriate use of school property.
4. Disruptive talking in class.
5. Any behavior which violates established behavioral expectations.

Class C - Results in a Detention

1. The 4th violation of any Class D offense - see above.
2. Treating students, faculty, staff or other adults on campus with disrespect.
3. The use of profane, vulgar, or abusive language.
4. Possession of tobacco products.
5. Leaving school without permission or missing chapel, study hall, lunch, pep rallies or other required school events - includes signing-out in an inappropriate manner. In addition to a detention, seniors will automatically lose a week of senior privileges.
6. Any action and/or attitude that is detrimental to the school.
7. Trespassing, or gaining unauthorized access to the DCS building or facilities (depending on the severity of the incident, such actions may be treated as a Class B offense).

Detentions will be served one afternoon per week for a period of 30 minutes. Failure to serve a detention will automatically result in an additional detention.

Class B - Results in Probable Suspension

1. 3rd violation of a Class C offense or the accumulation of 7 Class D offenses - students who receive more than 2 detentions in one quarter will face probable suspension.
2. Bullying or Cyberbullying - bullying includes but is not limited to persistent pattern of verbal and/or physical abuse of others, acts of unkindness or cruelty, including threats to other students, slander, utilizing habitually cruel or overbearing comments, utilizing racial slurs, spreading rumors, mocking, belittling, encouraging exclusion, and teasing (depending on the severity and nature of the problem, bullying may be treated as a Class A offense).
3. Fighting or threats of physical harm to others (depending on the severity of the incident, such actions may be treated as a Class A offense).
4. Dishonesty in any form - intentionally misrepresenting the truth, lying, stealing, plagiarism, cheating (working with another student on a class assignment is considered cheating unless previously approved by the teacher), or the use of forged notes or excuses.
5. The use of verbal sexual games, innuendos, or behavior including the inappropriate touching or gestures toward another person.
6. Recording, publishing, transmitting or possessing images deemed inappropriate by the school administration - including inappropriate pictures, images, or texts that mention or refer to Delaware Christian School, DCS personnel, and/or DCS students. Offending posts on social media platforms must be immediately removed. Refusal or failure to remove the postings will result in probable dismissal from DCS.



Parent / Student Handbook 2017 - 2018

7. Unauthorized absence from school or assigned class.
8. Driving on campus in a manner that is hazardous to yourself and/or others.
9. Vandalism to property.
10. Smoking or the use of tobacco products on campus - including vapor or e-cigarettes.
11. Severe instances of disrespect towards students, faculty, staff or other adults on campus.
12. Tampering with a teacher's desk or personal property.

A student's first suspension is a one day in-school suspension (ISS) without a grade penalty. A second suspension will result in a one day ISS and a 2 point grade reduction for each class in the quarter in which the suspension is issued. The student in ISS will be allowed to receive credit for all class assignments that are completed on time. A student serving a suspension is ineligible to participate in any extracurricular activities for that day. Seniors receiving a suspension will also lose one full week of senior privileges. Depending on the severity of the action, the administration reserves the right to assign an out of school suspension for a student's first Class B offense. Out of school suspensions will be recorded on a student's permanent school record.

Class A - Results in Probable Dismissal

Class A offenses will be handled by the DCS administration. When appropriate, and as required by state and federal laws, DCS will work with law enforcement officials to handle the most severe offenses.

1. Assault and battery
2. Bomb threats
3. Possession, use or transfer of weapons or items designed to replicate weapons.
4. Theft, possession or sale of stolen property.
5. Arson or attempted arson.
6. Furnishing, selling, using, or possessing controlled substances (alcohol, drugs, or other intoxicants).
7. Sexual offenses or blatant immorality (including homosexuality) - includes a student becoming pregnant or being responsible for a pregnancy. Possession or exposing other students to pornography may also be considered a Class A offense.
8. Attempting to tamper with school records or serious violations of the DCS electronic device or network policies.

Student Conduct at Athletic Events

Athletic events provide a unique opportunity for DCS students to provide an important testimony to the students, parents, and faculty from other schools. General student conduct at athletic events should be consistent with the daily behavioral expectations for DCS students.

Students should also adhere to the following guidelines at all athletic events:

1. Cheer and encourage quality play and sportsmanship from both sides.
2. Display respect for the people and property of all participating schools.
3. Refrain from directing derogatory comments, cheers, or gestures toward players, coaches, officials, or parents.



Parent / Student Handbook 2017 - 2018

ELECTRONIC DEVICE POLICY

Cell phones, pagers, and any other electronic communication or game devices should not interfere with academic instruction. In the elementary grades, all electronic devices must be turned off and stored out of sight during the school day. In the middle and high school grades, student phones or other electronic devices should be placed in the teacher designated location during class – students in grades 6 – 12 may use cell phones between classes and during lunch. Cell phones and any other electronic devices are not to be used for entertainment purposes during study halls.

Students should make emergency and other necessary communications to parents or guardians from the school office – not on their personal cell phone.

The definitions and consequences for violating the DCS Electronic Device Policy are as follows:

Definitions:

Electronic Communication Device - any electronic device with the capability to do any of the following: make and receive calls, texts, emails, tweets, social media posts, or gain access to the internet.

Incidental Misuse - Using an ECD during the school day except as permitted

Personal Misuse - Using an ECD in violation of the Student Code of Conduct

Serious Misuse - Using an ECD to violate the Student Code of Conduct in a manner that harms others

Consequence:

Incidental Misuse - 1st offense = loss of ECD privileges for 1 week; 2nd offense = loss of ECD privileges for 1 month; 3rd offense = loss of ECD privileges for the remainder of the semester.

Personal Misuse - 1st offense = loss of ECD privileges for the remainder of the semester and possible in-school suspension; 2nd offense = loss of ECD privileges for the remainder of the school year and in-school suspension; 3rd offense = loss of ECD privileges for the remainder of the school year and out of school suspension

Serious Misuse - 1st offense = out of school suspension or possible expulsion

Internet and Network Usage Policy

The use of DCS computers and network services is a privilege, not a right. The use of computers during the school day is for academic purposes only. DCS provides a strong internet filtering system, but the school cannot completely eliminate access to all objectionable material or content. Students are expected to use DCS computers and network services in a responsible, ethical, and legal manner that is consistent with the established behavioral guidelines and student code of conduct.

Parents of students in grades 1 – 5 and students in grades 6 – 12 will be required to sign the Acceptable Use of DCS Technology Equipment form prior to gaining access to the school's equipment or network. Failure to adhere to the guidelines may result in suspension or revocation of network access equipment. Willful or intentional misuse could also lead to disciplinary action or criminal penalties according to applicable state and federal laws.



**Parent / Student Handbook
2017 - 2018**

DCS ANTI-BULLYING POLICY

What is bullying?

Bullying is when someone in a position of power (physical or social) intentionally and repeatedly engages in behavior that is harmful toward another person who has a hard time defending himself or herself.

Guiding Principles for Students to Prevent Bullying

- 1) We will not bully others (Ephesians 4:32)
- 2) We will help others who may be bullied (Romans 15:1-2)
- 3) We will include all students (Romans 15:7)
- 4) We will tell an adult at school or at home if we know someone is being bullied (Ephesians 5:11-14)

How Will DCS Respond to Reports of Bullying?

In cases where the offense is isolated and incidental, the classroom teacher will handle the situation in accordance with the established classroom rules. The teacher will also communicate with the parents of all students involved.

In cases where the bullying reports demonstrate a pattern of misbehavior, the situation will be handled by administration in accordance with DCS policies. The school administration will also meet with the parents of all students involved.

What Are the Consequences of Bullying?

The consequences for bullying will be proportional to the nature of the offense. The consequences include but are not limited to admonition, counseling, detention, suspension, and/or expulsion.

Conduct Probation

Students may be placed on conduct probation when there is clear evidence that a student's behavior does not meet the standards established by DCS. An accumulation of disciplinary notices, a serious behavior violation, or other behaviors deemed inappropriate by the administration may result in conduct probation.

The length of probation will be determined by an administrator, and the student is expected to correct previous behavior problems during this time. Students on conduct probation will have weekly meetings with the Dean of Students or another school administrator to evaluate their progress and receive Biblical counseling. Students on conduct probation are generally not allowed to participate in extracurricular activities such as sport, field trips, or overnight class trips.

Students who do not demonstrate satisfactory improvement in their behavior during the probationary period will be asked to withdraw from DCS.



**Parent / Student Handbook
2017 - 2018**

GENERAL INFORMATION

Field Trip and Class Trip Guidelines

Field trips are designed to further develop and expand the educational experiences of DCS students.

Overnight Class Trips

DCS facilitates overnight class trips at multiple grade levels in the middle and high school. While these trips are designed to enhance the student's education, participation in a class trip is a privilege, not a right. Students who fail to exhibit appropriate behavior during the school year may not be allowed to participate in overnight class trips.

Class Trip Attendance

Students who attend class trips will be counted as present for each day of the trip. Any student who does not travel with their class is expected to attend school while their class is on the trip. Supervision and planned assignments will be provided, and students who do not attend school will be given an unexcused absence for each day of the trip.

TRANSPORTATION

DCS does not provide transportation, but the school will assist families in the organization of carpools. Parents may receive transportation reimbursements from their local school district according to ODE guidelines.

Lunches

DCS provides lunches that are available for purchase on a daily basis. Lunch menus will be available on the on Sycamore. All lunches will be charged and billed monthly through FACTS.

Students may not order food from outside vendors to be delivered to the school. On special occasions DCS faculty may order food from outside vendors for specific pre-approved events.

Students in grades Pre-K - 11 may not leave campus for lunch unless they are accompanied by a parent or have signed permission from a parent to leave campus with another parent, teacher, coach, or pastor.

Senior Privileges

Seniors may leave campus for lunch if they have a signed permission form on file in the school office. Seniors must sign in and out at the school office and report to class on time.

Seniors who have a 7th period study hall may leave campus following the conclusion of 6th period if they have a signed permission form on file in the school office.



Parent / Student Handbook 2017 - 2018

Student Telephone Use

Students who become ill during the school day should notify their classroom teacher and report to the school office to call their parents or a guardian. Students should not use their cell phones or any other phones in the building to make phone calls without prior teacher or administrator approval.

HEALTHCARE AND MEDICINE

Illness

Students are expected to remain at home when they exhibit any of the following conditions:

- Any communicable disease, until treatment or remission, including but not limited to; chicken pox, pink eye, strep throat, head lice, or ringworm.
- A temperature of 100 degrees or more. The temperature must be normal for 24 hours without aid of fever reducing medication before the student returns to school.
- Discharge from the nose and eyes, cough, sore throat, nausea or vomiting, earache, or severe headache.

Immunizations

DCS adheres to the guidelines developed by the state of Ohio regarding student immunizations. More detailed information regarding student immunization requirements is provided to families in the DCS student application materials.

Medicine:

Students needing medicine during the school day must adhere to the following:

- The school office must be notified in writing of any and all medications brought or consumed during the school day.
- Elementary students must secure medicine of any kind, prescription or nonprescription, and must take their medicine in the school office at the appropriate time.
- Secondary students may only bring the daily dosage of non-prescribed medications to school as necessary for self-medication (ex. Over the counter pain reliever, decongestant, or allergy medicine).
- Secondary students taking any prescription medicine must secure the medication in the school office and must take their medicine in the school office at the appropriate time.
- Exceptions to the policy would include inhalers, epipens, and other medical devices that need to be kept with the student.
- Only members of the school administration or office personnel are authorized to dispense medication. Medication will only be dispensed with written authorization from the student's parent or legal guardian.
- No student may at any time give, sell or receive medication of any kind to another student.



Parent / Student Handbook 2017 - 2018

PARKING

Student Drivers

Students who hold a valid Ohio driver's license and adhere to the following guidelines are permitted to drive on campus. Failure to follow the guidelines detailed above may result in the student's loss of campus driving privileges and/or additional disciplinary actions.

- Students must park in the designated student spaces during the school day. Cars should be parked within the lines and must have a DCS student parking pass appropriately displayed.
- Reckless driving will not be tolerated and such behavior could result in a loss of campus driving privileges and/or additional disciplinary action.
- Students are not allowed to go to their cars during the school day without receiving a pass from the school office.
- Couples are not allowed to sit together in cars in the school parking lot before, during, or after school.
- Students are not permitted to leave campus in their own cars without prior written permission from parents and approval from the school office.
- Students are not permitted to transport other students to any school related activity (field trips, athletic events, etc.) without prior written permission from parents and approval from the school office.
- DCS reserves the right to inspect all student vehicles.

Failure to following the guidelines detailed above may result in the student's loss of campus driving privileged and/or additional disciplinary actions.

SECURITY AND VISITORS

All outer facility doors are locked during the school day. Students, parents, and guests are required to "buzz-in" at the main school entrance and immediately report to the school office. For security reasons, all parents and guest are required to wear a visitor badge while in the school building.

STUDENT PHOTO AND VIDEO POLICY

During the school year, many wonderful events occur that we would like to feature. A school representative may gather photos or video footage highlighting the event and featuring the faces of Delaware Christian School students. These photos or videos would then be shared on the Delaware Christian School website, Facebook page, or possibly even with the news media. We value your child's participation and would like to include all of our students during their time at DCS. If you prefer your child not be included, please complete the media opt out form located in the school office.



DELAWARE CHRISTIAN
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**Parent / Student Handbook
2017 - 2018**

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**Parent / Student Handbook
2017 - 2018**

Parent Financial Commitment Agreement

Payment Options:

We commit to pay tuition either:

1. Annually – due August 1st – payment made directly to the DCS Finance Office Annually
2. Semi-Annually – 1st half due August 1st; 2nd half due December 1st – payments made directly to the DCS Finance Office
3. Monthly – using FACTS Management Company. An email will be provided to establish the FACTS agreement. FACTS charges a yearly service fee.

We commit to pay all fees and additional expenses through FACTS:

1. Fees and other expenses include but are not limited to: lunch, sports, clubs, field trips, and extended care.

DELINQUENT ACCOUNTS PROCEDURE:

Prompt payment of your tuition account ensures that we can pay our teachers and bills on time. If at any time you experience difficulty paying your tuition, please contact the DCS Finance Office at (740)363-8425, at least **FIVE business days** before payment is due, to make alternate payment arrangements.

- ANNUAL and SEMI-ANNUAL payers – if your account becomes 30 calendar days past due, you will be required to transition your payments to a monthly payment plan through FACTS.
- MONTHLY payers – FACTS will assess a service charge for each payment attempt that is rejected due to Insufficient Funds, or for a Stop Payment request.

If your account is not kept current AND you fail to communicate or make alternative payment arrangements with the Finance Office, your student will be subject to dismissal.

We further agree to the following financial policy on early withdrawal:

Pursuant to the DCS Continuous Enrollment Contract, we understand that we will be charged 1 month's tuition for early withdrawals that do not fall under the exemptions outlined in the Continuous Enrollment Contract.

We realize that all academic credits will be held until the account is current or paid in full. Transcripts will not be transferred if funds are due to Delaware Christian School.

***Senior Transcripts** will not be released to any colleges unless the account is current.

6th – 12th GRADE ATHLETIC PARTICIPATION FEES:

The 6th – 12th grade athletic participation fees are \$150 per student, per sport, with no family cap. The athletic participation fees will automatically be added to your FACTS account once the team rosters are received by the Finance Office.

We have carefully read the Parent Financial Commitment and agree to the terms and conditions stated above:

Signature of Commitment: _____ Date: _____

Signature of Commitment: _____ Date: _____



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**Parent / Student Handbook
2017 - 2018**

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**Parent / Student Handbook
2017 - 2018**

Delaware Christian School - Parent Contract

4. We have read and understand the DCS vision, mission, core values, and statement of faith. We agree to support the purpose and philosophy of DCS.
5. We commit to be actively involved in the education of our child. We agree to support the high academic standards of DCS and will encourage the completion of homework assignments and the development of sound study habits.
6. We have read and understand the school’s expectations concerning academics, discipline, dress and other DCS policies. We agree to abide by the policy guidelines established by DCS.
7. We agree to support DCS through our prayers and positive attitudes. In accordance with Matthew 18:15, we are committed to giving a good report and sharing any complaints or negative comments only with the people involved. We agree to speak with teachers first before taking any unresolved issues to the DCS administration.
8. We will support DCS by our involvement in school activities including open houses, parent-teacher conferences, parent volunteer opportunities, and other school sponsored events.
9. We give permission for our child to take part in all school activities. We understand that the school does not provide student medical / accident insurance, and it is our responsibility to provide our own. The school will also provide parental notification and require signed permission slips for school sponsored activities that require students to leave the DCS campus.
10. We understand that financial assessments will be made to cover damages (beyond normal wear and tear) to the school that could include the following; books, desks, lockers, windows or other school property.
11. We understand and commit to fulfill our financial obligations for tuition and other incidental educational expenses including lunch services. We understand that failure to meet our financial commitments could result in our child losing the privilege to attend DCS.

We the parents of _____
have read and understand the eight points of the DCS Parent Contract. We have also read and understand the information outlined in the DCS Parent & Student Handbook.

Parent Printed Name

Parent Printed Name

Parent Signature

Parent Signature



**Parent / Student Handbook
2017 - 2018**

DCS Student Contract - Grades 6 - 12

1. I have read and understand the DCS vision, mission, core values, Statement of Faith, and student code of conduct. I agree to support the purpose and philosophy of DCS.
2. I agree to support DCS through my prayer and a positive attitude.
3. I understand the school's expectations concerning academics, discipline, dress, and other DCS policies. I agree to abide by the policy guidelines established by DCS.
4. In accordance with Matthew 18:15, I am committed to sharing any complaints or negative comments only with the people involved. I further commit to only share unresolved issues with the DCS administration.

I understand that failure to comply with the DCS student code of conduct and the regulations outlined above will result in disciplinary action that may include dismissal from DCS.

Student Printed Name

Date

Student Signature