



DELAWARE CHRISTIAN
S C H O O L

Academic Excellence | Confident Faith

Elementary
Parent and Student Handbook
2024-2025

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Vision

To prepare graduates to be Christ-centered leaders in their families, churches and communities by thinking critically and living biblically.

Mission

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

Motto

Academic Excellence | Confident Faith

Core Values

Shaping a Biblical Worldview

Partnering with Parents

Encouraging Academic Excellence

Carried Out in the DCS Way

Shaping a Biblical Worldview — Shown by D: Demonstrate Your Faith

Delaware Christian School believes that all Christian Education should include teachings and activities based on the Word of God and presented through the perspective of God's sovereign and providential purpose. Isaiah 54:13-17; Mark 12:30; Phil. 1:6; Phil. 2:12-13

Partnering with Parents — Shown by C: Care for Others More than Yourself

Delaware Christian School 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. (Deuteronomy 6:6-7; Ephesians 6:4)

Encouraging Academic Excellence — Shown by S: Study to the Best of Your Ability

Delaware Christian School strives to enlighten the understanding and form the habits and manners of students through a solid, evaluated and approved, biblically based curriculum. We believe that the curriculum prepares students for useful service as family members, as active members of local churches, as students in institutions of higher learning, and as valuable members of society. (1 Timothy 4:6, II Timothy 2:15)

Expected Student Outcomes

Recognizing that God is the source of truth revealed in His Word and His creation (Psalm 19; 2 Timothy 3:16–17), we have established the following Expected Student Outcomes for Delaware Christian School.

Spiritual: We expect Delaware Christian School students to

1. Have a personal relationship with Jesus Christ and be connected in a local church. (John 3:16; 1 Corinthians 12:12–27)
2. Be growing in biblical knowledge, wisdom, and character. (Psalm 1; 1 Thessalonians 4:3–5; 2 Peter 1:5–8)
3. Be equipped to share the Gospel and other biblical truth to edify other believers and introduce the lost to Christ. (Matthew 28:19–20; Ephesians 4:1–16)

Academic: We expect Delaware Christian School students to

1. Demonstrate the ability to think critically and communicate effectively. (2 Corinthians 10:5; Philippians 1:9–11; Philippians 4:8)
2. Be academically prepared to pursue, based upon their giftedness, their individual college and/or career goals. (Colossians 2:8; Colossians 3:23; 1 Peter 3:15)
3. Exhibit good study habits and a commitment to lifelong learning. (Proverbs 1:5; Proverbs 4:13; Proverbs 9:9)

Social: We expect Delaware Christian School students to

1. Reflect the character of Christ in their interactions with others. (Romans 12:14–21; Philippians 2:1–11)
2. Take responsibility for interpersonal actions in accordance with biblical principles. (Romans 12:9–21; 1 Corinthians 13)
3. Demonstrate a lifestyle of service to others. (Galatians 5:13–14; 1 Peter 4:10)

Physical: We expect Delaware Christian students to

1. Recognize that each individual is created in the image of God and is of great worth. (Genesis 1:27; Psalm 139:13–16)
2. Maintain a lifestyle of purity. (1 Corinthians 6:18–20)
3. Honor God by treating their body according to biblical standards. (1 Corinthians 6:19–20; 1 Thessalonians 4:3–5)

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 summarize key points of that document:

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 that 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 that **salvation** is a gift of God, brought to man by grace and received by personal faith in the Lord Jesus Christ alone.
7. We believe God to be the **Creator** of all things. As Creator, He created in six literal 24-hour days. We believe that God created mankind in His image, assigning gender to His people, male (man) and female (woman), as He created them sexually (identified on a physical level) and biologically (identified at a chromosomal level) different, but with equal personal dignity and value.
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 that homosexual activity is condemned in Scripture as a degrading and indecent act.

INTERVENTION (Policies and Procedures) (Short paragraph - please notify your principal)

At Delaware Christian School, we believe that every student has the ability to learn. While some students may need more support than others, we believe every student can reach their God-given potential. As a private school, we do not offer formal special education classes, services, or resources. Delaware Christian School is a non-public school. Upon entering DCS, parents give up their rights to enforce state and/or city-generated plans and supports, including but not limited to IEPs and 504s. While we use city schools for some testing and resources, we are not bound by the decisions of a student's home district. This does not mean that we are unable to support our struggling students. Every student has access to in-class supports from our teachers and multiple opportunities throughout the day to seek academic assistance. We offer two unique support plans for students who need more specialized support. Our DCS intervention team crafts our support plans and may include direct instruction in areas of difficulty outside of the general education classroom or support inside the general education classroom. We offer some supports to some students to assist them in overcoming some deficiencies to perform at their best.

Disclosures

- The Intervention Department follows a strict confidentiality policy. DCS will obtain parental permission before requesting or providing student information. Student information will only be shared on a need-to-know basis.
- Delaware Christian School does not discriminate based on disability. We reserve the right to offer services only to those students who qualify for one of our support plans.
- Student support plans may be amended or removed when academic performance improves over a sustained period of time or when an evaluation determines the student is no longer eligible for support. Specific supports offered to students may be added or removed based on student needs.

Service Plans

At DCS, we offer the following three service plans to our school families:

- **DCS Academic Plan**
- **DCS Behavioral Service Plan**
- **DCS Care Service Plan**

Both plans are designed to meet the unique needs of our students. Because of the specialized support that these plans offer, each plan requires additional time and effort from our staff. Since our mission is to partner with parents and students to promote academic excellence, each plan will require extra time and effort from parents and students. We believe that every student can learn. We also believe that for some students to learn, they must work harder than many of their peers. In the same way, parents of some students must be far more involved in their child's education than parents of other students. DCS support plans are designed to help students progress to a point where they no longer need the plan.

Academic Information

Accreditation

Delaware Christian School is accredited with the Association of Christian Schools International.

Delaware Christian School is accredited with Cognia, a national, secular accreditation board.

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.

School Day Schedule

Elementary Schedule Pre-K–5th Grade- 8:15A.M.-3:00P.M.

Pre-K Half-Day- 8:15 A.M.–11:30 A.M..

Drop-off Procedures

When dropping off students in the morning at DCS, enter the parking lot from the 3rd entrance off Belle. Proceed to the left and circle the parking lot. Please pull as close to the corner as possible to unload your child.

Arrival Schedule

7:00 A.M.–8:00 A.M.

All students (Pre-K–Grade 5) must enter through the gym doors to be in Before Care.

Students in Pre-K–Grade 5 will be charged a one-time fee if they arrive before 7:45 A.M.

8:00 A.M.-8:15 A.M.

All students may enter the building and proceed to their classrooms. School begins at 8:15A.M.

Late Arrival

It is the expectation of DCS that all students arrive at school on time.

Classes begin at 8:15 a.m. Students arriving after 8:15 a.m. are considered tardy. High school students arriving after 8:20 a.m. must check in with the office before proceeding to class. This will allow all students in the building to be accounted for. Please note below that each unexcused tardy will result in a warning.

Excused tardies include the following: illness, injury, medical or dental appointments, emergency family situations, and other situations approved by the Delaware Christian School administration.

Early Dismissal

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

- Students must present their teacher /office with a note, parents must send teachers/office a **PAN (Pass a Note)** through Sycamore, or **directly email** the teacher/Main Office dcschool@dcschool.org to request an early dismissal. **Students must check in at the Main Office before they leave.** Students are responsible for making up any work they miss due to leaving school early.

Pick-up Procedures

Parents should enter the parking lot in the same manner as the morning drop off. Elementary student pick-up begins at 3:00 P.M. at the designated area by the gym. Students not picked up by 3:15P.M. will be sent to the Aftercare program.

Before/After Care Program

Before Care begins at 7:00A.M. Students may enter through the gym entrance. Before Care is \$5.00/day.

Delaware Christian School has an After Care program for students in Pre-K through Grade 5.

- Any elementary student (PreK-5th grade) on campus after 3:15 P.M. will be required to attend AfterCare to ensure that he or she is being supervised by Delaware Christian School staff member.
- A parent/guardian must pick up their child from AfterCare. Students will not be dismissed with a sibling who does not have their drivers license.
- The After Care fees are per child, and billing is based on 30-minute increments. Families will be billed **biweekly** through FACTS.

Severe Weather Closings

In the case of severe weather, school closings or delays will be announced via phone call and email, posted on the Delaware Christian School website and Facebook page, and announced on WBNS-TV Channel 10.

Attendance/Absences

Attendance/Absences

- Excused absences include the following: illness, injury, quarantine, death in the immediate family, medical or dental appointments, emergency family situations, religious holidays, scheduled college visits, and school trips.
 - Guidelines for arranging excused absences can be found in Appendix C in the Policies and Procedures Handbook.
 - Students must provide the appropriate documentation for absences longer than three days. Appropriate documentation for absences can be found in Appendix C in the Policies and Procedures Handbook.
- Unless the administration has given prior approval, 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.
- Students absent from school 50% of the school day are not permitted to participate in **any extracurricular activities that day.**
- Students who receive EdChoice funding may not accumulate 20 unexcused absences in a year. Accumulation of 20 or more unexcused absences will result in a report to Ohio Department of Education(ODE) and the student will immediately lose their EdChoice funding.
 - **At the discretion of the Delaware Christian School administration, elementary students who accumulate 30 or more excused or unexcused absences in a given school year will be asked to withdraw from the school and will not be considered for readmission for one full school year following their withdrawal.**
 - *Chronic absenteeism may require the school administration to ask the student to withdraw from the school and to notify the local school district in accordance with Ohio truancy laws.*
 - Students must provide the appropriate documentation for a medical **absence longer than three days to be excused.** All other such absences are considered unexcused.
 - Parents may arrange an extended excused absence for their student(s) according to the following guidelines:
 - Student(s) must be in good academic standing and have a good record of attendance to be excused from school.
 - **Students must obtain an extended absence form from the office. It must be signed by teachers and parents at least 1 week before the planned absence.**
 - Student(s) must make arrangements to complete all missed assignments in a timely manner.
 - Student(s) must make arrangements to complete all missed assignments in a timely manner.

Academics

Definition

Delaware Christian School offers a traditional, classroom-based academic program designed to meet the needs of each individual enrolled. The curriculum is developed by teachers and administrators in connection with state standards and standardized testing. The curriculum strongly emphasizes biblical worldview shaping in all grade levels. The faculty and staff at Delaware Christian School strive to train students to see the world through the lens of biblical truth in all disciplines.

Grading

Sycamore, DCS's student information system, allows access to grades, progress reports, report cards, assignments, and homework.

Grading Scales

The following grading scale is used in all Delaware Christian School 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%

All grades below 60% receive an F.

Elementary Specials Classes will be a Pass/ Fail grade.

Homework

Delaware Christian School homework is designed to assist in the fulfillment of specific learning objectives as outlined in the curriculum. Homework is assigned regularly and is aligned to each student's age and grade. It serves the following functions:

- It is a review and reinforcement or preview and presentation of classroom material.
- It provides meaningful activities to develop mastery of appropriate skills.
- It aids in the development of self-discipline and conscientious study habits.

In Grades K-2, all late and missed homework will be handled by individual teachers.

In Grades 3-5, For all homework handed in late:

1st day: 10% off

2nd day: 50% off

3rd day: Assignment is given a 0

The DCS administration reserves the right to alter homework assignments and due dates in individual cases.

Academic Probation -Eligibility

Students in grades 3rd- 5th that have a F in 2 of the following core classes at the end of a quarter will be placed on academic probation. Core classes are defined as Reading, English, Spelling and Math. The student must improve the grade by the end of the following quarter or be subject to dismissal.

Extracurricular events include but are not limited to clubs, drama, and all sporting practices and games. In conjunction with the athletic director, coach, or staff leader, the elementary principal will determine participation in these events. Participation in these events will be based on the following guidelines:

- Students with two “D’s” or one “F” in any class(es) will not be allowed to participate.

The DCS administration reserves the right to create exceptions based on the individual circumstances.

Eligibility for Promotion

Delaware Christian School recognizes the importance of carefully evaluating all aspects of a student’s development before making final decisions regarding promotion, retention, or dismissal. Delaware Christian School reserves the right to dismiss or retain a student after proper notification to parent and student.

K–Grade 5

Satisfactory completion of the elementary grades is determined by the following:

- teacher evaluation of the student’s daily performance
- quarterly grades entered into the student information system
- student performance on standardized tests and assessments
- consultation among parents, teachers, and administrators

Administration reserves the right to make a decision about promotion to the next grade if any student is on academic probation at the end of 4th quarter.

Standardized Testing

It is important that all students remain academically excellent. Elementary students will take the STAR 360 Renaissance test to be used for immediate evaluations. Students will also take the Terra Nova testing in the spring.

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 a teacher regarding all classroom issues before involving a school administrator.)
- Elementary parents are required to attend a scheduled conference with their child’s teacher in the middle of the first quarter. They also are encouraged, but not required, to attend a conference at the end of the third quarter.

Honor Roll and Merit Roll

Students in grade 3-5 who achieve academic excellence will be recognized on the semester honor and merit rolls. The honor roll will be reserved for students earning an end-of-semester average of all A's; the merit roll will include students earning an end-of-semester average of all A's and B's.

Dress Code

At Delaware Christian School, we want to enforce a professional, modest, and clean dress code that gives DCS a unique and recognizable look. Although many items will be available through Educational Apparel, families are not required to purchase uniform items through Educational Apparel.

General Guidelines for Campus Wear

- Above all, we seek to honor Jesus in the way that we dress. Students should dress in a way that is respectful of their peers and presents a professional, modest and clean appearance.
- Parents are expected to be the first to enforce the Delaware Christian School dress code.
 - If you have any questions, please ask the appropriate principal.
- Students are expected to arrive on campus in dress code-appropriate clothing.
- Outwear rules (fleeces and coats) only apply during school hours. Students may wear any coat or outerwear to and from school, but not during the school day (8:15 a.m. - 3:15 p.m.)
- All clothing should be clean and in good repair. Clothing with holes, rips, stains, or tears is not permitted.
- Delaware Christian School campus wear must be free of all logos other than brand logos (Nike, Under Armour, Polo) or school logos approved by the administration. No other writing or emblems (such as names, sayings, college logos, or sports team logos) may be on campus wear.
- The hem of shorts, skirts, and jumpers must be no more than three inches above the top of the knee.
- Tops worn on campus must be modestly fitting and cannot be sleeveless, cropped, or show cleavage.
- Boys may not be shirtless while on campus.
- Sweatshirts (hooded, pullover, or zipper) and other forms of non-approved outerwear may not be worn during the school day.*
- Delaware Christian School-approved uniform pullovers and coats are considered campus wear and may be worn with a campus-wear collared shirt underneath during school hours.
- Hair should not be distracting to teachers or students.
 - Hair should be of natural color, clean, and neatly maintained.
 - No streaking of unnatural color in hair is permitted.
 - Boys' hair length should not cover any part of their eyes at any time and should not consistently sit on their collar.
 - Boys' hair cannot be worn in a ponytail or a bun.

The DCS administration reserves the right to allow students to wear their hair in culturally appropriate ways at parent request. The administration also reserves the right to require a student to change their haircut or hairstyle.
- Hats, hoods, and head coverings are not to be worn inside the building during school hours.
- All students must wear footwear.
- No body-piercing jewelry is to be worn at school or school-related events. Only girls may wear earrings. All tattoos, permanent or temporary, must be covered.
- Only girls may wear makeup, fingernail polish, or toe polish.

- The administration reserves the right to make decisions on items not specifically listed in the Delaware Christian School policy.

All elementary students in grades K-5 are required to have an extra set of school approved clothing in their book bag/locker.

If a student is notified by a staff member they are not in dress code, the student may call a parent for dress code appropriate clothing. If a parent is not available, administration will decide on the student’s status for the day. The student will have 24 hours to correct the dress code violation.

2024-2025 Elementary Dress Code

Professional, modest, clean
 “We want DCS to have a look”

Approved Tops	Clarification	Approved Colors ** (Solid Colors Only)
Collared Shirt	Any short or long-sleeved collared polo or oxford shirt that fits appropriately (not overly loose fitting or tight fitting) and does not have text or artwork. A small brand logo on the breast or back is acceptable. The DCS shield is acceptable.	Solid Black, Navy Blue, Red, White
Sweater	Any crewneck knit sweater or V neck sweater (in the Education Apparel style; it does not have to be purchased from Education Apparel) that fits appropriately (not overly loose fitting, tight fitting, or long) and does not have a hood, text, or artwork. A small brand logo on the breast or back is acceptable. The DCS shield is acceptable. Must be made from a material that is not see-through in any situation.	Black, Navy Blue, Red, White
Sweater vest	Any sweater vest that fits appropriately (not overly loose fitting, tight fitting, or	Black, Navy Blue, Red, White

	<p>long) and does not have a hood, text, or artwork. A vest may not have pockets other than breast pockets or side pockets. Vests may not have decorative materials (fringe, ruffles, etc.) A small brand logo on the breast or back is acceptable. The DCS shield is acceptable.</p> <p>*** Must be worn with a collared shirt underneath ***</p>	
Vest	<p>Any vest that fits appropriately (not overly loose fitting or tight fitting) and does not have a hood, text, or artwork. A vest may not have pockets other than breast pockets. Vests may not have decorative materials (fringe, ruffles, etc.) A small brand logo on the breast or back is acceptable. The DCS shield is acceptable.</p> <p>*** Must be worn with a collared shirt underneath ***</p>	Black, Navy Blue, Red, White
Undershirts	<p>Short or long-sleeved solid-colored shirt worn under an approved top.</p>	Black, Red, White
Fleece- Elementary only	<p>The DCS Port Authority Value Fleece 1/4-Zip Pullover OR Full Zip Youth Value Fleece jacket</p> <p>*** Must be worn with a collared shirt underneath ***</p>	Black
Approved Bottoms	Clarification	Approved Colors
Dress or Uniform Pants	<p>No denim, jeggings, athletic material, or sweatpants. No cargo pockets. May not be overly loose fitting or tight fitting. Pant cuffs must be hemmed. May not have text</p>	Black, Navy Blue, Gray, Brown, Khaki

	or artwork. A small brand logo is acceptable. Dress/golf pants made from dri-fit material are acceptable.	
Skirts/Skort	No denim or sweatshirt material. May not be shorter than or have a slit higher than three inches above the knee. Not overly tight. May not have cargo pockets. No wrap-around skirts. Must be made from a material that is not see-through in any situation. Pleated skirts are acceptable.	Education Apparel DCS Plaid, Navy Blue, Black, Gray, brown, Khaki
Jumpers	May not be shorter than three inches above the knee.	Education Apparel DCS Plaid
Shorts	No denim, sweatshirt, or athletic material. May not be shorter than three inches above the knee. Not overly tight. Must be made from a material that is not see-through in any situation. Short cuffs must be hemmed. Dress/golf shorts made from dri-fit material are acceptable.	Black, Navy Blue, Gray, Brown, Khaki
Leggings/Tights	May only be worn under a skirt. No cutouts or ornamentation.	Must be solid-Black, Gray, Red, White, Tan, Navy Blue
Gym Uniform (3-5 grades) **1st-2nd grade will NOT change.	Any kind of t-shirt (with appropriate verbiage, pictures) Shorts (NO leggings) Tennis shoes to keep at school Socks	N/A Loose fitting, no more than 3" above the knee, sweatpants
Shoes	Athletic Shoes, Dress Shoes, Sandals, Crocs	Shoes must be in good repair with no obvious or hazardous damage. No slippers, slides, or flip-flops will be allowed on school campus except during

		specific themed dress down days. The difference between a sandal and a flip-flop is the thong strap.
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** In an effort to ease the financial burden for some families, DCS will phase out the navy blue color the following way:

- Navy blue tops and bottoms will be allowed for the 2024 - 2025 school year.
- Navy blue bottoms will be allowed for the 2025 - 2026 school year.
- No navy blue will be allowed beginning in the fall of 2026.

Dress Code for Spirit Wear Fridays

Unless otherwise noted, Fridays are Delaware Christian School Spirit Wear days for all grade levels.

- Students may wear t-shirts, sweatshirts, hoodies, jackets, and warmups with the Delaware Christian School logo or name. Tops may have the student's name displayed. Students must wear school uniform bottoms on Spirit Days. **All other dress code rules apply.**

Students choosing not to wear Delaware Christian School Spirit Wear must dress in the regular school uniform.

Dress Code for Gym Class

Students in grades 3-5 can wear a t-shirt (with appropriate pictures/sayings for gym class). Students must also wear basketball shorts no shorter than 3 inches above the top of the knee. **All students must wear socks and have a pair of gym shoes in their locker at all times.** All gym class students must be prepared for gym. All students in grade 3rd-5th grades must come to school dressed in their gym clothes. Students must also have their school clothes packed in a drawstring bag to take with them. Failure to have their school uniform with them will result in a phone call home and out of class until parents can bring their clothing.

All students in grade K-5 will be required to have an extra pair of gym shoes that are kept at school for P.E. class.

Discipline Plan

Being a student at Delaware Christian School is a privilege. Delaware Christian School students are expected to be respectful, responsible, and cooperative. Delaware Christian School staff will create with each class a social contract to be followed throughout the school year. *Please note that the Delaware Christian School administration reserves the right to address behaviors not specifically listed below and to determine the next steps based upon the frequency and severity:*

Elementary discipline is based on 3 C's:

- Clearly explain the rules. The more understanding that elementary students have of the boundaries, the better they are likely to behave at school.
- Consequences will take place. If students continue to defy a rule after receiving a verbal warning, the clearly defined consequences will be administered. Consequences vary from a walking ticket, a behavior report, or a phone call to the parent.
- Communication is key. The teacher will strive to communicate to students regarding needed changes in their behavior. The teacher also will communicate behavioral problems in the classroom to parents so that we, as partners, can discipline students in behavior that honors our Savior.

The following classifications of behavioral issues and consequences are offered to clarify the school's discipline policy for 4th-5th grade students. Discipline will be noted in Sycamore through the discipline manager system. The Delaware Christian School administration reserves the right to address behaviors not specifically listed below and to determine the class of offense based on the frequency and severity of the infraction.

- **Class D - Results in a warning**
 - Dress code violation
 - Unexcused tardiness to class
 - Public display of affection (for a more thorough definition, please refer to Appendix D in the Policies and Procedures Handbook)
 - Any behavior that violates specific classroom expectations
 - Any behavior that violates general school expectations

- Warnings will reset at the beginning of the second semester
- **Class C - Results in a detention**
 - The accumulation of four Class D offenses (See above)
 - Treating students, faculty, staff, or other adults on campus with blatant or persistent disrespect. Including, but not limited to, the following:
 - blatant disregard for instructions
 - talking back
 - voice raising
 - inappropriate attitude displayed through body language, eye rolling, or disrespectful tone.

- The use of profane, vulgar, or abusive language
 - Having a cell phone, Smartwatch, etc... on person or in locker
 - Dishonesty - intentionally misrepresenting the truth, lying, or using forged notes or excuses
 - Cheating - plagiarizing or copying answers (working with another student on a class paper, project, quiz, or test is considered cheating unless previously approved by the teacher. Depending on the severity of the incident, such actions may be treated as a Class B offense.)
 - Leaving school without permission
 - Skipping required school events - chapel, class, lunch, pep rallies, assemblies, or other required school events
 - Trespassing or gaining unauthorized access to the Delaware Christian School building or facilities (Depending on the severity of the incident, such actions may be treated as a Class B offense.)
 - Tampering with a teacher's desk or personal property
- *Detentions will be served after school for 30 minutes from 3:25 p.m. until 3:55 p.m. Failure to serve a detention will automatically result in an additional detention.*
- *Detentions will not reset at the beginning of the second semester.*

- **Class B - Results in probable suspension**

- Three detentions will result in a suspension
 - Bullying or cyberbullying (Please refer to Appendix D of the Policies and Procedures Handbook)
 - Fighting or threats of physical harm to others (Depending on the severity and nature of the offense, the administration will decide how to classify each offense.)
 - Sexual behavior including, but not limited to, conversations, innuendos, and use of sexual games, including inappropriate touching of or gestures toward another person
 - 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, Delaware Christian School personnel, or Delaware Christian School students
 - Vandalism to property, including school property or the personal property of others
- *Suspensions will occur the day after the offense is addressed and all suspensions will take place out of school. The administration will determine the length of each suspension.*
- *During the first suspension of the school year, all homework and quizzes due on the day of the suspension will be counted as a zero (0) and will not be eligible for make-up work.*
- *During the second suspension of the school year, all work, including homework, projects, quizzes, and tests due on the day of the suspension, will be counted as a zero (0) and will not be eligible for make-up work.*
- *A student serving a suspension is ineligible to participate in any extracurricular activities for that day.*
- *Suspensions will be recorded on a student's permanent school record.*

- **Class A - Results in probable dismissal**
 - A dismissal may occur after any violation of a Class A offense, after the second suspension in the school year, or at the discretion of the Delaware Christian School administration. Delaware Christian School will work with law enforcement officials to handle severe offenses when appropriate and as required by state and federal laws.
 - Assault and battery
 - A bomb threat
 - Possession, use, or transfer of weapons or items designed to threateningly replicate weapons
 - Theft, including possession or sale of stolen property
 - Arson or attempted arson
 - Possessing, using, or selling illicit substances (alcohol, drugs, or other intoxicants)
 - Sexual offenses or blatant immorality
 - Possession, transmission, or exposing other students to nudity or any form of pornography
 - Tampering with or attempting to tamper with school records
 - Severe violations of the Delaware Christian School electronic device or network policies

Any student dismissed from school will be eligible to re-apply for admission once the following conditions have been met:

- Two school years have passed after the conclusion of the year of dismissal
- The student presents a letter explaining why he or she would like to return
- The family collects letters from the student's parent(s), pastor, and a teacher with whom the student has worked with since the dismissal

Technology

Technology Philosophy

Delaware Christian School embraces the emergence of technology as an effective tool to enhance learning and to prepare students for real-world experience. Technology, however, cannot supplant the dynamic interaction between the teacher and the learner.

Intentional opportunities to use technology do not include the use of personal devices during the school day. Unintended consequences from the use of personal devices often include poor decision-making, a lack of relationship-building throughout the community, and general disruption within the learning environment.

Phones

Delaware Christian School is a phone free school. This includes our elementary students in grades Pre-K -5. Students will not be able to have phones or electronic devices during the school hours. This includes, but not limited to:

- cell phone
- smart watches
- fit bit
- tablets, etc...
- watches that offer locations, texting, etc...

- **If a student has any of these items on their person during school hours, a staff member will take the items and send the student to the principal's office. The student will lose the item for the rest of the day, and a call will go home to parents. Students will be given these items back at the end of the school day. Students in grades 4th-5th would fall under a Class C Discipline which results in a detention.**
- **If there are any issues with these items occurring on the bus, the administration will deal with these as needed.**

Please note that the Delaware Christian School administration reserves the right to address technology devices/issues not specifically listed above and to determine the discipline plan based upon the frequency and severity.

Internet and Network Use

The use of Delaware Christian School computers and network services is a privilege, not a right. The use of computers during the school day is for academic purposes only. Delaware Christian School provides a strong Internet filtering system, but the school cannot completely eliminate access to all objectionable material or content. Students are expected to use the school's 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 K-5 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 access to network equipment. Willful or intentional

misuse could also lead to disciplinary action or criminal penalties according to applicable state and federal laws.

School Security

Building Security

Delaware Christian School strives daily to secure the safety of our students. The physical building is locked from the hours of 8:45 A.M. to 3:30 P.M. during school days. The buildings and playground are surrounded by a locked fence. There are additional security security cameras located throughout our campus. There are three cameras observing visitor entrances: one is the responsibility of the Church Office, and two are monitored at all times by school office personnel. Visitors must buzz in and be identified in order to enter the building. All visitors (including parents and other guests) then must check in at the school's Main Office, where they may obtain a visitor badge to wear while on school grounds.

- **Volunteers:** We appreciate the support and valuable service of our volunteers at Delaware Christian School. To protect the safety and welfare of our students, we require background checks for any volunteer who will be supervising students when there is not a school employee present. (Examples include, but are not limited to, field trips, sporting events, and work taking place at an individual's home or workplace.) Background checks for volunteers will be provided through Screenpointe, an independent screening company. Screening includes a County Criminal history check, Federal Criminal history check, National Sex Offender records check, Department of Corrections check, and Social Security and name validation.
- **Faculty and Staff:** It is the policy of Delaware Christian School that all teaching and non-teaching employees undergo fingerprinting and background checks through the FBI and BCI when offered employment. FBI checks will be updated for current faculty and staff members every five years.

Search and Seizure

For the safety and welfare of Delaware Christian School and the orderly administration of school policies and procedures, Delaware Christian School reserves the following rights:

- To ensure that the classroom is a place of learning, the classroom teacher or other staff may confiscate an item or items deemed unnecessary or distracting to the learning process.
- To ensure the safety of the school family, staff members may search lockers or personal effects and vehicles on school property and seize any item(s) deemed inappropriate or dangerous.
- To ensure school discipline and order, Delaware Christian School administrators may conduct unannounced searches of lockers, personal effects, and/or vehicles on school property.

When searches and seizures are carried out by an administrator, they will be done with another staff member as a witness. If the search is made of personal effects, it will be done in private by staff members of the same sex as the student. If a student does not comply with the request, parents will be contacted. As a final step, law enforcement will be called to assist.

Bullying

Bullying occurs when someone intentionally and repeatedly engages in behavior that is harmful toward another person. Bullying includes but is not limited to persistent patterns 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.

For information on how Delaware Christian School will handle bullying, please refer to Appendix D in the Policies and Procedures Handbook.

Emotional Security/Counseling

Delaware Christian School recognizes that some students may struggle with emotional difficulties. We want all students to feel safe at school and to learn how to address their difficulties within a biblical worldview.

For information on how Delaware Christian School will help students process emotional difficulties, please refer to Appendix E in the Policies and Procedures Handbook.

Students Not Enrolled in Delaware Christian School

Students not enrolled in Delaware Christian School will not be allowed on campus, either inside or outside the buildings, during school hours. This prohibition does not include family members picking up a student for an appointment or alumni visiting campus.

General Information

Field Trips and Class Trips

Field trips are designed to further develop and expand the educational experiences of Delaware Christian School students. A general permission slip covering the school year's field trips will be issued to parents at the beginning of every school year. The slip must be signed before any student can leave campus with a class or school group. Teachers will notify parents via email or letter of the time, location, cost, and duration of the field trip. Students who attend class trips will be counted as present for each day of the trip.

Transportation

Delaware Christian School does not provide transportation to and from school. If busing is not provided by the local school district then parents may receive transportation reimbursements from their local school district according to ODE guidelines.

Lunches

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

Students may not order food for outside vendors to deliver to the school. Students may not accept outside lunch orders from anyone except their parents. On special occasions, Delaware Christian School faculty may order food from outside vendors for specific pre-approved events.

Students 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. If you are picking up your student for lunch, please notify the office and teacher.

Restrooms/Locker Rooms

Students, staff, and visitors will use the restrooms/locker rooms that align with their God-assigned gender. According to the DBC Doctrinal Statement, Section VII. Creation: “. . . *We believe that God created mankind in His image, forming all people from conception in the womb and making them His image-bearers throughout life and until the point of natural death when they breathe their last breath; and assigning gender to His people, male (man) and female (woman), as He created them sexually (identified on a physical level) and biologically (identified at a chromosomal level) different, but with equal personal dignity and value.*”

Student Photos and Videos

During the school year, many events occur that we would like to publicize. 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 may be shared on the school website, Facebook page, or possibly with the news media. We value your child's participation and would like to include all of our students during their time at Delaware Christian School. If you prefer that your child not be included, please complete the Media Opt-Out form located in the Main Office.

Health

Illness

Students who become ill during the school day should notify their classroom teacher and report to the nurse's office to call their parents or a guardian.

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 the following: chicken pox, pink eye, strep throat, head lice, or ringworm
- a temperature of 100 degrees or more (The temperature must be normal for 48 hours without the 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

Delaware Christian School adheres to the guidelines developed by the State of Ohio regarding student immunizations. More detailed information regarding student immunization requirements appears in the Delaware Christian School student application materials.

Healthcare and Medical Treatment

Families with students with medical conditions are expected to partner with the nurse in establishing a DCS Health Plan. A DCS Health Plan adds a measure of safety for any condition that poses a safety risk OR requires emergency medication and will need the signature of your child's medical doctor (MD).

First Aid

- Students and staff needing medical attention should report to the nurse's office. The nurse will act according to standard nursing guidelines and perform care within the scope of legal nursing practice.
- First-aid supplies will be maintained in the nurse's office.
- Provisions for first aid will be available at all times, including off-site school trips. The personnel in charge of the off-site trip will have a first-aid kit in their possession and will be prepared to use it in case of need.

For more detailed information on first aid, please refer to Appendix E in the Policies and Procedures Handbook.

Food Allergy Policy

Parents will partner with DCS by providing up-to-date up-to-date and factually accurate information about their student(s) health concern(s). Parents will supply the school with written orders from the child's physician and the necessary medication to manage their health condition.

Staff will be trained annually by a licensed health professional on food allergies, signs and symptoms of anaphylaxis, prevention of allergic reactions, management and administration of epinephrine, and follow-up and reporting procedures. Classroom teachers will be aware of students with health concerns and food allergies in their classrooms.

Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED)

All Delaware Christian School staff and faculty are trained and certified in CPR and AED. They will be available during regular school hours to provide early defibrillation and resuscitation to victims who experience sudden cardiac arrest.

AED units will be housed in the school building in designated, secure, and accessible locations. This equipment will be checked regularly, and documentation will be kept in the Main Office.

Medicine

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

- For all students: Over-the-counter medications cannot be given at school more than once per week without a medication form signed by a prescriber.
- Medications that are required to be given daily (e.g., allergy medication) cannot be given at school; however, prescribed medication that is time-sensitive and is ordered to be given at school by a physician can be given (e.g., attention medication boosters).
- All medications, prescription or non-prescription, must be stored in the nurse's office.
- No medication can be accepted without all required forms on file.
- The student is responsible to come take his or her medication in the nurse's office at the appropriate time.
- The only over-the-counter medications that can be administered at school are those that are FDA-approved and have dosing instructions appropriate for the student's age. Any prescribed medications will be administered in accordance with the prescriber's instructions.
- Students may not carry medications or house them in personal lockers. Exceptions to this policy include inhalers, EpiPens, and other medical devices that need to be kept with the student.
- Only employees who are licensed health professionals or who have completed a medication administration training program conducted by a licensed health professional are designated to administer medications.

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We, the parents of _____, have read and understand the information outlined in the Delaware Christian School Parent and Student Handbook.

Parent Signature Name

Date

Parent Signature Name

Date

Parent Printed Name

Parent Printed Name