



DELAWARE CHRISTIAN  
S C H O O L

*Academic Excellence | Confident Faith*

**Elementary**  
**Parent and Student Handbook**  
**2022-2023**



**Parent and Student Handbook  
2022-2023**

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### Vision

Delaware Christian School endeavors to create a collaborative culture in which 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

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. (Psalm 119:105; Mark 12:30; Philippians 1:6; Philippians 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 4:4, 6, 15; 2 Timothy 2:15)



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### 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)



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### 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](http://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.



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# Admission Policies and Procedures

### Process for Admission

- Applicants are encouraged to visit the school for a tour and to receive an application link to the Sycamore school information system. Applications will ask for a church affiliation and for a paragraph testifying to at least one parent's personal relationship with Jesus Christ. Applications are then to be submitted online. A non-refundable deposit is required upon submission.
- Administration will review the application and schedule admission testing for Grades 1–12. A parent or guardian interview will then be scheduled. Interviews with students entering Grades 6–12 also may be requested.
- The following paperwork will also be required:
  - birth certificate
  - immunization records
  - signed Parent Contract
  - pastoral or church leader contact information
  - School Reference form
  - Request for Transcript form (if applicable)
  - Continuous Enrollment Contract
  - Financial Commitment Agreement
- Acceptance of applicants will be given in a formal letter when the tuition contract is accepted.
- Re-enrollment will be assumed for all presently enrolled students in March unless otherwise indicated by parents per the Continuous Enrollment Contract. New enrollment will be open by April.
- Students enrolling from homeschooling 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.

### DCS Non-Discrimination Policy

- Enrollment for handicapped and learning disabled students will be considered on an individual basis.
- 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 who has a disqualifying disability of a personal or family lifestyle that is not in harmony with the doctrinal statement of Delaware Bible Church.



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### Process for Withdrawal

Students who enroll at Delaware Christian School are expected to attend for the entire school year, but we understand that unexpected events may necessitate a student's leaving during the school year. In those instances, students withdrawing from Delaware Christian School should follow these steps:

1. Parents must notify the Main Office and schedule a meeting with the appropriate principal to discuss the withdrawal.
2. On his or her last day of school, the withdrawing student must return all books and school equipment to the Main Office.
3. Parents must pay all tuition and fees accrued through the date of withdrawal per the Continuous Enrollment Contract.

Official 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.

Families that opt out of Delaware Christian School or withdraw are not guaranteed re-enrollment.

### Special Education

The Delaware Christian School Academic Intervention Department exists to serve students who may require modifications in the typical classroom curriculum or pace. These students may or may not have been identified as having a specific learning disability or other health impairment. Students may receive help from the Special Education Department if there is sufficient data to warrant more in-depth tutoring; otherwise, students may benefit from the after-school tutoring session from 3:30 P.M. to 4:00 P.M. The Intervention Specialist and tutors will provide direct instruction to and coordinate support based on each student's needs according to the student's IEP or Services Plan, 504, or suggested interventions based on academic performance and assessments. Students may receive direct instruction in areas of difficulty outside the classroom, or they may be given support inside the classroom.

- Entrance into the Special Education Department is for, **but is not limited to**, those who have an IEP/Services Plan or a 504. Students, parents, and/or teachers may request testing or tutoring for a student verbally or in writing.
- The Academic Intervention Department holds a strict confidentiality policy. We will receive parental permission before seeking or sending student information. Student information will be shared only on a need-to-know basis.
- Delaware Christian School does not discriminate based on disability; however, we do reserve the right to offer services only to those students who will benefit from our limited program.
- Students may be dismissed from the program/ remedial classes when academic performance has improved or an evaluation which determines the student no longer is eligible. Students may receive accommodations and or modifications, but not necessarily be engaged in tutoring services.



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# Academic Information/Program

### 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–Kindergarten	8:30 A.M.–3:00 P.M.
	Pre-K Half-Day Option	8:30 A.M.–11:30 A.M.
	Grades 1–5	8:30 A.M.–3:15 P.M.

### Drop-off Procedures

When dropping off students in the morning at DCS, enter the parking lot from the 3rd entrance off Belle. Circle the parking lot, proceeding to the left. Elementary students will be dropped off and enter the building at the school connector. All cars will then exit the main entrance of the parking lot.

### Arrival Schedule

#### 7:00 A.M.–8:00 A.M.

All students (Pre-K–Grade 12) must enter through the church 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.–8:30 A.M.

Pre-K students: must remain in the Commons with an aide until 8:20am  
All other students may proceed to their classrooms.

### Late Arrival

Elementary students not in the classroom by 8:30 A.M. are tardy. Students arriving after 8:30 A.M. are required to sign in at the Main Office.  
Excused tardies 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 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 can send teachers/office a PAN (Pass a Note) through Sycamore, or directly email the teacher/Main Office [dcschool@dcschool.org](mailto:dcschool@dcschool.org) to request an early dismissal.



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### 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 church doors. Students not picked up by 3:30 P.M. will report to the aftercare program.

### Before/ After Care Program

Before Care begins at 7:00am. Students may enter through the church 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 on campus after 3:30 P.M. will be required to attend After Care to ensure that he or she is being supervised by Delaware Christian School staff members.
- The After Care fees are per child, and billing is based on 30-minute increments. Families will be billed bimonthly through FACTS.

### Severe Weather Closings

In the case of severe weather, school closing or delays will be announced through a phone notification system, which also includes email. School closing or delays will also be posted on the Delaware Christian School website and Facebook page and announced on WBNS-TV Channel 10.

### Attendance/Absences

- 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 Delaware Christian School administration.
- Unless prior approval has been given by the administration, 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 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 2 weeks 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.
- Students absent from school 50% of the school day are not permitted to participate in **any extracurricular activities** that day.
- Students who accumulate 20 or more excused or unexcused absences during the school year will be reviewed for grade retention. Chronic absenteeism may require the school administration to



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ask the student to withdraw from the school and to notify the local school district in accordance with Ohio truancy laws.

### Program Definition

Delaware Christian School offers a traditional classroom 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. A strong emphasis on biblical integration is made in all grade levels. The faculty and staff at Delaware Christian School strive to train students to see the world through the lens of Christianity and to apply biblical truths to all subjects as they “take captive every thought” for the glory of God.

### Grading

The purposes of grading are as follows:

- to provide students and parents with an assessment of the student’s achievement in the current curriculum
- to enable teachers to identify and address areas of needed student improvement
- to provide information necessary for proper student promotion and course placement
- to recognize academic excellence and classroom achievements

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

### 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 59 and below receive an F.

Elementary specials will use a different scale to denote student progress in areas.

### 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.



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- 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

### Academic Probation

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.

### 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.

### 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.)



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- 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.

### **Part-time Delaware Christian School Students**

Part-time students at Delaware Christian School are defined as students who are taking and paying for one to four classes on campus with no intent to graduate from Delaware Christian School. Classes are defined as academic and/or arts classes that take place during normal school hours.

- Only the following classes will be offered in Grades 1–5: Physical Education, Music, Art, Spanish, and Computer.

All part-time students will go through the same admissions process as full-time students. Part-time students will pay tuition at an a la carte rate. They also will sign an agreement that if the class they attend becomes full, they will drop the class.

Delaware Christian School will:

- make the schedule available by April for registration
- be responsible for students checking in and checking out
- be responsible for notifying families when the daily schedule is different

Families of part-time students will:

- notify the school in case of a student's absence
- fully support Delaware Christian School in policy and practice



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### Dress Code

Delaware Christian School seeks to partner with parents in all phases of the educational process. The school 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.

Delaware Christian School has three types of clothing worn during school days: Campus Wear, Friday Spirit Wear, and P.E. Class Wear.

#### General Guidelines for Campus Wear

- Parents are expected to be the first to enforce the Delaware Christian School 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.
- Delaware Christian School campus wear must be free of all logos other than school logos approved by the administration. No other writing or emblems (such as names or sayings) may be added to campus wear.
- The hem of shorts, skirts, and jumpers must be no more than three inches from the top of the knee.
- Tops worn on campus must be loose fitting and cannot be sleeveless, cropped, or show cleavage.
- Boys may not be shirtless when on campus.
- Jackets, coats, sweatshirts (hooded, pullover, or zipper) or shirts worn as jackets, and other forms of outerwear may not be worn during the school day.
- Delaware Christian School approved fleece is considered campus wear and may be worn during school hours with a campus-wear shirt or plain t-shirt underneath.
- Dress and 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 be below their earlobe on the side, no longer than eyebrows in the front and no longer than the shirt collar in the back.
- Hats, hoods, and head coverings are not to be worn inside the building during school hours.
- 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. All tattoos, permanent or temporary, must be covered.
- 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.**



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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.

### Elementary (K–Grade 5) Guidelines (Note: There is no dress code for Pre-K.)

Item	Style	Description
Uniform Shirts	Oxfords - long or short sleeve	white, light blue, light yellow
	Polos - long or short sleeve	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) No cargo pants	navy or khaki
Shorts	Knee length - no more than 3 inches from the top of the knee (To be worn only 1st and 4th Quarter) No cargo shorts	navy or khaki
Skirts or Jumpers	Knee length - no more than 3 inches from the top of the knee	skirts - plaid, navy, khaki
		jumpers - plaid only

Delaware Christian School-approved plaid jumpers and skirts must be purchased through Educational Apparel (the official school campus wear supplier): [www.educationalapparel.com](http://www.educationalapparel.com). It is recommended that all other school uniform items also be purchased through Educational Apparel, but clothing items that meet the dress code requirements and that match the style and color of Educational Apparel items may be purchased through other vendors.



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### Dress Code for Spirit Wear Fridays

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

- Students may wear t-shirts, sweatshirts, and hoodies that have the Delaware Christian School logo or name. Tops may have the student's name displayed. Students must wear school uniform bottoms on Spirit Days.
- Delaware Christian School Spirit Wear apparel is available through
  - Embroidery Warehouse: [https://dcseagles.itemorder.com/sale#cat\\_2812](https://dcseagles.itemorder.com/sale#cat_2812)

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 tshirt (with appropriate pictures/sayings for gym class). Students must also wear dark basketball shorts no shorter than 3 inches above the top of the knee. All gym class students must be prepared for gym.

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.

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 disciple students in behavior that honors our Savior.

### Technology Philosophy



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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.

Elementary students in grades Pre-K -5 will not be able to have electronic devices during the school hours.

### **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.



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# 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 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.



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### **Bullying**

Bullying occurs when someone in a position of power (physical or social) 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 and 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.

Delaware Christian School has established these guiding principles for students to prevent bullying:

- We will not bully others; rather, we will practice kindness, tenderheartedness, and forgiveness. (Ephesians 4:32)
- We will help others who may be bullied. (Romans 15:1–2)
- We will include all students. (Romans 15:7)
- We will tell an adult at school or at home if we know that someone is being bullied. (Ephesians 5:11–14)

Delaware Christian School will respond to reports of bullying in one of the following ways:

- 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 Delaware Christian School policies. The school administration will also meet with the parents of all students involved.

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. Students may be placed on conduct probation when there is clear evidence that a student's behavior does not meet the standards established by Delaware Christian School. 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 probation will have weekly meetings with a school administrator to evaluate their progress and receive biblical counseling. Students on probation are generally not allowed to participate in extracurricular activities such as sports, field trips, or overnight class trips. Students who do not demonstrate satisfactory improvement in their behavior during the probationary period will be dismissed from Delaware Christian School.



## Parent and Student Handbook 2022-2023

### 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. Therefore, the following helps are available to all students:

- A nurse is on campus for students to visit. The nurse can help with headaches and breathing problems. The nurse also can provide a private place for a student to rest before returning to class.
- A phone is available in the Main Office for any student who feels the need to speak to a parent.
- Delaware Bible Church offers free, trained biblical counselors. This counseling will be made available to all students and their families when a problem arises. We believe that biblical counseling is a better option than other forms of counseling when non-biological issues are in view. If the family so chooses, the school also will contact the family's local church pastor.

Delaware Christian School is equipped to educate students who generally are able to work through the school day without emotional struggles that would take them out of class. Students who cannot gain control of their emotions during a school day, having exhausted the above remedies, will be asked to leave campus (to enter the care of their parents).

Emotional difficulties are always a challenge for students. We believe that the best policy is to allow the adults in a student's life to help guide the student on his or her unique journey. We also realize that students will want to share their journey with their friends. Our wisdom, guided by experience, informs us that the following guidelines should be adopted:

- Students who want to share their emotional difficulties with their friends should ask for prayer and encouragement, but they should share only general information about the things they are facing. (Example: "I'm just feeling anxious lately, but my parents are helping me through it. Would you pray for me?")
- We would ask that students not share any clinical diagnosis or treatment details with their peers. This level of discussion with peers could slow the student's progress and may even influence other students to think that they might be experiencing the same things, if only out of sympathy for their friend.
- We expect Delaware Christian School and parents to work together to ensure that students who are going through these difficulties clearly understand the limits of what is wise to share. If a student experiencing emotional difficulties is sharing what we consider to be inappropriate details, then out of love and care for that student and their peers, we will need to evaluate whether Delaware Christian School is the right educational choice for them as they walk this journey.



## **Parent and Student Handbook 2022-2023**

# **General Information**

### **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.

### **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.

### **Restrooms/Locker Rooms**



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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.*”

When maintenance is necessary in a girls’ or boys’ restroom/locker room, the custodian/maintenance personnel will call out from outside the restroom/locker room entrance, asking whether the facility is unoccupied. When maintenance personnel are confident that the facility is unoccupied, they will enter. A sign will be posted outside the door of the restroom/locker room, and/or a person will be at the door, alerting students/staff/visitors not to enter while service is underway.

### **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**

#### First Aid

- Students and staff needing medical attention should report to the nurse’s office. The nurse will act in accordance with standard nursing guidelines and will perform care within the scope of legal nursing practice.
- First-aid supplies will be maintained in the nurse’s office.
- Standard precautions will be used for all first-aid needs when treatment involves potential blood or other body fluids. All blood and other body fluids exposures will be regarded as infectious, regardless of the perceived status of the source individual. All exposure incidents (transfers of body fluids from one person to another) will be reported to the Main Office and documented in



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the child's school record. (Each year, all staff are retrained in procedures for handling bloodborne pathogens. The training video is kept in the Main Office.)

- All minor injuries and first-aid treatments given will be recorded in Sycamore. Parents/guardians will also be notified by the current electronic communication system. Parents/guardians will be contacted by telephone if a child has received a head injury, an insect sting, contact with a known severe allergen, or any other significant incident, per the nurse's judgment. In the event of a medical emergency, the school will immediately attempt to contact parents/guardians and emergency response personnel (911) while the nurse attends to the patient.
- 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.
- All medications for chronic and acute needs will be administered according to the Medicine guidelines. (See below.)

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

- All Delaware Christian School staff and faculty are trained and certified in CPR and AED and 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, with documentation of the same kept in the Main Office.
- CPR and AED unit use at away-from-home athletic events is covered in the Athletics Handbook.

### Medicine

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

- The nurse's 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 non-prescription, and must take their medicine in the nurse's office at the appropriate time.
- Secondary students may not have any non-prescription medicine on their person or in their locker. All necessary non-prescription medicine is available in the nurse's office.
- Secondary students taking any prescription medicine must secure the medicine in the nurse's office and must take the medicine in the nurse's office at the appropriate time.
- Exceptions to the policy 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 medicines, and only with written authorization from the student's parent or legal guardian.
- No student may at any time give or sell medicine of any kind to another student or receive or buy medicine of any kind from another student.

### Student Photos and Videos



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During the school year, many wonderful 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 would then be shared on the school website, Facebook page, and/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 Delaware Christian School. If you prefer that your child not be included, please complete the Media Opt Out form, located in the Main Office.



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**Delaware Christian School Parent Financial Commitment Agreement**



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### Payment Options

We commit to pay tuition either:

1. Annually – due August 1 – payment made directly to the Delaware Christian School Finance Office
2. Semi-Annually – first half due August 1; second half due December 1 – payments made directly to the Delaware Christian School 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. (Fees and other expenses include but are not limited to lunch, sports, clubs, field trips, and extended care.)

### Delinquent Account Procedure

We understand that prompt payment of tuition accounts ensures that Delaware Christian School can pay its teachers and bills on time. If at any time we experience difficulty paying tuition, we will contact the Delaware Christian School 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 our account becomes 30 calendar days past due, we will be required to transition our 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 our account is not kept current AND we fail to communicate or make alternate payment arrangements with the Finance Office, our student will be subject to dismissal.**

We further agree to the following financial policy on early withdrawal: Pursuant to the Delaware Christian School Continuous Enrollment Contract, we understand that we will be charged one month’s tuition for early withdrawals that do not fall under the exemptions outlined in the Continuous Enrollment Contract.

We understand that all academic credits will be held until the account is current or paid in full; that transcripts will not be transferred if funds are due to Delaware Christian School; and that senior transcripts will not be released to any colleges unless the account is current.

### Grades 6–12 Athletic Participation Fees

We understand that the Grades 6–12 athletic participation fees will be charged per sport, with no family cap. The athletic participation fees will automatically be added to each student’s FACTS account once the team rosters are received by the Finance Office.

**We have carefully read the Parent Financial Commitment Agreement and commit to the terms and conditions stated above.**

Signature of Commitment: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Commitment: \_\_\_\_\_ Date: \_\_\_\_\_



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**Delaware Christian School — Parent Contract**

1. We have read and understand the Delaware Christian School parent handbook, the vision, mission, core values, and statement of faith. We agree to support the purpose and philosophy of Delaware Christian School.
2. We commit to be actively involved in the education of our child. We agree to support the high academic standards of Delaware Christian School and will encourage the completion of homework assignments and the development of sound study habits.
3. We have read and understand the school's expectations concerning academics, discipline, dress and other school policies. We agree to abide by the policy guidelines established by Delaware Christian School.
4. We agree to support Delaware Christian School 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 Delaware Christian School administration.
5. We will support Delaware Christian School by our involvement in school activities including open houses, parent-teacher conferences, parent volunteer opportunities, and other school sponsored events.
6. 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 Delaware Christian School campus.
7. 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.
8. 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 Delaware Christian School.

We, the parents of \_\_\_\_\_, have read and understand the eight points of the Delaware Christian School Parent Contract. We have also read and understand the information outlined in the Delaware Christian School Parent and Student Handbook.

\_\_\_\_\_  
Parent Signature Name

\_\_\_\_\_  
Parent Signature Name

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Parent Printed Name