



DELAWARE CHRISTIAN  
S C H O O L

*Academic Excellence | Confident Faith*

**High School**  
**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

Biblical Worldview Shaping  
Partnering with Parents  
Academic Excellence

## Carried Out in the DCS Way

#### **Biblical Worldview Shaping — 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 for 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)

#### **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 character 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 willing to humbly and graciously submit to authority. (Rom. 13:1-7)
4. 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 School Information System located on the DCS website. 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 K-12. A parent or guardian interview will then be scheduled. Students entering Grades 6–12 will be requested to be present at the interview.
- The following paperwork will also be required and due by August 1.
  - birth certificate
  - immunization records
  - signed Parent Contract
  - pastoral or church leader contact information
  - Continuous Enrollment Contract
  - Financial Commitment Agreement
  - Any legal paperwork applicable to the student
- Applicants will receive a tuition contract, when the tuition contract is accepted, the student's place in the class is confirmed.
- All new students will be enrolled on academic probation. Probation will last through the first quarter. A review of enrollment status will take place at the end of first quarter.
- Re-enrollment will be assumed for all presently enrolled students in February unless otherwise indicated by parents per the Continuous Enrollment Contract. Parents will be asked to update all information in the School Information System during February or a fine will be charged to FACTS.
- New enrollment will be open by March.
- Students enrolling from homeschooling will be admitted to the appropriate grade level based on age and readiness testing. Homeschool high school students will be given a pass/ fail for all classes they have completed upon enrollment. Their path to graduation must be approved by the guidance department before enrollment.
- All other 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.



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### 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.

### 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 submit an Opt Out Form from the Admissions Office. A conference may be requested by administration to discuss 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.



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- 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

### 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

Secondary Schedule	Grades 9–12	8:30 A.M.–3:30 P.M.
	Wednesday only	8:30am-3:40pm

### 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. High School students will be dropped off and enter the building at the gym lobby doors.

Students with a valid driver’s license may drive onto campus and park in the designated student area on the north side of the Delaware Christian School parking lot. Students should exercise caution when crossing the parking lot. Student drivers also must adhere to the campus driving guidelines (see “Student Drivers,” page 34).

### Arrival Schedule

#### 7:00 A.M.–8:00 A.M.

Students in Grades 9–12 must wait in the Commons, under supervision, but will not be charged.

#### 8:00 A.M.–8:30 A.M.

Students in the Before Care program will be released to the appropriate hallways

All other students may enter the building through the appropriate doors as mentioned above.

### Late Arrival

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

Classes begin at 8:30 am. Students arriving after 8:30am are considered tardy. If students arrive after 8:30am, they must check in with the office before proceeding to class. For safety reasons, this will allow all students to be accounted for in the building. Please note below that 4 unexcused tardies will result in a detention.

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



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### Early Dismissal

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

- Secondary students (Grades 9–12) must have parents email the Main Office to request an early dismissal. **Students must notify the Main Office when they leave.** Students are responsible for making up any work they miss due to leaving school early.
- See also “Senior Privileges,” page 32 and “College Credit Plus (CCP) Policy,” page 17.

### Pick-up Procedures

Secondary students are dismissed at 3:30 P.M. Wednesday dismissal will be at 3:40pm. Parents of students in Grades 9–12 may pick students up in the parking lot.

Students are not to be on campus after 4:00 P.M. without adult supervision

### 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. Secondary students participating in school-approved trips must also adhere to the following guidelines:
  - Students are responsible for notifying the teacher of any upcoming absence.
  - Schoolwork due on the day of the class trip is due that day and should be given to the appropriate teacher.
  - Students are responsible for obtaining missed assignments and completing the work on time.
- 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.



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- Students must provide the appropriate documentation for absences longer than three days (e.g., a doctor's note or the request for a pre-approved absence form) for an absence to be excused. All other such absences are considered unexcused. Secondary students still will be required to make up for all missed work. (See "Homework," page 12.)
- Students who are enrolled in four (4) or more periods must attend at least **half** of their periods to be eligible to participate in any extracurricular activities. Students who are enrolled in three (3) or less periods must attend **all** of their periods to participate in any extracurricular activities. Please refer to the Athletics Handbook for details concerning sports.
- High School students who accumulate 20 or more excused or unexcused absences in a given class will face the possibility of not receiving credit for the course. Chronic absenteeism 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.

## Academic 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.

### Textbooks

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

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



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### 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 provide information necessary for high school graduation and college acceptance
- 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.

### 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.
- It prepares the student for future responsibilities after graduation.
- 

In Grades 9–12, the following guidelines will apply to all assignments:

- Any homework assignment not completed by the assigned date will be reduced by the following: one day late = 25% reduction; two days late = 50% reduction; three days late = 75% reduction; four days late = no credit given. Teachers have the flexibility to give homework passes and or warnings for missed homework.
- For longer projects and written assignments not completed by the due date, students will receive one letter grade deduction per day for all late projects and written assignments. Students will not receive any credit for projects and written assignments completed more than five days after the due date.
- Students with an excused absence may complete missed schoolwork. Students will have one day for every day absent to complete missed assignments. The classroom teacher will set a time for



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the completion of missed tests and quizzes. Longer projects and written assignments that were assigned more than one day prior to the absence are due on the assigned date.

- DCS Administration reserves the right to alter homework assignments and due dates in individual cases.

### **Study Hall/ Academic Lab**

Study halls are designated times for students to complete class assignments, get help in academic courses, and/or to prepare for upcoming tests or quizzes. The use of assigned Chrome Books is permissible for these tasks.

It is the goal of DCS that students only have one study hall per day. Students may be granted the ability to take more than one study hall by administration.

Study halls are a privilege, and students who repeatedly fail to adhere to the following rules will be assigned an academic course:

- Students are required to remain quiet as they work.
- Students are not permitted to sleep.
- Students are not permitted to play games of any kind.

### **Extra Curricular Activities**

Extra Curricular events include but are not limited to clubs, drama and all sporting practices.

Participation in these events are to be determined by the staff member designated by administration.

Continued participation in these events may be ended by the staff member and is subject to the following academic guidelines:

Students with two “D’s” or one “F” in any class will not be allowed to participate until the grades are raised.

The staff member in charge of the activity has the right to determine if partial participation while raising the grade is allowed.

### **Standardized Testing**

Students in Grades 6–11 take a standardized test each spring. This test also meets the graduation testing requirements mandated by the Ohio Department of Education (ODE). Delaware Christian School also uses the STAR 360 Renaissance test for diagnostic evaluations.

### **Academic Probation**

Students with a GPA of 1.5 or lower will be required to attend the after-school tutorial periods. Students who remain with a GPA of 1.5 (or lower) at the end of a quarter will be placed on academic probation and encouraged to raise their GPA by the end of the following quarter. If no discernable effort is made to raise the GPA, students may be asked to withdraw from Delaware Christian School.



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### 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.

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

- receiving a passing grade in all core subjects (Bible, English, Math, Science, and Social Studies)
- required attendance to gain the credit according to state regulations.
- student performance on standardized tests and assessments
- Completion of required service hours, see chart below
- consultation among parents, teachers, and administrators

### High School Service hours

High School student's service hours will be recorded, accumulated and will be contingent on graduation. Hours are listed below.

Grade Level	Hours required
9th Grade	10 hours/ semester or 20 hours/ school year
10th Grade	10 hours / semester or 20 hours / school year
11th Grade	15 hours/ semester or 30 hours /school year
12th Grade	15 hours / semester or 30 hours/ school year
National Honor Society	20 hours / semester or 40 hours / school year

### Remediation for Failed Courses

A student receiving a failing grade in a core subject will need to complete and pass a remediation course during the summer months as required by Delaware Christian School. The student will be responsible for the cost of the remediation course. (Note: Failure of a core subject does not automatically result in grade retention.)



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### 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.)

### Honor Roll and Merit Roll

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

### National Honor Society

The National Honor Society emphasizes the values of scholarship, leadership, character, and service. Delaware Christian School is proud to sponsor the Eagle Chapter of the National Honor Society and to induct students who meet the following qualifications:

- Students must be currently enrolled as a junior or senior.
- Students must complete a minimum of two consecutive semesters as a full-time student at Delaware Christian School.
- Students must have a minimum GPA of 3.5 at the time of their consideration.
- Students must complete the NHS student information form and return it by the required deadline.
- Students must provide evidence of scholarship, leadership, character, and service consistent with the mission and vision of Delaware Christian School.

(Note: Students will be notified when they are eligible for NHS consideration, but an invitation for consideration for the NHS does not guarantee induction. Students who are removed from the Eagle Chapter of the NHS are not eligible for re-induction.)

### Valedictorian and Salutatorian

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



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### Secondary Exams

Students will take midterm exams (first semester) and final exams (second semester) in all subjects.

- Exams will compose 20% of the final semester grades. (Semester grades are calculated by a combination of quarter and exam grades according to the following formula: Quarter Grades = 40% for each quarter; Exam Grades = 20%).
- Juniors and Seniors may be exempted from class final exams with both teacher and administrator approval if the following conditions have been met (but teachers reserve the right to not grant exam exemptions): If Juniors or Seniors have an A average for each quarter and the first semester, or if Seniors have a B average or higher for each quarter and the first semester.

### Advanced Course Offerings

Delaware Christian School is always striving to provide academic opportunities that will allow our students to achieve their full academic potential. The following classes will enable students to take the college CLEP exams before college: Advanced Spanish IV, Advanced Pre-Calculus, and Advanced Calculus. Note the following:

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

### Online Courses

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

### Credit Recovery

If a student fails a core class required for graduation, they are responsible for taking an online course approved by the DCS administration. The cost of the class will be charged to the student's account.

### Enrichment Classes

Delaware Christian School encourages students to take advantage of opportunities to expand their educational horizons. However, enrichment classes taken outside of school will not be recognized for academic credit, nor will they appear on the student's transcript.



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### DCS GRADUATION REQUIREMENTS

Students must earn a minimum of 24 high school credits as determined by the Delaware Christian School Board and Ohio Department of Education, as outlined below, to be eligible for graduation from DCS. Students also need to pass any required proficiency testing or utilize state seals per the graduation requirements from the Ohio Department of Education.

	DCS Diploma	
Bible	4 credits	One per year of DCS attendance
English	4 credits	One per year
Mathematics	4 credits	Algebra I, Geometry, Algebra II plus one additional math course
Social Studies	4 credits	Including World History, Geography, US History, & American Government
Science	3 credits	Physical science, Life science, and one advanced science or two for honors
Health	.5 credit	
Physical Education	.5 credit	120 hours or 2 semesters of Physical Education. See also "Physical Education Waiver"
World Languages	2 credits	Must be same language or two credits each of two languages for honors
Fine Arts	1 credit	Can be counted as 1 of the required 5 elective credits
Biblical Finance	.5 credit	Required for the class of 2023 and beyond
Electives	5 credits	World language, Biblical finance, and fine arts credit count toward these electives as well as additional science or social studies classes above

#### Physical Education Waiver:

The physical education requirement must be fulfilled either by taking  $\frac{1}{2}$  of a credit of PE classes OR by playing two seasons of OHSAA/school sanctioned sports. Students may substitute two seasons of any sport for PE classes, provided the student is not cut, removed from the team, or quits the team before the end of the season. One season of sports and  $\frac{1}{4}$  credit of PE is not acceptable, according to Ohio



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Department of Education rules. Students will not receive ½ credit for participating in two sports seasons; they only meet the state's PE requirement.

### College Credit Plus

- ❖ College Credit Plus is Ohio's dual enrollment program that can be utilized by students to earn college and high school credits at the same time by taking courses from Ohio colleges or universities.
- ❖ The administration at DCS highly recommends students use their state funds at Christian Colleges to continue to gain a biblical worldview.
- ❖ The majority of DCS students who participate take these classes online.
- ❖ In order to participate in the program, students need to apply to college and for funding from the state. Acceptance into the program is based solely on the college/university admissions requirement.
- ❖ Students and parents are fully responsible for enrollment and meeting of all deadlines which are established by the ODE to participate in CCP.
- ❖ Participation in the program should not be taken lightly. Failure of a CCP course will result in a student being liable for tuition costs associated with the failed course.
- ❖ CCP classes will be included in the student's DCS transcript and will be weighted the same as an advanced course.

DCS students wishing to participate in the College Credit Plus program and graduate from DCS will be considered full-time students must do the following:

- ❖ Meet with appropriate DCS administrator for program counseling before enrolling in the CCP program and attend CCP informational meeting
- ❖ Take at least 3 classes (one must be Bible) on campus from DCS while taking CCP
- ❖ Attend Chapel and Discipleship Groups
- ❖ Fulfill all ODE and DCS credit and school hour requirements.

Students who wish to be full-time CCP students must transfer to their local public school and will not receive a Delaware Christian School diploma.

### Delaware Area Career Center

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



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- The student and his or her parents must schedule a meeting with administration to discuss class schedules and graduation requirements.
- The student must be able to fulfill all Delaware Christian School graduation requirements while taking classes at DACC.
- The student must sign and follow the DCS code of conduct while taking classes at DACC.

### **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.

- Students in Grades 6–12 may take any class, including a study hall, that is not already full.
- Chapel will be available at no cost.
- Lunch and Discipleship are available to part-time students by administration decision only.

Homeschooling students taking one or more classes allows the student to participate in the Delaware Christian School athletic program.

- Proof must be provided to the school that the student is a homeschooler.
- Students must meet all appropriate OHSAA guidelines.
- Parents of high school students must provide documentation verifying compliance with OHSAA grade requirements.
- Families also will be required to pay all Delaware Christian School athletic fees.

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
- record classes and provide a transcript for credits completed
- 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
- speak directly to the Delaware Christian School Part-Time Coordinator when concerns arise



## Parent and Student Handbook 2022-2023

### 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. All Athletic Wear worn on game days must follow policy in the Athletic Handbook.

#### 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, stains 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 above 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 uniform fleeces are 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 be no longer than earlobes on the side, the collar in the back and eyebrows in the front and cannot be worn in a ponytail or a bun. Facial hair is permitted if it is of natural color, clean, and neatly maintained.
- 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.
- The administration reserves the right to make decisions on items not specifically listed in the Delaware Christian School policy.



## Parent and Student Handbook 2022-2023

The school expects parents to support the Delaware Christian School dress code and the school's enforcement of the dress code in a non-confrontational and non-defensive manner. Students in violation of the dress code will receive a warning and must correct the dress in one of the following ways:

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

If neither of the above is possible, administration will decide on the student's status for the day. The student will have 24 hours to correct the dress code violation.

### Uniform Guidelines

Item	Style	Description
Uniform Shirts	Oxfords - long or short sleeve Polos - long or short sleeve Shirt sleeves may not be rolled.	white, light blue, light yellow white, navy, yellow, green, red
Sweaters	Pullover v-neck or crew neck Cardigan v-neck or crew neck V-neck pullover vest	navy or red
Turtlenecks	Regular style	white, navy, yellow, red
Pants	Flat Front or Pleated - straight leg (no rolled or elastic cuffs; no fitted cuts) No cargo pants	navy or khaki
Shorts	Knee length - no more than 3 inches above the top of the knee No cargo shorts	navy or khaki
Skirts or Jumpers	Knee length - no more than 3 inches above the top of the knee	skirts - plaid, navy, khaki jumpers - plaid only
Pullover	Quarter zip pullover Must be worn with a solid color shirt of white, blue, yellow, red, green, black or gray (male and female)	embroidered DCS logo gray or black

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.



## Parent and Student Handbook 2022-2023

### Dress Code for Spirit Wear Fridays

Unless otherwise noted, only 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.
- Students must wear spirit wear from approved vendors of the administration.

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 6–12 must wear the approved Delaware Christian School gym shirt, to be purchased from Embroidery Wearhouse. <https://dcseagles.itemorder.com/> 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.

### Dress code for Dress Down Days

- Students may wear loose fitting jeans, joggers or sweats. All dress must also abide by the general dress code guidelines. Jeans cannot be torn or ripped and cannot be skinny jeans. Leggings cannot be worn during school hours.
- All tops must follow student dress code guidelines above.
- All shorts do not need to be uniform but must also follow the dress code guidelines above.

### Dress Code for Athletic Events

- Student dress at athletic events should be modest and appropriate for the setting.
- Leggings and tights are not considered pants and may be worn only beneath athletic shorts, skirts, or dresses..
- Jeans and other apparel items should be in good repair, with no holes extending above the knee.
- Tops must abide by dress code guidelines above.
- Short must be no more than 3 inches above the top of the knee

### Dress Code for Special School Events

Special school events (such as concerts, Awards Day, Graduation, field trips, and spiritual retreats) may require students to follow additional dress code guidelines. Parents and students will be provided with specific guidelines regarding appropriate dress for these events. Students who do not follow the dress guidelines will be asked to change into appropriate apparel or be denied the privilege of participating in the special event.



## Parent and Student Handbook 2022-2023

# School Discipline Plan

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

### Specific Policies Related to Student Conduct

The following classifications of behavioral issues and recommended consequences are offered to provide clarity concerning the school's discipline policy for high school students. Please note that the Delaware Christian School administration reserves the right to address behaviors not specifically listed below and to determine the class of offense based upon the severity.

- **Class D** - Results in a warning
  - dress code violation
  - unexcused tardiness to class or the school day
  - inappropriate use of school property
  - possession of energy drinks
  - disruptive talking in class
  - misuse of a cell phone during school hours (See cell phone policy below)
  - loss of a security card
  - public display of affection, including holding hands, hugging, kissing, or engaging in sustained bodily contact when walking in the hallway or sitting on any school furniture or bleachers (Public displays of affection are not permitted at Delaware Christian School during official school time, in school buildings, in the parking lot, or on school grounds; nor are they permitted during after-school hours and during school-sponsored events, including immediately after school while waiting for transportation or the start of a practice or game.)
  - any behavior that violates classroom or school expectations
  
- **Class C** - Results in a detention
  - the fourth violation of any Class D offense (See above.)
  - treating students, faculty, staff, or other adults on campus with disrespect
  - the use of profane, vulgar, or abusive language
  - dishonesty in any form—intentionally misrepresenting the truth, lying, stealing, plagiarizing, cheating, or using forged notes or excuses (Working with another student on a class assignment 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 or missing chapel, class, lunch, pep rallies, or other



## Parent and Student Handbook 2022-2023

required school events (This includes signing-out in an inappropriate manner. In addition to detention, seniors will automatically lose a week of senior privileges.)

— 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 one afternoon per week for a period of 45 minutes. Failure to serve a detention will automatically result in an additional detention. Coaches whose players are late to practice due to detention have the authority to incur additional consequences if they choose.

- **Class B** - Results in probable suspension
  - the third violation of a Class C offense or the accumulation of seven Class D offenses (Students who receive more than three detentions in a school year will face probable suspension.)
  - bullying, cyberbullying, fighting or threats of physical harm to others (See "Bullying," p. 29. Depending on the severity and nature of the problem, this behavior may be treated as a Class A offense.)
  - the use of verbal sexual games, innuendos, or behavior, 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, and/or Delaware Christian School students (Offending posts on social media platforms must be immediately removed. Refusal or failure to remove the postings will result in probable dismissal from Delaware Christian School.)
  - distribution of medicine or energy drinks to others
  - driving on campus in a hazardous manner
  - vandalism to property, including property both of the school and the people on campus
  - possession or use of tobacco products or e-cigarettes

Depending on the severity of the action, the administration reserves the right to assign an in-school or out-of-school suspension. A student serving a suspension is ineligible to participate in any extracurricular activities for that day. Out-of-school suspensions will be recorded on a student's permanent school record. .



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- **Class A** - Results in probable dismissal  
Any violation of a Class A offense, or after the second out-of-school suspension anytime in the school year, or at the discretion of Delaware Christian School administration will result in a probable dismissal. When appropriate, and as required by state and federal laws, Delaware Christian School will work with law enforcement officials to handle the most severe offenses.
  - assault and battery
  - a bomb threat
  - possession, use, or transfer of weapons or items designed to replicate weapons
  - theft; possession or sale of stolen property
  - arson or attempted arson
  - furnishing, selling, using, or possessing controlled substances (alcohol, drugs, or other intoxicants)
  - sexual offenses or blatant immorality (Possession or exposing other students to pornography may also be considered a Class A offense.)
  - Possession, transmission or exposing other students to nudity or any form of pornography
  - attempting to tamper with school records or serious violations of the Delaware Christian School electronic device or network policies

Any student dismissed from school due to behavior will be able to re-enroll after the following:

- the passing of two school years after the year of dismissal
- a letter from the student explaining why he or she would like to return
- recommendation letters from the student's parent(s), pastor, and a teacher with whom the student has worked since the dismissal

Re-enrollment will be at the discretion of the Delaware Christian School administration.

### **Conduct at Athletic Events**

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

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

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



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

### **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.

### **DCS School Cell Phone Policy**

Students may keep their phone on their person, but it must be turned off as soon as they enter the building. Phones must remain off until the end of the school day including any homework help time the student attends. Any student found with a phone on, or found using a phone will have the phone taken away. The phone will be placed in the office. The student will need to pay \$5.00 to get the phone back.

If a student must contact a parent during the day, they will be permitted to use the phone in the office. If a student has a private personal issue, their privacy will be considered. If a parent needs to contact a student during the day, they will be asked to call the office. The student will be paged and allowed to come to the office or an appropriate message will be given to the student.

If an athletic event is changed or canceled, the Athletic Director will notify coaches and the office. An announcement will be made to the students. Coaches will notify parents via text and email. The event will also be posted on the Athletic website. If this change in event requires students to change pick-up times, students will be allowed to use an office phone.

If a student is required to have a phone for medical reasons, an exception will be made. A doctor's statement must be on file in the office. The student will be asked to use the phone for medical tracking only.



## Parent and Student Handbook 2022-2023

### 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.

Students 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 law

Students given a Chromebook must abide by the guidelines in the ChromeBook Policy Manual. This manual is given to all students at the time they receive the device. Please contact the IT Department if a student has further questions.

## 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.



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- 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.

### Security Cards

Students at Delaware Christian School sometimes will work in the modular unit on campus. To facilitate access to the main buildings, they will sign for and receive a security card, granting them access to the west connector door from 7:45 A.M. to 3:45 P.M.

- Students must keep the security card on them at all times while on campus and must not give the card to anyone else at any time.
- A student who misplaces the card will have 48 hours to produce it. Failure to produce the card after 48 hours will result in a \$10.00 fine and a warning, but the student will be issued a replacement card.
- A student who misplaces a second card will receive detention and will lose the privilege of carrying a security card.

### 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, Delaware Christian School administrators and staff members may conduct an unannounced search of lockers or personal effects and vehicles on school property and seize any item(s) deemed inappropriate or dangerous.

When searches and seizures are carried out 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.



## Parent and Student Handbook 2022-2023

### **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:

- Students may report observation of bullying or if they themselves are being bullied anonymously by leaving a sealed note in the appropriate principal's mailbox.
- Any false reporting, proven by 3 witnesses will not be considered for consequences.
- 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 conduct probation will have weekly meetings with a school administrator to evaluate their progress and receive biblical counseling. Students on conduct probation are generally not allowed to participate in extracurricular activities such as 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.
- Each student is assigned to a mentor, who leads a discipleship group. The student meets with this group every week. The mentor also is available for conversations with the student as needed.
- 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 in 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 of the time, location, and duration of the field trip.

- **Overnight Class Trips:** Delaware Christian School facilitates overnight class trips at multiple grade levels in the middle school and high school. While these trips are designed to enhance students' education, participation in a class trip is a privilege, not a right. Students who fail to exhibit appropriate behavior during the school year may not be allowed to participate in overnight class trips. No student will stay overnight with an adult who is not his or her parent without written permission from the student's parent or guardian.
- **Class Trip Attendance:** Students who attend class trips will be counted as present for each day of the trip. Students who do not travel with their class are expected to attend school while their class is on the trip unless otherwise notified by administration.

### 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 parent. On special occasions, Delaware Christian School faculty may order food from outside vendors for specific pre-approved events.

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



## Parent and Student Handbook 2022-2023

### 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.*”

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.

### Senior Privileges

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

Full-time students are required to be on campus for all class periods, unless proof is given of a job or a CCP class. Students may not miss a scheduled class to leave for work or CCP.

### 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 24 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



## Parent and Student Handbook 2022-2023

### 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 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.



## Parent and Student Handbook 2022-2023

### 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 Drivers

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

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

Failure to follow the guidelines detailed above may result in the student's loss of campus driving privileges and/or additional disciplinary action.



DELAWARE CHRISTIAN  
S C H O O L

*Academic Excellence | Confident Faith*

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

### **Student Photos and Videos**

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.



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

### Delaware Christian School Parent Financial Commitment Agreement

#### 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 students in Grades 6–12 participating in a sport will be charged a fee 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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**Parent and Student Handbook  
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## Parent and Student Handbook 2022-2023

### Delaware Christian School — Parent Contract

1. We have read and understand the Delaware Christian School **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 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 an annual required signed permission slip for school sponsored activities that require students to leave the Delaware Christian School campus.
6. 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.
7. 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 Printed Name

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

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

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



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**Parent and Student Handbook  
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**Delaware Christian School Student Lifestyle Contract — Grades 6–12**

**STUDENT CODE OF CONDUCT**

**Delaware Christian School Students Will Abide by the DCS Way**

**D: Demonstrate Your Faith**

- Respect all Delaware Christian School faculty and those in positions of authority.

**C: Care for Others More than for Yourself**

- Treat other students with appreciation and respect.
- Follow all Delaware Christian School academic and behavior policies.

**S: Study to the Best of Your Ability**

- Come to school on time and ready to learn.
- Complete all assignments in a timely manner.

1. I have read and do understand the Delaware Christian School Vision, Mission, Core Values, Statement of Faith, and Student Code of Conduct. I agree to support the purpose and philosophy of Delaware Christian School at all times.
2. I agree to support Delaware Christian School through my prayers and a positive attitude.
3. I understand the school's expectations concerning academics, discipline, dress, and other school policies. I agree to abide by the policy guidelines established by Delaware Christian School at all times.
4. In accordance with Matthew 18:15, I am committed to sharing any complaints or negative comments only with the people involved. I further commit to share unresolved issues only with the Delaware Christian School administration.

I understand that failure to comply with the Delaware Christian School Student Code of Conduct and the regulations outlined above will result in disciplinary action, which may include dismissal from Delaware Christian School.

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Student Printed Name

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Date

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Student Signature



DELAWARE CHRISTIAN

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## **Parent and Student Handbook**

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**Delaware Christian School Security Card Policy — Grades 9–12**

1. The card I am given will give me access to the west connector door from 7:45 A.M. to 3:45 P.M. only.
2. The card I am given must be on my person at all times while I am in the modular unit on the DCS campus.
3. I am not to give my card to any other person at any other time.
4. If I misplace my card the first time, I understand that the following consequences will take place:
  - a. I will have 24 hours to produce the card.
  - b. After 24 hours I will be fined \$5.00 and be given another 24 hours to produce the card.
  - c. After 48 hours I will be given an in-school suspension and another \$5.00 fine. But I will be issued a new card.
5. If I misplace a card a second time, I will be given an automatic in-school suspension and I will lose my privilege to have a card at all.

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I have read and understand the Delaware Christian School Security Card policy and I am accepting a card today.

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Student Printed Name

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Date

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Student Signature