

Decatur Christian School

Student/Parent

Handbook



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ATHLETICS

DCS athletics include but are not limited to: men's and women's soccer, men's and women's basketball, women's volleyball, men's baseball, and cheerleading. Please refer to the DCS Athletic Handbook for complete information and regulations regarding the DCS athletic program.

IHSA - As a recognized IHSA school, we adhere to the policies and schedules for each sport as set forth each year by the IHSA. For more information, go to www.ihsa.org.

STUDENTS

Eligibility - A student will be eligible to participate in sports as long as he/she has not received one or more "F's" or two or more "D's" for any class during the previous week. A receipt of an "F" or two "D's" will cause the student to be ineligible.

Character Requirements - A student who is involved in the athletic program must maintain a high degree of Christian character. Because they are representatives of DCS, we feel it is necessary to set guidelines whereby an athlete will present a good testimony for Christ. An athlete of Decatur Christian School is to uphold the school's standards and refrain from cheating, swearing, smoking, drinking alcoholic beverages, using or talking favorably about narcotics, using indecent language, and other areas of conduct which might be a detriment to a student's Christian testimony. An athlete is to maintain Christian standards in courtesy, kindness, morality, and honesty at all times.

PARENTS

When attending any DCS function, parents should maintain a positive Christian witness at all times.

CLOSING STATEMENT

We sincerely look forward to a great school year partnering with our families. Thank you for supporting DCS as we endeavor to pray for and develop an outstanding academic program for our students, model our faith in Jesus Christ and to serve you and our community.

I have no greater joy than to hear that my children walk in truth. III John vs. 4

Decatur Christian School Parent – Student Handbook

HOMEWORK

We believe that homework is an integral part of the school program and each teacher is at liberty to give homework to aid students in advancing in their studies. Each student is expected to complete the homework assigned. On a normal basis, homework is not assigned on Wednesday nights to allow families to attend church services; yet previously assigned projects and tests may still take place on the day following a Wednesday.

LATE WORK

It is our desire to train our students to be dependable people of integrity in preparation for Christian adulthood. It is our expectation that all assignments will be turned in on time. In the rare case where this is not possible, then one of the following alternatives will be applied:

The teacher will make a professional decision based upon the context of the situation and personal discretion.

Students will contact the teacher before the due date when work cannot be handed in on time, and an alternative plan will be arranged.

Students will hand in whatever work is completed for partial credit.

Work turned in late, but within a time limit set by the teacher, may receive 50% credit. If work is turned in after the late time limit set by the teacher, it may receive a zero.

MAKE-UP WORK

1. The student will have as many days as he/she was absent to make up work (with the exception of long-term assignments). This does not apply to a student who has been suspended for discipline reasons or for excessive tardiness. Students absent for disciplinary reasons may not receive credit for daily work or quizzes, but this work must be turned in to be eligible to do extra credit. Credit for larger/long term assignments or tests may be given.
2. All tests and quizzes will be made up at lunch, study hall, before or after school at the teacher's discretion.
3. On the day a student returns to school, it is the responsibility of the student to arrange a time to make up tests and work.
4. Long-term assignments are due on the date assigned, unless prior arrangements have been made with teacher and approved by administration.

EXTRA CREDIT

DCS recognizes that teachers may desire to give students extra credit for extra work done. When this extra credit is given, the following principles should be adhered.

- Extra credit should be academic in nature and of an educational value. The number of points given should reflect the difficulty of the assignment. Extra credit should not be worth more than five percent of the total quarter grade.
- Extra credit should extend, stretch and expand the student's understanding of a concept.
- Extra credit should be labeled "Extra credit" and not given "In place of credit." All other assignments must be in before students are allowed to receive points for extra credit.

LEADERSHIP ELIGIBILITY

Student leaders are expected to be examples in all areas of their lives; academic, spiritual and behavioral. Class officers, club presidents and publication editors must maintain a 2.5 grade point average. Any student who fails to maintain grade eligibility for any quarter will be placed on probation. If his or her grades do not improve, the student may be removed from leadership. Upon receipt of a detention for any reason, the student leader will be considered warned. Upon receipt of the second detention for any reason, the student will be placed on probation. Upon the receipt of the third detention the student may be removed from his or her position. Our desire is not to embarrass any student but to help them understand the Biblical accountability associated with leadership.

INTRODUCTION

The Parent/Student Handbook provides students, *parent(s), and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Decatur Christian School. Although the Handbook is not intended as a definitive statement on all subjects, it is written to answer the most frequently asked questions about the policies and procedures of DCS. These policies and procedures are basic guidelines that should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Commitment to and consistent support of these policies and procedures by students, parents and staff will enable DCS to run in a smooth, orderly manner and will produce even more significant and lasting accomplishments for our students. Therefore, the ultimate purpose of this Handbook is to allow parents, students, and teachers to be "of one mind" in the great privilege we have of training children to honor God with their whole lives.

**Parent(s) refers to parent(s) or legal guardian(s) for the entire handbook*

DCS MISSION STATEMENT

Decatur Christian seeks to fulfill the God-given potential of each student by teaching excellence in academics, character, leadership and responsibility through solid principles based on scriptural truth in order to enable students to live out their faith as servant leaders in every area of society.

HISTORY OF DCS

"Unless the Lord builds the house, its builders labor in vain. Unless the Lord watches over the city, the watchmen stand guard in vain." Psalm 127:1

Decatur Christian School began in August, 1973, as a vision of Grace Baptist Church of Decatur, IL, with the desire to provide an outstanding academic program based upon scriptural truth. The first year enrollment was 175 students. Since that significant beginning, Decatur Christian has grown in enrollment, academic excellence, and ministry to the Decatur area community.

In 1993, Glad Tidings Academy, a ministry of Glad Tidings Assembly of God, merged with Decatur Christian School. Following the merger, Decatur Christian became a single entity governed by a dedicated school board committed to serving the greater Decatur area and surrounding communities.

Decatur Christian School is an independent, non-denominational community Christian school which exists to glorify God by edifying young men and women from the greater Decatur area in their personal commitment to Jesus Christ. DCS is a ministry which uniquely becomes a common thread in uniting all Christians.

AFFILIATION/RECOGNITION

Decatur Christian School is a member of the Association of Christian Schools International. ACSI promotes the cause of Christian education, protects the freedoms of Christian schools, and aids and strengthens schools through its many services. The Association of Christian Schools International provides teacher workshops and conventions, monitors educational legislation, and provides for academic, athletics, and fine arts competition. DCS works with ACSI in the areas of teacher certification and standardized recognition of its school programs.

DCS registers with the State of Illinois each year, confirming that it meets all the requirements of health, safety, number of school hours, and nondiscriminatory policies. Decatur Christian School has received recognition as a non-public school by the Illinois State Board of Education, providing for the transfer of all credits to qualified centers of higher education.

CHRISTIAN PHILOSOPHY OF EDUCATION

We believe the following statements to be true for Christian education:

- Its only foundation is the inerrant, infallible, authoritative Word of God. (*II Peter 1:19-21*)
- Its concept of truth is based on the absolute truths from the Word of God as opposed to philosophic relativism. (*II Timothy 3:5-7, 3:16, Colossians 2:8*)
- Its content is based on the world view from the Word that Christ is the key, as opposed to humanism where man is the center of all things. (*Colossians 2:8*)
- Its view of man's nature is considered to be sinful, as opposed to humanism, which sees everybody as essentially good. (*Romans 3:23*)

- Its objective is Christ-likeness through God's Holy Spirit, as opposed to humanism where the objective is to become better only by being educated. (*Ephesians 4:11-13, Galatians 2:20*)
- Its methodology is guided by the authority of the Word of God. (*Proverbs 22:6, Ephesians 6:4*)
- Its agency is the home, which takes priority in importance over the school. (*Deuteronomy 6:5-7; Joshua 24:15*).
- Its dynamic is the Holy Spirit working through the lives of Christian teachers. (*Luke 6:40*)



DCS PHILOSOPHY

Decatur Christian School is a caring community of parents, faculty, staff, and students dedicated to living lives that are pleasing to Jesus Christ. We exist to serve the Lord by providing quality Christian education to the youth of Decatur and the surrounding area.

We believe that there is one God eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit; that Jesus Christ, through His death on the cross, provided for the redemption of sin through His resurrection and life; and that Jesus Christ is the Lord of every Christian believer.

We believe that the Bible is the inspired, inerrant, and authoritative Word of God with God as the Creator and Author of all life. We believe that the Bible, God's Holy Word, serves as an infallible reference for Christian living and must be incorporated into the curricula as well as into the learning experiences in which our students participate.

We believe that the education of children is a process that occurs continuously within the home, the school and the church. Our goal is to help children to become "kingdom of God" seekers and to realize the admonition of Romans 8:29, "that we should be conformed to the image of Christ." To accomplish this goal, we provide academic preparation and intellectual stimulation and promote personal initiative in the learning process.

We believe it is our God-given mission to encourage and help each child who passes through the halls of DCS to develop the spiritual, academic, physical, and social gifts and talents God has given him or her. It is our goal to help each young person to develop a reverence for God and loyalty to American principles of democracy. Our desire is to help young people develop sound morals, spiritual values, ethics, and attitudes that are necessary to having and maintaining a successful, meaningful, and growing Christian life.

We believe that a sound, well-rounded education should be available to each child regardless of sex, creed, or race.

DUAL CREDIT

Dual credit classes offered by Richland Community College at and away from the DCS campus are offered to sophomores, juniors, and/or seniors upon approval by administration.

GRADUATION REQUIREMENTS

Middle School

- Passage of four of the five academics: (English, Bible, Math, Science, Social Studies)
- Passage of one year of Computer Technology
- Passage of the Constitution Test

High School

English	4 credits
Social Studies (<i>Including Constitution</i>)	3 credits
Math	3 credits
Science	2 credits
Computer	1 credit
Fine Arts/Foreign Language	1 credit • See below
Consumer Education	½ credit
Health	½ credit
Bible	1 credit for each year a student attends DCS
P.E.	Credit is required for each year a student attends DCS; Exceptions must be approved by administration
Community Service*	15 hours per year

*Hours will be recorded by May 1 of each academic year and become part of the second semester Bible grade.

In order to graduate, each student in the 2010-2011 class must accumulate a minimum of 23 credits. (Rev. 2010)

- Class of 2012 - 24 credits, including 1 foreign language and 1 fine arts credit
- Class of 2013 - 25 credits, including 2 foreign language and 1 fine arts credit
- Class of 2014 - 26 credits, including 3 years of science, 2 foreign language and 1 fine arts credits

Electives must be taken to make up the difference between the number of credits earned by the required courses and the number of credits needed for graduation.

VALEDICTORIAN/SALUTATORIAN: To be selected, a graduate must have:

- Been enrolled at Decatur Christian School for a minimum of their last four high school semesters.
- Met the "graduation requirements" for high school as indicated in this handbook.
- Taken the following classes: Biology, Chemistry, Physics, Algebra 1, Algebra II, Geometry, Advanced Math (Trigonometry and Pre-Calculus), Literature and Grammar 9 and 10, American Literature and Composition 11, British Literature and Composition 12, and four years of Bible. (For transfer students, portions of the criteria may be waived by the administrator.)
- Earned a 4.0 grade point average (gpa) and a minimum overall average of 100% to be considered valedictorian.
 - If no graduate earns a 4.0 with 100% overall average, then the student with a 4.0 and the highest percentage (%) will be declared the valedictorian.
 - If no graduate earns a 4.0 then the valedictorian will be the graduate with the highest gpa, which will be determined to the nearest 1/10th.
- The graduate with the next highest percentage (%) will be the salutatorian.

SPEECHES

- If there are one or two valedictorians, each valedictorian will be asked to give a speech at commencement.
- If there are three or more valedictorians, each valedictorian will be asked to give a part of a collective speech at commencement.
- If there are only one or two valedictorian speeches at commencement, the salutatorian will be asked to speak as well.

ACADEMIC INFORMATION

TEXTBOOKS AND CURRICULUM

Most textbooks used by the students are from the **A Beka Book**, **ACSI**, **Positive Action Press**, and **Bob Jones Press**. These organizations have excelled in producing Christian texts and materials and have a proven success record. Some high school classes will be using other materials which have been carefully reviewed.

GRADING SCALE

Different teachers use different methods for evaluating a student's progress. However, for uniformity the following scale has been approved for all classes

A+	100 or more		C-	75
A	94-99		D+	74
A-	93		D	66-73
B+	92		D-	65
B	86-91		F	64 or Below
B-	85		S	Satisfactory
C+	84		U	Unsatisfactory
C	76-83		I	Incomplete

ACADEMIC REPORTS

- Progress Reports – Parents will be notified of student progress each mid-quarter term. Please contact the teacher if you have a question about progress reports or grades. The teachers are usually available for conferences after school by appointment.
- Report Cards – issued every nine weeks, the week following the end of the quarter
- Regular Parent Conferences – scheduled the week after the 1st quarter report cards are received and are scheduled by the teachers and administration.

GRADE PROMOTION

A student will be promoted to the next grade if mastery of current grade level subjects has been demonstrated. A student receiving two or more failing grades for the yearly average may not be promoted to the next grade level. Administration will review each case.

CREDIT

The curriculum of DCS is college preparatory in nature. In high school one-half unit of credit is earned for each class that meets the equivalent of five days a week in each semester. One-quarter unit of credit is earned for classes meeting less than five equivalent days.

HIGH SCHOOL CREDIT FOR 8TH GRADE

Only one eighth grade class is offered for high school credit. Eighth grade students completing Algebra I will have the option of receiving a high school credit for this course, with the following stipulations:

1. The student must have been enrolled in the 8th grade at DCS when Algebra I was taken.
2. The student will not be allowed to repeat the course for credit while in high school, unless they received a "C" or lower grade.
3. That class would become part of their official transcript and the grade would be included when figuring their GPA.

Note: If the above stipulations are met, 8th grade Algebra I would be included as one of the three math credits required for high school graduation.

Decatur Christian School

CORE VALUES

CHRIST-CENTERED ENVIRONMENT

I have been crucified with Christ and I no longer live, but Christ lives in me. The life I live in the body, I live by faith in the Son of God, who loved me and gave himself for me. Galatians 2:20

A Christ-centered environment means the lives of our staff, the culture of our campus, and our educational program will reflect the Lord's values as revealed in the Bible. At Decatur Christian School, Jesus Christ will be at the center of all decision-making and the truth of God's Word will be integrated into academics, athletics, fine arts, and human relationships.

TRUTH

For the law was given through Moses; grace and truth came through Jesus Christ. John 1:17

Sanctify them by the truth; your word is truth. John 17:15-17

We believe that absolute truth exists and is revealed to believers by God through His Holy Spirit and the revelation of His inspired Word. At DCS, God's truth is taught through literature, art, music, history, mathematics, and science. Our hope is that our students will embrace a Christian world view, be critical thinkers and diligent truth seekers, strong in wisdom and able to discern falsehood.

EXCELLENCE

Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure – if anything is excellent or praiseworthy – think about such things. Philippians 4:8

Whatever you do, work at it with all your heart, as working for the Lord, not for men. Colossians 3:23

Excellence is defined as, "being of the very best quality." Our desire is to humbly pursue excellence to glorify and serve God in every dimension of our lives: spiritually, personally, professionally, academically, artistically, and athletically.

VIRTUE

May integrity and uprightness protect me, because my hope is in you. Psalm 25:21

We strive to develop observable virtue in the lives of our students that is manifested by wisdom, justice, courage, perseverance, responsibility, integrity, discipline, and encouragement. We will edify each other as we seek to imitate and conform to the image of Christ.

COMMUNITY

The body is a unit, though it is made up of many parts, and though all its parts are many, they form one body. I Corinthians 12:12

A new commandment I give to you: Love one another; as I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another. John 13:34-35

We are a united covenant partnership of family, school, and church, sharing fellowship, values, and brotherly love. Our desire is to provide a wholesome, Christian environment for our children, disciplining and encouraging them spiritually, academically, physically, emotionally and socially.

STEWARDSHIP

If you have not been trustworthy in handling worldly wealth, who will trust you with true riches? Luke 16:11

We are called to honor and glorify God, being wise managers of all He has entrusted to us: relationships, gifts, talents, time, finances, and facilities.

SERVICE

For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do. Ephesians 2:10 As the body without the spirit is dead, so faith without deeds is dead. James 2:26

We seek to be Christian servants with compassionate heart attitudes of humility and obedience. Through our acts of service and servant-leadership, we will present Christ, not only by word, but also by example. This attitude of service will be evident among us as we work and learn at Decatur Christian School and as we reach out to serve the greater Decatur area.

GENERAL INFORMATION

ADMISSION POLICIES

DCS does not discriminate on the basis of sex, nationality, race, color or ethnic origin in the administration of its educational policies, the awarding of financial aid, or any of its other school-administered programs. The administration will arrange for a personal interview with each student and the parent(s) before admission, so that there is a thorough understanding of Decatur Christian School's philosophy and goals, its commitment to the student, and the student/parent(s) rights and responsibilities. This interview will be scheduled during the application process. DCS does not provide enrollment to students whose special education or physical needs cannot be met by our existing programs, services, or staff. We do not accept students solely on the basis of their scholastic, musical, or athletic ability. Married students and students who are the parents of children will not be admitted.

CHAPEL SERVICES

Chapels are held every week. Chapel attendance is required. It is a time of devotion and worship.

CHAPERONES

Throughout the school year, parents and other adults may be asked to chaperone school events and field trips. Chaperones are expected to adhere to all school policies, including policies regarding appropriate dress, language, etc. When transporting DCS students, chaperone drivers are to remain with the group while traveling to and from the event.

COMMUNICATION PROCEDURE/CHAIN OF COMMAND

We consider it a great privilege to serve covenant families in educating their children from a Christian perspective. We are committed to upholding and supporting each family's authority in the lives of their children. This kind of relationship requires clear communication. We recognize that in this relationship there lies a temptation to talk about a specific problem or person rather than take direct action to resolve conflicts in a manner consistent with Scripture. We have outlined the proper lines of communication between the school and home according to the Biblical principles found in Matthew 18 and James 3. We believe that Scripture teaches that conflicts should be handled discreetly and carefully, while believing and speaking the best about each individual involved toward the goal of restored fellowship.

The procedure for student/parent to register a complaint and/or to discuss issues is as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Any matter that involves a teacher should begin with the teacher. If it is a matter that involves the principal, it should begin with the principal, etc.

Starting at a higher level in the chain of command will result in the matter being sent back to the area where the discussion needs to begin. If satisfaction is not achieved at that level, then the matter should be taken to the next step in the chain of command.

While Decatur Christian understands the importance of email and telephone communication, matters which cannot be properly addressed through those means should be addressed in a face-to-face meeting between the parties.

Decatur Christian School Staff and Administration will abide by these same principles in communicating with parents and students.

ELECTRONIC COMMUNICATION

Students and faculty/staff/coaches should not engage in casual communication such as Facebook, Twitter, etc. except regarding academic situations or scheduling.

EMERGENCY CLOSING

In the event of severe weather or some unforeseen problem that necessitates the closing of school, the announcement will be made over radio stations WSOY, WDZQ, WXF, WBGL, and television stations WAND and WCIA. All efforts will be made to make the decision as early as possible.

- Violence: Violence, (i.e. criminal activity, use of weapons, etc.) by DCS students will not be tolerated. Violent language (written or spoken) and any violent behavior by DCS students will not be tolerated on or off campus. Violations will result in swift and serious discipline, which could include suspension or expulsion.

DISCIPLINARY PROCEDURES

(No discipline seems pleasant at the time; however, it produces a harvest of righteousness and peace for those who have been trained by it. Hebrews 12:11 abridged)

Discipline should help students look objectively at their behavior, evaluate it in the light of Biblical teaching, and determine a redeeming course of action. Disciplinary action may involve Godly counsel, referrals, detention, suspension, probation, and/or even expulsion. Unless the infraction warrants permanent disciplinary action, all disciplinary procedures will be assessed on a per semester basis.

For dress code disciplinary procedures, see "Dress Code." (Rev. 2010)

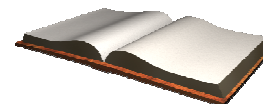
ACADEMIC DISHONESTY

With the exception of plagiarism, the following consequences will occur for issues of academic dishonesty. If the student is a member of the National Honor Society, the NHS faculty sponsor will be notified.

- First offense: Teacher will contact the student's parents, notify the administration and the student will receive a 'zero' on the assignment.
- Second offense: Student will receive a 'zero' for the assignment, a grade of "F" for the nine weeks in the subject, and will be referred to the administration. The student will be given a two-day suspension from school. The teacher/administrator will notify the student's parents by phone and in writing.
- Third offense (grades 9-12): Expulsion of the student may occur.

GENERAL DISCIPLINARY PROCEDURES

- Referrals: Written referrals will be issued for such things as goofing off, horseplay, gum chewing, misuse of cell phones, etc. After two referrals by the same teacher/administrator for the same student, a third offense by that student will result in a detention.
- Detentions: When a detention is issued, parents are notified by a written detention slip sent home with the student and/or by email if it is available. A student must bring and use study materials while serving a detention. For elementary school students, the detention must be served on the assigned day after school from 3:30 p.m. to 4:00 p.m. For 7th – 12th grade students, detentions will be served from 7:50 a.m. – 8:10 a.m. on the morning following receipt of detention, except on Wednesdays. A detention received on Tuesday will be served on Thursday.
- Suspensions: A fourth detention will result in the student serving that detention and a suspension. A suspension may be half-day, full-day, in-school, or out-of-school.
- Dismissals: After two suspensions within a semester, the student will be reviewed by the administration and/or board for possible probation or dismissal.
- Probations: Any student on probation will not be permitted to attend school trips.



- **Entering Building:**
Unless a student has specific responsibilities which have been prearranged by the administrative staff, students will not enter the classrooms before 8:10 a.m. (Secondary 7th-12th) and 8:15 a.m. (Elementary – K-6th). When a student enters the building in the morning, he/she may not leave the building for any reason without permission from the office.
- **Exiting Building:**
When leaving the building, leave the building immediately at dismissal time unless it is raining or extremely cold. Then students may wait for rides inside the designated doors.
- **Respect:**
Respect for faculty, staff, fellow students, and school property, including textbooks, is expected to be exemplary. Students should display attitudes of honesty, courtesy, and kindness. The following forms of disrespect are some but not necessarily all, of the areas in which the administration may take disciplinary action:
Bullying (both physical and emotional), stealing, vandalism, fighting, rebellious spirit, disobedience or disrespect toward faculty, staff, or students; disrespectful conduct during a school assembly, consistent irresponsible behavior, continual negative attitude and influence on the school.
- **Dress Code:**
See Dress Code Guidelines.
- **Disorderly Conduct:**
Disorderly conduct (goofing off, horseplay, disruptive talking, etc.) will not be tolerated.
- **Indecent Language:**
Indecent language will not be tolerated.
- **Tobacco:**
Use of tobacco by DCS students is prohibited. Violations will be reviewed by the administration and may result in suspension.
- **Alcohol:**
Alcohol use/involvement by DCS students is strictly prohibited and will be subject to the following discipline guidelines:
1st Offense – Two- Week Suspension ('zeros' for all work)
2nd Offense – Dismissal from School
- **Drugs:**
DCS will not tolerate the use of prohibited drugs by any of its students. To keep DCS drug-free, any student possessing such prohibited drugs may be subjected to drug testing based on reasonable suspicion and/or if prohibited drugs and/or paraphernalia have been found. Decatur Christian School will cover the cost of one drug test. Parent or guardian will be liable for all additional test costs. DCS reserves the right to conduct random drug searches at any time. Any student testing positive, possessing, or distributing such prohibited drugs will be dismissed from DCS.
- **Sexual Behavior:**
A student's character, especially in the area of sexual morality, is a key part of student integrity while at DCS. Students involved in sexual immorality of any kind will be reviewed by the administration. When students are involved in sexual immorality where pregnancy occurs, the immediate parties will be expelled. Other sexual behavior, such as homosexuality (*Romans 1:24-32*), will be grounds for dismissal.
- **Sexual Harassment** – It is the policy of Decatur Christian School to provide an environment free from sexual harassment by students or staff members. While it is not easy to define what harassment is, it certainly includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature such as uninvited touching or sexually related comments. Violations of this policy will not be permitted and will result in discipline, which could include dismissal.

FINANCIAL INFORMATION

Annual tuition may be divided into ten equal payments unless other arrangements have been made through the finance office. Payments are due the 1st of each month, August through May. A registration fee is required for each student and is non-refundable due to processing costs. All fees are due prior to the school term unless arrangements have been made through the finance office. It is not our intent to embarrass or place a student in an awkward situation. Parents are responsible for honoring their financial commitments to DCS and we hope this will prevent any possible misunderstanding. Specifics:

- All tuition/fees required by the school are expected to be paid on time. This includes fund raising, athletic, academic, lunch and extended care fees.
- No student whose account is delinquent will be permitted to participate in extra-curricular activities or graduation ceremonies and all report cards, transcripts and/or student records will be held until all tuition and fees are paid up-to-date.
- All past-due accounts for returning students are to be paid in full by May 31 of the current school year.
- A \$15 late fee is assessed for all accounts unpaid after the 10th of each month. A \$25 fee is charged for returned checks and/or ACH payments.
- In the event your account is past due 45 days, the student(s) may be subject to dismissal and a collection agency and/or attorney will be notified. Parents will be responsible for all costs and fees necessary for the collection of the delinquent account including, but not limited to, collection agency/attorney fees.
- Any exception to the financial agreement must be approved by the administrator with a written agreement in place.

LOCKER REGULATIONS

7th -12th grade students will be assigned a locker. Authorized school personnel may open a locker, search the locker, and the contents of the locker at any time. Secondary students may use a combination lock to secure their locker if the combination is registered in the office. Lockers cannot be decorated on the outside without administrative permission. Book bags are to remain in the locker during the school day and may also be searched at any time by the administration.

MEDICAL INFORMATION

1. **Communicable Diseases:** A health record is kept for each child. In order to keep this up to date, please inform the office when your child has any type of childhood illness or communicable disease.
2. **Physical Exams:** A physical examination is required for any student entering DCS for the first time, and for students entering Kindergarten, 2nd, 6th, or 9th grade. In order to protect the student's health, students participating in interscholastic athletics must have an annual physical exam. All examination forms may be obtained in the school office.
3. **Dental Exams:** A dental examination is required for any student entering Kindergarten, 2nd or 6th grade and is due by the first day of school.
4. **Eye Exams:** All children enrolling in kindergarten or enrolling for the first time in a Illinois school system are required to have an eye examination by an optometrist.
5. **Medicines:** No medication will be given without written permission and instructions from the parents. Permission for office personnel to dispense over-the-counter medicines such as ibuprofen and Tylenol is located on the Emergency Medical Contact form. Except for "puffers", students may not keep medications on their person or in their lockers. All medications are to be kept in the office.
6. **Illnesses and/or Injury:** If a student becomes ill or is injured at school, the parents will be notified. It is important that the school is notified of any change of address or phone number(s) (home, cell, or work), especially an unlisted number, so parents can be contacted immediately. An Emergency Medical Contact form must be on file for each student. This must include all current home, work and cell phone numbers.
7. **Contagious Disease Policy:** A student with a disease that is not contagious and not a threat to the student body will be allowed to attend regular classroom sessions and school functions. However, a student with a contagious disease that is a potential threat to the student body will not be allowed to attend school or school functions. A review for homebound schooling will take place and a medical evaluation could be required. Students need to be fever-free for 24 hours before returning to school following an illness.

OFFICE

The office is open from 7:50 a.m. to 4:00 p.m., Monday through Friday except Wednesday mornings when the staff meets for prayer. Because the office phone is a business phone, students will only be allowed to use it with permission. Official summer office hours are 9:00 a.m. to 3:00 p.m., Monday through Friday.

SCHOOL HOURS

Secondary classes (grades 7-12) are regularly scheduled from 8:15 a.m. – 3:20 p.m. each day. Elementary classes (K-6) are regularly scheduled from 8:30 a.m. – 3:30 p.m. (Early dismissal on Wednesdays: Elementary 2:30 and Secondary 2:33 (Rev. 2010) Preschool classes (PreK3/PreK4) are from 8:15 a.m. – 11:15 a.m. (half day) or 8:15 a.m. - 3:15 p.m. (full day). The school is not responsible for students who remain on campus after dismissal unless involved in a school-related activity. It is our expectation that students will either be in the pick-up area, involved in an after school sport or activity, with a teacher for extra help, or in pre-school/elementary extended care.

SCHOOL SUPPLIES

Refer to individual class lists for specific supplies. Due to the curriculum used, KJV Bibles are required for Bible classes.

VEHICLES

All students who drive vehicles to school must register their vehicles with the school office on or before the first day they plan on parking on campus or on Grant Street near the building. Students will be provided with a parking permit which they must display in their car. In order to obtain this permit, the student will need a signed parental permission form, proof of insurance, and a valid driver's license. Students will also be required to provide the office with information regarding their license plate number, and model and make of car they will be driving. Students may park only in the designated student parking sections. Students must exercise caution and careful driving practices, as well as obey all applicable traffic laws. There is a 15 mph speed limit on campus and adjacent streets.

Drivers transporting other students to school must have permission slips on file from their parents and also from the parents of the student riding with the driver. The driver obtaining such permission may carry only those students for whom permission has been granted by parents and the office.

Vehicles are to be parked immediately upon arrival at school and are not to be moved or visited until the close of the school day. Students will not be able to access their cars during school hours.

Violation of driving rules may result in the suspension of DCS parking privileges. DCS reserves the right to search property, including vehicles, brought on to the school premises if given reasonable justification. DCS will not be liable for items stolen from cars or damage done to vehicles.

VISITORS ON CAMPUS

All visitors must sign in at the office. DCS graduated alumni and prospective students are the only student visitors allowed on campus unless approved by administration.

No visitors will be allowed on campus for just an hour or so during the day – such as at lunchtime. Exceptions are DCS graduated alumni and individuals having the principal's permission. DCS alumni may visit for lunch not more than once a month.

No guests will be allowed on campus during semester “finals” week or during the week when students are taking standardized tests.

Former students who have withdrawn for disciplinary reasons are not allowed to visit or attend extra curricular activities unless a request is made in writing and approved by the administration.

PARENTAL VISITS

Parents are welcome in the school, however, when visiting the school, please come to the office first. **Please do not go directly to any student areas. It is important that we know who is in our building at all times.** If you wish to talk to your child's teacher, please arrange for a private conference by calling the office. Teachers are happy to arrange conferences with parents at scheduled times.

The administration is anxious to be of help to you in any way we can. We have an open door policy. Therefore, if you would like to visit the school, please check with the office and a time can be arranged for your visit. The school secretary will be glad to answer your questions and be of general help to you in many ways. Lunches, homework, books, and other items should be left in the school office to be delivered to students.

GENERAL CONDUCT

(Even a child (DCS student) is known by his doings, whether his work be pure, and whether it be right. Proverbs 20:11)

Decatur Christian School seeks to develop within our students Christian character exemplary of one who has been changed by Jesus Christ. DCS students are expected to demonstrate a Christ-like lifestyle, consistent with Scripture, in their school life and in their personal life. We believe that a Christ-like lifestyle is one rooted in obedience to Scripture which teaches us how to relate to others and cope with difficulties successfully. Ultimately, the student is responsible for his/her behavior; not society, parents, teachers, or the school.

Because character does matter, the desire of Decatur Christian School is that students will conduct themselves in a manner that is conducive to a productive educational environment. Students are required to abide by the class rules and standards established by each teacher and the school administration.

God-given responsibilities in the school discipline process are three-fold among parents, teachers, and students. During school hours and at other school-related and school supervised functions, students are to respond to school faculty and supervisory staff members with respect and obedience. Our desire is to develop Christ-like character within our students. Parents, please support administrative disciplinary actions.

In school, discipline always involves rules. Not every student needs to agree with every rule, but students must respect and support the rules as reasonable and abide by them. Review will be made of each situation and appropriate measures taken. The following are some, but not necessarily all, of the areas in which the teachers/administration will take disciplinary actions:

ACADEMIC HONESTY:

Decatur Christian School's goal is to foster academic excellence in a Christ-centered environment. It is our desire to promote student integrity. Cheating in any form will not be tolerated. Academic dishonesty is defined as follows:

1. Misrepresenting the work of others as one's own. Plagiarism occurs by taking credit for “ideas or writings” of another and claiming them as one's own thoughts and works. Failing to give credit through footnotes, parenthetical documentation, in text citations or in the proper use of quotes will be viewed as cheating. Information may not be cut and pasted unless it is in quotation marks with proper documentation within the text of the paper. Insignificant changes within someone else's works is still considered cheating unless documented in the paper or project. It is our desire to use this type of offense first as a teaching opportunity. The student will be given the chance to rework the paper or project in order to eliminate the questionable work.
2. Copying answers from another's test, quiz, worksheet, homework or any other assignment.
3. Allowing one's work (test, quiz, worksheet, homework, etc.) to be copied by another.
4. Submitting the same essay, presentation, or assignment more than once, whether the earlier submission was at this or another institution, unless prior approval has been obtained.
5. Using computers, watches, calculators, cell phones or any other form of technology in an Unauthorized or inappropriate way to achieve coursework, examinations, assignments, or disrupt networks or set-ups.

OTHER BEHAVIOR:

Candy, food, and beverages:

Candy, food, and beverages will be consumed only in designated areas. No gum chewing.

Phone calls/cell phones:

Phone calls to home or otherwise may be made only after securing permission from the office. While cell phones are a valuable feature of modern life, they can be very disruptive and undermine our goals of education. Cell phones are to be turned off and concealed when entering the building and are to remain off while school is in session. A student not adhering to this policy will have their phone taken for 24 hours. After that time, the phone may be picked up by the student from the administrator. If a second offense occurs, the phone may be kept by the administrator until picked up by the parent.

ATTENDANCE POLICY

Call the school office @ 877-5636 when reporting an absence or tardiness.

Sweaters/Sweatshirts– All students

- Solid colored/patterned sweaters made of sweater material only (interlocking weave) may be worn.
- Solid colored sweatshirts or sweatshirts that have wording that promotes an educational institution only (DCS, U of I, etc.) may be worn.
- Sweaters/sweatshirts must completely cover midriff or torso even when bending over or raising hands.
- Sweater/sweatshirt length should not go below the back pocket.

A collared shirt must be worn under a sweatshirt. (Rev. 2010)

Indoor Jackets, Blazers, Vests– All students

- Indoor jackets and blazers are defined as those not typically worn as outdoor, cold weather jackets or coats and are worn to complete a finished outfit are acceptable.
- Vests may be solid colors or patterns.
- Shirts worn under jackets, blazers and vests must meet dress code guidelines

Footwear – All students

- Appropriate footwear should be worn at all times.
- No flip-flops are allowed.

Jewelry/Make-up/Accessories – All students

- Ladies, jewelry and make-up should be used with discretion.
- Men, no earrings may be worn.
- No pierced body jewelry.
- No visible tattoos are allowed in any form, permanent or otherwise.
- No hats or sunglasses are to be worn inside.

Hair – All students

- Hair must be clean, neatly groomed, well-managed, and out of the eyes at all times.
- Men, hair must not be below the top of the collar or middle of the ear, and must be above the eyebrows.
- No eccentric hairstyles or extreme or unnatural hair-coloring.

Outerwear Coats/Jackets – All students

- All outdoor wear must be kept in designated areas – lockers, coat hooks – as assigned.
- No outdoor wear may be worn in the classroom, gym, or cafeteria.
- Outerwear coats/jackets include heavy and light weight coats typically worn in cold or cool weather and athletic-type, zippered windbreakers, warm ups, jerseys, windsuit, or sweatsuit jackets. The exception would be official DCS sport warm up jackets with matching warm up pants worn by a DCS athlete on a game day of their particular sport. (Rev. 2010)

Dress Code Disciplinary Procedures:

- 1st Offense - Referral
- 2nd Offense - Referral
- 3rd Offense - Detention
- 4th offence - Student may relinquish dress code privileges and may be required to dress according to a uniform standard of plain collared polo or oxford shirt, khaki, black or blue shorts, pants, or skirts. Dress code shoes. (Rev. 2010)

FIELD TRIPS

Our students represent Christ and Decatur Christian School in our community and surrounding areas; therefore, we ask that they wear dress code clothing on all field trips unless the nature of the field trip warrants other attire. This will be determined by the teacher/administration. Anyone chaperoning should dress appropriately.

PERFORMANCE DRESS CODE

A student performing in choir, band, Soul Purpose, and other programs should dress according to the dress code established by the teacher for that event. If the teacher/director does not establish a standard of dress specific for that performance, students should wear dark slacks (or knee-length skirts for girls), dress shirts or blouses, and dress shoes (no tennis shoes).



ATTENDANCE/ABSENCE

Punctuality and regularity of attendance expresses responsibility. Our attendance policy designates 12 days of absence per semester as a maximum allowed for regular school attendance under normal circumstances. Six days are allowed for classes meeting on alternate days of the week. The specified days of absence are to accommodate:

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Work at home due to the absence of a parent
6. School-approved vacation
7. Emergency, which, in the judgment of the administrator, constitutes good and sufficient cause
8. Specific, pre-approved absences

With the accumulation of 13 absences during the semester for any class, there will be an administrative review. The secondary student may risk forfeiture of course credit in that class, and the grade will be recorded as an “F.”

A written excuse signed by the parent or guardian must be presented to the school office when a student returns to school after any absence. If the absence is foreseeable, a written notification is required two days in advance so teachers can be notified and school work given to the student for the time they will miss. If a child is absent three consecutive days for illness, a note from a doctor should be provided (unless there are special circumstances cleared by an administrator at the beginning or during the absence.)

Doctor, dental, music, and other appointments are to be made after school hours if at all possible. Students returning to school after a doctor/dental appointment must have a written excuse from the doctor.

No student will be allowed to leave the school facility during the normal school day with anyone other than a parent or guardian unless advance notice is given to the office by phone or note. This policy is for the protection of each student.

All students who leave school early will need a note presented to the office *before school* stating the reason for early departure. Before leaving school, the student (or parent for the student) must sign out in the office.

Absences other than sickness and emergency will be excused only if arrangements are made in advance with the office and the student is sufficiently advanced in his work.

Perfect Attendance—To receive recognition for perfect attendance, a student must not be absent from school for any reason, excused or unexcused.

Reporting Absences—A parent should call the school office by 8:30 a.m., each day the student is absent. When the student returns to school, on the day following an absence, he/she is to provide the office with a signed note which specifies the reason for and the duration of the absence. Please be specific: i.e., “Bob was absent on 9/14 and 9/15 because he had a sore throat,” instead of “Bob was ill.”

A returning student who does not have a note will be given an “unexcused absence.” This will indicate to the teachers that all missed work will have to be made up with no credit. A student has one day to bring a note to have the “unexcused absence” changed to an “excused absence.”

We encourage parents to request homework assignments by 10:00 a.m. so that homework can be picked up after school.

TARDINESS

If a student is late to homeroom in the morning, he/she will report to the office before reporting to class. A tardy student will need a note from a parent or guardian explaining the tardiness before a student will be admitted to class. A student has one day to bring a note explaining the tardy to have the “unexcused tardy” changed to an “excused tardy”. A student with excessive tardiness will be referred to the administration. Approved tardy excuses will include uncertain weather conditions, vehicle problems, family emergencies, etc. Tardiness due to a student being unprepared will not be excused, even with a note. Three unexcused tardiness in a semester will result in a detention.

Now is the time to establish a record of responsibility. Note that all tardiness and absences are reported on report cards/transcripts. Many times, employers to ask for a copy of a student’s transcript before hiring in order to verify an employee’s work ethic and time management.

DRESS CODE GUIDELINES

COLLEGE TRIPS

Juniors and Seniors are encouraged to take days during the year to visit college campuses.

- These days are not to be used as “vacation” days or for any other purpose than the one stated.
- For an excused absence, at least 24-hour written notification from the parent/guardian stating the days requested and college to be visited should be provided to the teacher and school office.
- All make-up work should be obtained prior to the absence.

LEAVING SCHOOL EARLY

1. All students must sign out of the office prior to leaving school early. No student may leave early without a note of explanation signed by a parent/guardian, a telephone contact, or a personal contact from the parent/guardian.
2. No off-campus lunch passes will be issued unless the student is signed out with a parent, or adult relative or adult friend (parent permission required). When a student returns, he/she is to sign in at the office and is expected to be to class on time.

TRUANCY

1. A student is considered truant when he/she is absent from a class or school without permission or knowledge by parent or guardian.
2. A truant student will serve a one-day in-school suspension.



Students do their best when they are dressed their best; therefore, it is the understanding of the school that parents and students will cooperate with the School's standard of dress. The final authority on dress code issues will be the DCS administration. Students and parents, please be self-governed with regard to the dress code, as attending to dress code conduct consumes much of the faculty's time and takes energy away from accomplishing the main mission of our school. Parents, please use the dress code as an opportunity to set an example of respect for school policies by supporting and adhering to these dress guidelines. Every school day, responses to dress code guidelines visibly affect our students. We understand that as students grow and begin to find their true identities amidst peer pressure and parent prodding, dress is an important issue. We have chosen dress standards that are designed to bring principles of modesty, neatness, cleanliness, and professionalism to bear on this very important issue. Please understand the rationale and heart intent of maintaining dress code standards.

GENERAL

A well-groomed, attractive student should come to school with an attitude that prepares him/her for neat, conscientious work. *Dress one notch higher than the job.* Dressing to a standard enhances student classroom performance. Attire should give student respect for self, fellow students, and teachers; therefore a DCS student should present a good personal appearance at all times. While recognizing that each student is unique, clothing should not be used to draw attention to self. We ask that dress be modest, not too extreme, or distracting to others. All clothing should be neat, clean, attractive, not torn or frayed, and properly sized. (Rev. 2010) Tight-fitting, over-sized clothing with wording, or character clothing is not acceptable. Underwear should not be visible at any time. Belts are required when needed. No hoodies of any kind except on "Hoodie Day" as a fund raiser. With the exception of T-shirts and outerwear jackets/coats, any clothing item purchased through the DCS office may be worn at any time.

SPECIFICS

Pants – All students

- Neat jeans/ slacks are to be worn at the waist and not dragging the ground.
- No frays, tears, holes, or patches.
- No wide-leg, low-riding, sweat pants, wind pants, pajama pants or bib overalls.
- Girls/Ladies may wear Capri pants.

Shorts – All students

- Neat knee-length shorts may be worn.
- No frays, tears, holes or patches.
- No jogging shorts, cut-off pants, gym shorts, sweat pant-style and any other short that is too casual for school attire may be worn.

Skirts & Dresses – Ladies only

- Skirts and dresses must be long enough to come to the knee when sitting or standing.
- No sleeveless, spaghetti strap, or tank top-style dresses may be worn unless worn over an appropriate shirt as in a jumper style.
- Backless or low cut dresses are not acceptable.
- Matched sets - skirts and blouses (no tees) are acceptable.

Shirts – All students

- Sleeved and collared shirts (or blouses for ladies) are acceptable.
- Shirts with buttons must be buttoned from above the chest area to the bottom of the shirt.
- Sleeveless, spaghetti strap, or tank top-style shirts are not acceptable.
- Non-collared shirts and turtlenecks may be worn under indoor jackets, blazers, vests, sweaters, or dresses but may not be alone as the top shirt.
- Shirts with tails extending below the back pockets are to be tucked in at all times.
- Shirts with “squared off” or finished hems/trim may be left untucked.
- Shirts must keep midriff and torso covered at all times. (No skin or underwear should be visible when the student bends down, bends over or raises the arms above the head.)
- Shirts that complement an outfit but that are under another shirt may be untucked.
- No T-shirts as an outer shirt, except on Spirit wear days when DCS spirit T-shirts would be allowed (Rev. 2010)