



# DECATUR CHRISTIAN SCHOOL

Student/Parent  
Handbook

2020-2021



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## Introduction

The Student / Parent Handbook provides students, parent(s)\*, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Decatur Christian School. It is our desire to enter into a covenant relationship with parents, to be of one accord in the matters of school policy. 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 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 upon 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.

## Affiliation and 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:

- The only foundation is the inerrant, infallible, authoritative Word of God. (II Peter 1:19-21)
- The concept of truth is based upon the absolute truths from the Word of God as opposed to philosophic relativism. (II Timothy 3:5-7, 3:16, Colossians 2:8)
- The content is based upon the world view from the Word of God that Jesus Christ is the center of all things, as opposed to humanism where man is the center of all things. (Colossians 2:8)
- The view of man's nature is considered to be sinful, as opposed to humanism, which sees mankind as essentially good. (Romans 3:23)
- The 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)
- The methodology is guided by the authority of the Word of God. (Proverbs 22:6, Ephesians 6:4)
- The agency is the home, which takes priority in importance over the school. (Deuteronomy 6:5-7, Joshua 24:15)
- The dynamic is the Holy Spirit working through the lives of Christian faculty, staff and volunteers. (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.



## 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.

## 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.

## Accommodations

Students with Special Needs: Educational programs for children between the ages of three (3) and twenty-one (21) years of age who have special needs due to handicaps or mental disabilities are provided by the local district through a cooperative arrangement with the Macon-Piatt Special Education District as prescribed by the Rules and Regulations for the Administration of Special Education in the State of Illinois. Specific inquiries may be made to the Head of School or the Director, Macon-Piatt Special Education District, 101 West Cerro Gordo St., Decatur, Illinois 62523. The telephone number is 217/424-3025.

Equal Opportunity: Access to all programs are contingent on the ability of the school to meet the necessary accommodations.

Any student or parent/guardian with an equal opportunity concern should contact the Head of School.

## Chapel Services

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

## Communication

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. Head of School
4. School Board

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.

### Emergency Closing

In the event of severe weather or some unforeseen problem that necessitates the closing of school, the announcement will be made through email, Facebook, decaturchristian.net website, and television station WAND. All efforts will be made to make the decision as early as possible.

### Lockers

1st -12th grade students will be assigned a locker. Since there is no expectation of privacy, 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.

### Financial Information

Annual tuition may be divided into installments 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. 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 extracurricular activities, award ceremonies, or graduation ceremonies.

- All past-due accounts are to be paid in full by May 31 of the current school year.
- A \$30 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 60 days, the student(s) may be subject to dismissal and a collection agency and/or attorney may 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.
- A signed financial agreement including collection of late payment must be on file for every family enrolled at DCS. Any exception to the financial agreement must be approved by administration with a written agreement in place.

## 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 a student entering PreK, Kindergarten, 6th, or 9th grade or enrolling for the first time in an Illinois school system. 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, 2<sup>nd</sup>, 6<sup>th</sup> or 9th grade or enrolling for the first time in an Illinois school system are required to have a dental exam and is due by the first day of school.
4. Eye Exams: All children enrolling in kindergarten or enrolling for the first time in an 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. Except for inhalers, 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.

8. School Wellness Policy: A school wellness policy, which sets goals for nutrition education and also goals for physical education, is available on the DCS website, as well as in the school office.

## Office

The office is open from 7:50 a.m. to 4:00 p.m., Monday through Friday during the regular school year. Because the office phone is used for school business, 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 6-12) are regularly scheduled from 8:10 a.m. – 3:30 p.m. each day. Elementary classes (K-5) are regularly scheduled from 8:30 a.m. – 3:30 p.m. Early dismissal on Wednesdays: Elementary (2:30) and Secondary (2:36). 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), Wednesday dismissal 2:15 p.m. 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 preschool/elementary extended care.

## School Supplies

Refer to individual class lists for specific supplies.

## 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 without permission from school personnel.



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. Please do not go directly to any student areas. It is important that we know who is in our building at all times.

## Parent Visits and Participation Hours

Parents, if you wish to speak with 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. If you are bringing lunches, homework, books, and/or other items after 8:15 a.m., please leave them in the school office and DCS personnel will deliver them to your student.

Our administration is eager to be of help to you and has 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.

Families are required to complete 10 volunteer participation hours each school year. A \$200 parent participation fee is due upon registration, and this amount will be refunded upon fulfillment of the volunteer participation hours. These hours may be completed by parents and/or grandparents. Examples of volunteer participation include assisting in class parties, field trips, sporting events, attending programs, volunteering in the lunch room, DCS Booster Club, etc. All volunteer hours must be recorded in the participation log book which is in the school office. Upon completion of the participation hours, your fund will be refunded through the accounting department.

## Attendance Policies

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

## 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. 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 administration, 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."

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 administration 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 parent 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.

#### TARDINESS

If a student is late to homeroom in the morning, he/she will report to the office before reporting to class. A student with excessive tardiness will be referred to the administration.

Approved tardy excuses will include uncertain weather conditions, vehicle problems, family emergencies, etc.

#### COLLEGE VISITS

Juniors and Seniors are allowed to take days away 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

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.

No off-campus lunch passes will be issued unless the student has parent permission.

When a student returns, he/she is to sign in at the office and is expected to be on time for class.

Off-campus senior lunch privilege will be addressed at the start of each school year.

Any student leaving campus for any reason during the school day must either leave with a parent or designee. Students who drive must have a parent-signed permission slip and permission from the administration.

#### TRUANCY

A student is considered truant when he/she is absent from a class or school without permission or knowledge by parent or guardian.

#### ENTERING BUILDING

When a student enters the building in the morning, he/she may not leave the building for any reason without permission from the office. Extended care is available for pre-K through 5th grade students from 7:00-8:15 a.m. for an additional charge. Unless a student has specific responsibilities, which have been prearranged by the administrative staff, students may not enter the classrooms before 8:10 a.m. (Secondary 6th-12th) and 8:15 a.m.

(Elementary – K-5th) without permission and supervision.

## EXITING BUILDING

Students should exit the building immediately at dismissal time unless there is inclement weather. Students may wait for rides inside designated areas. Extended care is available for pre-K through 5th grade students from dismissal until 5:30 p.m. for an additional charge.

## General Code of 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. The reason for establishing the “letter of the law” is so that we can apply the “spirit” which is the real intent. Rules are designed as opportunities for us to teach and reinforce successful habits for living the Christian life.

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 will be treated with respect. Therefore, students are expected to respond to faculty, staff, and volunteers with respect, humility, and obedience.

Our desire is to develop Christ-like character within our students. Parents, please support administrative disciplinary actions in accordance with our school-home covenant.

## Specific Code of Conduct

### Tier 1 Infractions

The following list is an example of Tier 1 Infractions: dress code violation; disrespectful words, attitude, or tone; running in the hallways; jumping on another student; pushing; (activities without malicious intent) playing in a non-designated area; yelling; coarse, profane, or vulgar comments or crude humor involving another student; misuse of cell phones; unexcused tardies; unexcused absences, etc.

### Tier 1 Discipline Options

The discipline options available to the administration include: warnings, discipline referrals, detentions, and suspensions. A record of infractions will be maintained in the student's file. Discipline options will move progressively from least to greatest.

### Tier 2 Infractions

The following is a list of Tier 2 infractions: academic dishonesty, cheating, plagiarism\*, theft, tobacco use, vaping, alcohol use, drug use, sexually immoral behaviors, sexual harassment, acts of violence, bullying, on-line bullying, inappropriate use or abuse of laptops and/or social networking sites, etc.

\*Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged or footnoted unless the information is common knowledge.

### Tier 2 Discipline Options

The discipline options available to the administration include: detentions, suspensions, expulsions, removal from school.

Phone calls/cell phones/electronic devices:

Electronic devices are a modern convenience that have become a way of life for most people. However, in schools, they can become a major distraction to the student and to the class. Students may use their devices before the first bell of school and after the last bell. Any use of electronic devices during the school day including, but not limited to: checking for messages, taking pictures, using it as calculator, checking the weather, texting, etc. will not be allowed between first and last bell, with the exception of direct instructions of the teacher. Our intent is to encourage students to focus on school and not be distracted by their devices. During the school day, all cell phones must be turned off.

Parents who need to communicate with their children during the school day should call the office phone, 877-5636. Any student needing to contact a parent may do so from the office phone.

## Dress Code

2020-2021 DCS Dress Code

### General Dress Code Guidelines for All Students

The purpose of this or any dress code is to set guidelines for acceptable dress so that the code is easily understood, remembered, and enforceable. Representatives of the school have final say with respect to compliance.

When students are not in dress code, the responsibility of achieving compliance will be upon the student. As soon as they can correct the infraction, they may return to class. Repeated infractions can lead to disciplinary action. As always, if a student is in doubt about a particular item, they should check with administration before risking being out of compliance.

Clothing must be: Neat, well-maintained, without frays or holes, not distressed, correctly fitted, without wording, images no larger than 2", and must be modest. Modesty entails no showing of under garments, midriff, lower back, or cleavage at any time.

## Kindergarten-5th Grade - Specific

In order to develop a standard for school behavior and a positive learning atmosphere, there should be a difference between school clothes and play clothes.

<b>Tops (K-5<sup>th</sup> Grade)</b>	
<p style="text-align: center;"><b>Acceptable</b></p> <p>Collared shirts or shirts which come to the neckline Sweaters and sweater vests can be worn over a collared shirt or shirt which comes to the neckline Christian t-shirts w/scripture verses Solid or striped T-shirts K-2 only: sleeveless shirts which complete a matched outfit — fabric must cover from neck to outside shoulder Shirts depicting non-violent images</p>	<p style="text-align: center;"><b>Unacceptable</b></p> <p>See-through or form-fitting shirts Spaghetti strapped shirts or tank tops Camouflage Hoodies (See Spirit Wear specifications) T-shirts depicting action heroes or violent images</p>
<b>Outerwear for Playground (K-5<sup>th</sup> Grade)</b>	
<p style="text-align: center;"><b>Acceptable</b></p> <p>Coats, jackets, sweaters, sweat shirts, hoodies (solid colors, floral, plaid, striped, or spirit wear)</p>	<p style="text-align: center;"><b>Unacceptable</b></p> <p>Coats, jackets, hoodies, gloves, hats, or scarves depicting super heroes or violent images Hats or hoodies that cover the face</p>
<b>Bottoms (K-5<sup>th</sup> Grade)</b>	
<p style="text-align: center;"><b>Acceptable</b></p> <p>Cotton, denim, twill, corduroy, non-baggy cargo-style Shorts/skirts/dresses hemline must reach end of fingertips when hands hang naturally at student's side while standing Shorts or leggings <u>must</u> be worn under all skirts/dresses</p>	<p style="text-align: center;"><b>Unacceptable</b></p> <p>Tight-fitting knit, sweatshirt, wind suit, or "athletic" type pants, shorts, or capris Yoga pants or yoga capris Leggings without dress or skirt Camouflage Pajamas except on specially designated occasions</p>
<b>Shoes (K-5<sup>th</sup> Grade)</b>	
<p style="text-align: center;"><b>Acceptable</b></p> <p>Dress shoes, tennis shoes or leather "dressy" sandals</p>	<p style="text-align: center;"><b>Unacceptable</b></p> <p>Flip-flops or crocs Any shoe without a heel-strap Shoes with heels taller than 1 ½"</p>



<b>Hair (K-5<sup>th</sup> Grade)</b>	
<b>Acceptable</b>	<b>Unacceptable</b>
Hair must be neat and clean at all times and out of the eyes	Eccentric hair colors/styles Mohawks or hair combed or gelled into Mohawk style spike
<b>Accessories (K-5<sup>th</sup> Grade)</b>	
<b>Acceptable</b>	<b>Unacceptable</b>
Girls: modest, not distracting to learning	Pierced body jewelry Boys: pierced earrings Visible tattoos Hats or sunglasses indoors

### 6<sup>th</sup> – 12<sup>th</sup> Grades – Specific

<b>Tops (6<sup>th</sup>-12<sup>th</sup> Grade)</b>	
<b>Acceptable</b>	<b>Unacceptable</b>
<p>All tops must have collars, sleeves, buttons, or ¼ zipper worn over a crewneck. All buttons must be fastened except for the top</p> <p>Sweater vests can be worn over a collared, sleeved, and buttoned top. Sweaters may be worn with or without a collared top underneath.</p> <p>Girls may wear crewneck tops with a scarf.</p>	<p>Tops that are sheer, form-fitting, expose the mid-riff, or display graphics or wording, camo, sweatshirts, hooded clothing, light jackets, winter coats — students needing to achieve warmth should wear tee shirts under acceptable tops</p>
<b>Bottoms (6<sup>th</sup>-12<sup>th</sup> Grade)</b>	
<b>Acceptable</b>	<b>Unacceptable</b>
<p>Dress Slacks or trousers</p> <p>Khakis/Dockers style pants: Any solid-color, relaxed fit</p> <p>Cargo or dress shorts, skirts, and dresses; all must be knee-length or below when standing</p>	<p>Form-fitting pants, camouflage, shorts or skirts worn above the knee, blue jeans, spandex, leggings, or yoga pants.</p>

<b>Shoes (6<sup>th</sup>-12<sup>th</sup> Grade)</b>	
<b>Acceptable</b> Dress shoes, athletic shoes, leather sandals with a heel strap	<b>Unacceptable</b> Any shoe without a heel-strap, high-heeled shoes, or crocs
<b>Hair (6<sup>th</sup>-12<sup>th</sup> Grade)</b>	
<b>Acceptable</b> Neat, clean, well-groomed, out of the eyes  Young men: clean shaven	<b>Unacceptable</b> Eccentric styles (including Mohawks), or unnatural colors
<b>Accessories (6<sup>th</sup>-12<sup>th</sup> Grade)</b>	
<b>Acceptable</b> Scarves, jewelry, and make-up on young women should be modest	<b>Unacceptable</b> Visibly displayed body piercings (other than ears for young women), tattoos, hats or sunglasses

### Spirit Wear

With the exception of hooded clothing in the classrooms, students are welcome to wear official DCS Spirit Wear every day at Decatur Christian School. PE uniforms are not spirit wear, and spirit wear is not a PE uniform. Students may wear hooded clothing before and after school, but during the school day, hooded clothing must remain in lockers. Please plan seasonally to be able to keep warm in the classrooms. Students needing to achieve warmth should wear tee shirts under acceptable tops.

Each Friday will be designated as a Spirit Wear Day. All students may wear clean, neat jeans (no holes or frays) only if worn with official DCS Spirit Wear. Without Spirit Wear, regular daily dress code applies (no spirit wear = no blue jeans).

### PE Uniforms

All 6<sup>th</sup> – 12<sup>th</sup> PE students must dress for PE in an official DCS PE uniform. For health and safety, athletic shoes must be worn at all times. DCS PE Uniforms may be purchased at registration or through the school office. Cold weather provisions will be addressed as cold weather approaches.

## General Disciplinary Procedures

Disciplinary Warnings: Teachers may write discipline warnings in the form of a detention for actions not becoming of a DCS student. This may include, but is not limited to: running in the hallways, jumping on another student, pushing, playing in a non-designated area, yelling, coarse or vulgar comments or humor, misuse of cell phones, etc.

- Tardiness: Being punctual to school is a habit we want students to begin early. A student arriving late to school or late to class will receive an “unexcused tardy” designation. An excused tardy will be accompanied by a note from a doctor or dentist, etc. Excessive tardiness may result in further disciplinary action.
- Probations: Students with low academic performance or are not meeting the behavior expectations of the school, may be placed on probation. This means a meeting with the family and principal and the Head of School will take place and very clear expectations will be established. After an agreed-upon period of time and expectations are met, students will be removed from probationary status. Students on probation may be ineligible for participation in athletics during the probationary period and may be ineligible for class trips. Students not meeting the requirements of probation could face suspension or dismissal from school.
- Detentions: All detentions will be served immediately after school on the day following the receipt of notice, unless otherwise scheduled through the administration. Therefore, a student receiving a detention on a Monday will serve it on Tuesday right after school. Students receiving a detention on a Tuesday will serve on Thursday, due to early Wednesday dismissals, and detentions earned on a Friday will be served on the following Monday. Detention lasts for thirty minutes. Students must come to detention with work to do or a book to read.

It is not the responsibility of the teacher or detention supervisor to provide study materials. Upon the third detention in any quarter the principal and Head of School will decide if a suspension is warranted.

- Suspensions: In the event a suspension is warranted, the student will serve the suspension at school for the entirety of the school day. Certain behaviors like fighting, vulgar/crude/disrespectful language could result in an immediate suspension.

Also, inappropriate use of social media including inappropriate words, graphic content, bullying, etc. will not be tolerated and could result in a suspension.

Suspensions, either in or out of school, may result in a lowering of a letter grade on all work the student is responsible for during the suspension period.

- Expulsions: It is the expectation of the school that expulsions would be extremely rare and earned only in severe circumstances. Expulsions may be considered by the administration upon the second suspension in any given school year. Expulsions will typically be served for the remaining part of the school year but may be modified depending on the situation and time of year it arises. These would occur in very severe situations.

## 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

A+	100 or more		C-	70
A	93		D+	67
A-	90		D	63
B+	87		D-	60
B	83		F	59 or Below
B-	80		S	Satisfactory
C+	77		U	Unsatisfactory
C	73		I	Incomplete

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

### ACADEMIC REPORTS

- Progress Reports – RenWeb generates weekly progress reports delivered via email. 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 – RenWeb generates quarterly report cards delivered via email.
- Parent Conferences – Conferences are scheduled the week after the 1st quarter report cards are received.

## GRADE PROMOTION

A student will be promoted to the next grade if mastery of current grade level subjects has been demonstrated. An elementary/middle school student receiving two or more failing grades for the yearly average may not be promoted to the next grade level. In order for a middle school student to be promoted to high school the student must pass all five core classes as defined on the following page. 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.

## DUAL CREDIT

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

## GRADUATION REQUIREMENTS

### Middle School

- Students must pass all five of the core academic areas based on a yearly grade average: (English, Bible, Math, Science, Social Studies)
- Students must pass the United States Constitution, the Illinois Constitution, and the United States Flag Test

## High School

### SENIOR ATTENDANCE

Seniors must be classified as a full-time Decatur Christian School student in order to participate in commencement and awards activities.

“Full-time student” is defined for seniors as a 12th grade student enrolled in classes at DCS through 5th period. A student may be enrolled in 5 classes or in 6 classes during that time period, depending on possible enrollment in a ‘zero hour’ class, such as Soul Purpose. A full-time senior may only be excused after 5th hour if enrolled in on-campus college coursework.

Because physical education is mandated, a full-time student may not be excused from that class unless enrolled in on-campus college classes. Students may be excused from physical education with permission from the coach and from administration during a season of interscholastic competition in which they are participants.

English	4 credits
Social Studies (including Constitution)	3 credits
Math	3 credits
Science	3 credits
Computer	1 credit
Fine Arts	1 credit
Foreign Language	2 credits
Consumer Education	½ credit
Health	½ credit
Bible	4 credits (1 credit for each year a student attends DCS)
P.E.	4 credits (1 credit 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 year and become pass/fail factor of the second semester Bible grade.

Electives must be taken to make up the difference between the number of credits earned by the required courses and the 26 credits needed for graduation.

Students must pass the United States Constitution, the Illinois Constitution, and the United States Flag Test.

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, English 9-12, and four years of Bible. (For transfer students, portions of the criteria may be waived by administration.)
- 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.



## HOMEWORK

Homework will be given to students at the discretion of the teacher to help reinforce concepts, to provide independent study time, and to help them prepare for tests. Typically, homework will not be assigned on Wednesdays with a Thursday due date in order to allow for church and family time. However, in the event that a project is due or a student is behind in work, Wednesday evening homework may become necessary.

## LATE WORK

All assignments are due on the date determined by the teacher. Special, extenuating circumstances sometimes arise. In these unusual cases, parents should notify the teacher of the situation which prevented the completion of homework. Teachers will be free to determine if extending grace is warranted. Otherwise, the following policy will be in effect school-wide:

- Drop one letter grade if not turned in when due.
- Drop an additional letter grade for each additional day work is not turned in.
- Students with incomplete assignments may be required to attend work sessions as determined by administration until assignments have been completed. This may include break and/or lunch. Ninth hour may also be assigned following communication with parents/guardians.

## MAKE-UP WORK

Students will be allowed 1 day to make up missed work for each day that was missed.

For example, a student missing school on a Tuesday, returning on Wednesday, will need to have the missed work turned in on Thursday.

## 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 3.0 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.

## 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](http://www.ihsa.org).

### STUDENTS

Eligibility - A student will be eligible to participate in sports as long as his/her cumulative semester grades do not reflect one F or two Ds. If a student receives a failing semester grade, he/she will be ineligible the following semester.

Character Requirements - A student who is involved in the athletic program must maintain a high degree of Christian character.

### PARENTS

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

## Laptop Agreement

### Student/Parent Laptop Agreement

#### Overview Introduction

Decatur Christian School is committed to preparing students to be technologically equipped. The 1-to-1 Initiative will immerse our students into a technology-rich instructional environment to become effective users and communicators of information in order to function in a technological society. Understanding and adhering to the following guidelines and procedures is necessary for the success of the program.

#### Terms of Laptop Loan

A parent/guardian laptop orientation meeting will be conducted during registration. The program and Student/Parent Laptop agreement will be explained. The parent/guardian(s) and student must sign the agreement in order for the student to be issued a laptop.

#### A. Terms of Loan

1. Decatur Christian School will issue a laptop computer to middle school/high school students upon compliance with the following:

- Completion of Parent/Guardian Orientation Meeting Session at registration
- Submission of signed Student/Parent Laptop Agreement
- Completion of Student Orientation Training Session first day of school

Legal title to the property (laptops) is with Decatur Christian School. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the following school policies:

- Internet/Computer Technology Agreement

- Other Guidelines as may be outlined in the Student/Parent Handbook.

2. Students may be subject to loss of privilege, disciplinary action, and/or financial responsibility for the laptop in the event of intentional or accidental damage and/or violation of policies and guidelines as outlined in the Student/Parent Laptop Agreement as well as the Decatur Christian School Internet/Computer Technology Agreement and conduct guidelines found in the Student/Parent Handbook.

3. The student will be notified if upgrades and/or maintenance is required.

#### B. Damage, Loss, or Theft

1. The student or parent/guardian is required to immediately notify a school administrator and file a police report in all cases of stolen or lost laptop. After filing the police report, the student or parent/guardian shall notify the school and submit a copy of the police report. Failure to report stolen property in a timely manner could result in compensation to Decatur Christian School for the depreciated value of the laptop. A replacement fee not to exceed \$600.00 may be assessed.

2. Willful and deliberate damages or neglect to the laptops will cause Decatur Christian School to charge the student/parent replacement and/or repair cost(s) based on fair market value.

#### C. Repossession

Decatur Christian School reserves the right to repossess the laptop at any time if the student does not fully comply with all terms of this agreement.

#### D. Appropriation

Failure to return the property (laptop, power cable, and charger) in a timely manner and/or the continued use of it for nonrelated school purposes will result in a hold on the student's account until all fees and/or fines are paid.

## E. Modification to the Program

Decatur Christian School reserves the right to modify the 1-to-1 Initiative or its terms at any time.

## F. General Care of the Laptop

1. Never attempt repair or reconfiguration of the laptop. Under no circumstances are you to attempt to open or tamper with the internal components of the laptop.
2. Student laptops in need of repair must be reported to the school office and/or IT personnel. Technical support is only available during school hours.
3. IT personnel will determine whether the laptop can be repaired on-site.
4. Guidelines to follow:
  - Dimming the LCD brightness of your screen will extend the battery run time.
  - Do not write, draw, paint, place stickers/labels or otherwise deface your laptop. Remember, the laptop is the property of Decatur Christian School.
  - Never put excessive weight on the laptop.
  - Liquids, food and other debris can damage the laptop. Avoid eating or drinking while using the laptop. DO NOT keep beverages, food or food wrappers in your book bag or carrying case containing the laptop.
  - Take care when inserting cords, cables and other removable storage devices to avoid damage to the ports. First, plug your power supply into the electrical outlet. Second, plug your power cord into your laptop. When disconnecting, reverse this process.

- Do not expose your laptop to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop. If your laptop has been in a very cold environment for an extended period of time, let it warm up before using it.
- NEVER leave your laptop in a vehicle.

## G. Cleaning Your Laptop

Routine maintenance checks on laptops will be done by Decatur Christian School technology support team. However, students are encouraged to perform simple cleaning procedures as outlined below:

- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen or laptop.
- Wash hands after eating before using the laptop to avoid build-up on the keyboard.

## H. General Security

1. Never leave your laptop unsecured. Laptops should be in a designated, secure storage facility (classroom), student's locker, or with the student when not in use.
2. During after-school activities, you are still expected to maintain the security of your laptop. Unsupervised laptops will be confiscated by staff, and disciplinary actions may be taken.
3. Each laptop has several identifying labels. (i.e. laptop name, serial number and student name). Under no circumstances are you to modify, remove, destroy, or exchange these labels.

## I. General Use of the Laptop

1. Students are REQUIRED to bring their laptop to school each day, with a fully charged battery. Students will not be given the use of a loaner laptop if they leave their laptop at home. Charging the laptop at school will be permitted and/or a dead battery exchange for a charged one will be available. Students leaving their laptop at home will be required to complete assignments using alternate means (as determined by the teacher).

2. Students will receive disciplinary referrals from their teacher for repeatedly failing to bring the laptop to class.

3. An otherwise functional laptop with a dead battery is not an excuse for late or missing work.

4. Laptop sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

5. Do not delete any folders or files that you did not create or that you do not recognize.

Deletion of files could result in laptop failure and will interfere with your ability to complete class work. Taking this action may result in your laptop being re-imaged.

6. A lost or deleted document is not an excuse for late or missing work.

7. Student laptops will be subject to routine monitoring by teachers, administrators and technology staff. Users shall have no expectation of privacy while using Decatur Christian School electronic information resources including the contents of computer files or communication undertaken by way of the computers and/or network. Teachers and/or Decatur Christian School administration may conduct an individual search of a student's computer, files, music, video, email or other related items at any time.

8. Conserve resources by using print preview and obtain teacher permission before printing.



9. Avoid using your laptop in areas which may lead to damage or theft. When using the power cord, do not leave the cord in areas that may cause a tripping hazard.

10. A written request for software installations must be made to the Decatur Christian School IT department and administration. Requests will be granted if deemed necessary for educational purposes. Under no circumstances will the student install or uninstall any hardware, software, or peripherals on the laptop.

11. Remember:

- Keep personal information about yourself or others off the laptop.
- Keep all passwords to yourself.
- You are responsible for your individual accounts. Take all reasonable precautions to prevent others from being able to use them.
- Do NOT loan your laptop to anyone.
- Notify a teacher immediately if you suspect problems with your laptop, including breach of security.
- To prevent loss or damage to your laptop, NEVER leave it unattended.
- Follow all rules so you will not lose privileges.

12. NEVER attempt to turn off, delete, un-install or in any way modify the security and content filter features that are on your laptop. Doing so will result in your losing the privilege of using the laptop.

13. All screens must be full bright and in plain view of the teacher.

## J. Printing

Students may use printers in the Computer Lab with permission. However, printing will be limited to only those things needed directly for instruction. A nominal fee will be charged for student printing on school printers.

## K. End of Year Collection Procedure

1. All students are required to return the equipment no later than the last final exam day at the end of the school year as designated on Decatur Christian School year calendar or upon leaving the school.

2. "Equipment" consists of laptop, power cable, charger, and mouse.

3. Decatur Christian School technical staff will clean and repair the laptops over the summer. If damage is discovered due to neglect or abuse, a fine will be assessed, based on fair market value.

## L. Parent Expectations

In order for students to experience all the success and benefits that this program can offer, Decatur Christian School encourages parents to:

- Monitor their student's appropriate Internet use and adherence to Internet guidelines when using their laptop. Parents should ensure that their child adheres to Internet guidelines established at home and at school.
- Help fill out required paperwork in the event that the laptop requires repair or is lost or stolen and report it no later than the next school day.
- Ensure that only the student will use this laptop for school-related purposes.

## M. Email

1. Email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
2. Students will abide by all email guidelines as outlined in this Laptop Agreement.

## N. Internet Access/Filtering

1. As required by the Children's Internet Protection Act, a current filtering solution (blocking and monitoring inappropriate websites) is maintained by the school system for school use on the laptop. The school cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet. Decatur Christian School will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.
2. Decatur Christian School will not provide internet access for home use.

## O. Student Login Procedures

1. School Use: Each student will be assigned a username and password. The username and password will allow the student to login to the laptop at school when he/she is connected to Decatur Christian School network and at home. Students are responsible for backing up data that is important to them.
2. Home Use: Use of the laptop away from Decatur Christian School network will only differ in that a connection to the school's server will not be available. To backup important data while away from school, students will need to use an online storage website, the laptop's hard drive, or a thumb drive.

3. DO NOT share usernames and passwords! Students are responsible for anything and everything that is done using their laptop or their login.

#### P. Privacy and Safety

Personal information such as a home address, home phone number, information about family members, or personal interests shall not be published on a publicly accessible website or publicly accessible area of a website by means of the Decatur Christian School laptop.

#### Q. Technology Policy

It is the policy of Decatur Christian School to mandate and expect that technology, including the internet system be used in a responsible manner. Decatur Christian School has established policies and procedures for the use of all technology systems along with rules governing the behavior for accessing the system. All electronic communications, including email and internet communications should conform to the school's acceptable use policies. Those who do not comply with the standards of behavior outlined in the Internet/Computer Technology Agreement, Student/Parent laptop Agreement or Parent/Student Handbook may lose their privileges to use the system and/or be subject to disciplinary action that may result in the loss of network privileges and/or additional disciplinary action up to and including referral for legal action.

The purpose of the Internet is to augment our information base and enhance the students' learning experience.

Students shall have no expectation of privacy when using Decatur Christian School email or computer systems. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any email or computer application or information on the school computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students, who violate these rules or any other classroom rules relating to computer use, are subject to disciplinary action up to and including suspension from school.

#### R. Technology Usage Guidelines

In school, student access to, and use of, the Internet will be available only through teacher/adult designee supervision and as such should be under teacher direction and monitored as any other classroom activity. Users shall promptly report to a teacher or school administration any message received that is inappropriate or makes the user uncomfortable. In school, email access use for students may be used for classroom related use only.

Email is not guaranteed to be private. Personnel who operate the system do have access to all email. Messages relating to or in support of illegal activities will be reported to authorities.

All copyright issues regarding software, information, and attributions of authorship must be respected. If you are unsure whether or not you can use a specific item, you should request permission from the copyright owner. Copyright law can be very complicated. If you have questions, ask your teacher. The unauthorized copying or transfer of copyrighted material may result in the loss of network privileges.

1. Do not use abusive, vulgar, profane, lewd or inflammatory language in email messages.
2. Make your messages short and to the point. Do not tie up the network by downloading large files or sending huge mailings.
3. Do not reveal your personal address, phone numbers, social security number or any other personal information.

4. Do not vandalize laptops, computers, network devices, or alter software.

5. Do not deliberately spread computer viruses.

6. Do not intentionally search for, view, and/or distribute inappropriate materials.

7. In compliance with federal guidelines, Decatur Christian School has installed and maintains a filtering device that is monitored on a regular basis. Access to the Internet is not a right, but a privilege. If students violate rules they will lose access privileges and may be subject to disciplinary action.

8. Comments that are sexually suggestive, humiliating, or threatening are not allowed.

9. Email or posted messages which include insulting words or expressions which intend to injure, intimidate, bully, or harass others are not allowed. These prohibited behaviors include, but are not limited to, derogatory comments with respect to race, religion, gender, age, or disability.

10. While the school respects the right of employees and students to use social media to communicate with others, any postings referencing Decatur Christian School shall always be positive and respectful of the school, Decatur Christian School employees, parents, and students.

Any take-home technology (i.e. laptop) shall be used in the same manner as if it were at school.

#### Examples of Inappropriate Use

- Deleting any folders or files you did not create or that you do not recognize
- Sharing login/password with another person
- Logging on to another person's computer without the teacher's/administration's permission

- Using laptops not assigned to you (Teachers may allow students to look on with another student for instructional purposes only)
- Removing labels and identifying stickers on the laptop
- Using proxy sites to bypass web filtering
- Videoing or taping on school property (not permitted unless it is related to a school assignment)
- Emailing or chatting during class when not related to a school assignment
- Using profanity
- Gaming
- Cheating

Consequences include but are not limited to:

- School suspension
- Loss of technology privileges up to a semester

Examples of Unacceptable Use

- Inappropriate communication to the faculty or staff
- Threats and/or cyber bullying of any kind
- Using a laptop to plan a fight, cause harm or commit a crime
- Logging onto a laptop/application using a stolen login
- Possession of inappropriate files
- Pornography can be a felony offense and if so will be turned over to authorities

- Manufacturing – using a camera to create inappropriate pictures/movies
- Distributing – sending/sharing inappropriate files with other individuals
- Images of weapons
- Gang related files
- Bootleg movies or music
- Intentional actions which are harmful or potentially harmful to the laptop, charger, and/or power cord
- Habitual and intentional disregard for the laptop

Consequences include but are not limited to:

- After school detention, school suspension, disciplinary probation, dismissal and being reported to the authorities



### Acceptable Use Policy Agreement (Read Carefully)

I HAVE read and understand all the terms of the Student/Parent Laptop Agreement. I AGREE to allow my child to participate in Decatur Christian School 1-to-1 Initiative.

I HAVE discussed the Student/Parent Laptop Agreement and Decatur Christian School Policies that include Technology Policy and Technology Usage Guidelines with my child and will ensure that he/she complies with all documented terms, including the acceptable and prohibited use provisions in the Agreement. I acknowledge and understand that my child will have access to the Internet and may be subject to the risks associated with Internet usage, including those associated with adult sites, chat rooms, social networking sites, and other unauthorized Web sites.

I AGREE that neither Decatur Christian School nor its employees shall be liable for any harm resulting from the aforesaid risks.

I AGREE to allow my child to take the school-issued laptop home. I further agree that while at home the computing resources will be used as an educational tool.

### Hold Harmless Agreement

In consideration for being allowed to use a laptop for the purpose of enhancing delivery of instruction through advanced technology, I hereby agree to waive and to indemnify, defend, and hold harmless Decatur Christian School and its employees from and against all claims, demands, suits, liabilities, damages, losses, and expenses resulting from or arising out of the use of the property described in this agreement, which causes bodily injury, illness, death or other damage to persons or property.

Please sign Parent Permission Agreement.

## Photo Release Agreement

As part of our development program, Decatur Christian School occasionally uses photography for publication purposes. We would like your permission to photograph your student for inclusion in these publications. This would include our yearbook, website, newsletters, brochures, fliers and other like materials. The images will remain the property of Decatur Christian School and will be used for the designated purpose of promoting Christian education in Central Illinois.

I grant permission to Decatur Christian School to use photographs taken of my student for publications such as the yearbook, website, newsletters, brochures, fliers and other like materials without notifying me. I hereby waive any right to inspect or approve the finished products, whether printed or electronic. I waive any right to royalties or other compensation arising from or related to the use of the photograph. I hereby agree to release and hold harmless Decatur Christian School and its employees, including any publisher and/or distributor of the finished product in part or in whole, whether on paper, via electronic media, or on web sites, from and against any claims, damages or liability arising from or related to the use of the photographs. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release. Please sign Parent Permission Agreement.

## Internet Usage Agreement

All use of Decatur Christian School's computer hardware, school software and network connections, including the Internet, shall be consistent with the school's goal of promoting educational excellence. This Internet Usage Agreement does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided.

The failure of any user to follow the terms of this Internet Usage Agreement will result in the loss of privileges, disciplinary action ranging from detention to suspension or expulsion, and/or appropriate legal action. Disciplinary actions will follow the appropriate categories in the Ownership in Education handbook, i.e. forgery, insubordination, obscenity or vandalism.

### Terms and Conditions

1. Acceptable Use - Access to the Decatur Christian School's computer hardware, software and network systems, including the Internet, must be for the purpose of education or research. STUDENTS ARE RESPONSIBLE for their behavior on the school computer networks, just as they are in a classroom.
2. Privileges - The use of the school's computer hardware, software and network systems, including the Internet, is a privilege, not a right, and inappropriate use will result in the loss of privileges, disciplinary action ranging from detention to suspension or expulsion, and/or appropriate legal action. Student may also be dropped from the course with a grade of "F" and may not be allowed to use the computer system.
3. Unacceptable Use - Each student is responsible for his/her actions and activities involving the networks. Some examples of unacceptable uses are:
  - a. using the hardware, software or networks for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation;

- b. unauthorized downloading of software or installing software;
- c. using hardware, software or networks for private financial or commercial gain;
- d. wastefully using resources, such as file space;
- e. gaining unauthorized access to resources or entities;
- f. invading the privacy of individuals;
- g. using another user's account or password;
- h. posting material authored or created by another without his/her consent;
- i. posting anonymous messages or downloading copyrighted material without approval of the lab instructor for other than personal use;
- j. accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material;
- k. using the hardware, software or networks while access privileges are suspended or revoked; and physically or electronically tampering with computer resources by changing, deleting or altering system settings, software or hardware other than the student's own file.

4. Computer Network Etiquette - Each student is expected to abide by the generally accepted rules of computer etiquette. These rules include, but are not limited to the following:

- a. do not reveal the personal address or telephone number of any student or faculty member;
- b. do not use the hardware, software or networks in any way that would disrupt its use by other users;

- c. consider all communications and information accessible via school networks or the Internet to be private property;
- d. use appropriate language. Do not use vulgarities or any other inappropriate language;
- e. recognize that electronic mail (E-mail) is not private
- f. be polite, do not become abusive in any message to others.

5. No Warranties - Decatur Christian School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages suffered by any student. Use of any information obtained via the school's networks is at the student's own risk. Decatur Christian School denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification - The user agrees to indemnify Decatur Christian School for any losses, costs or damages, including reasonable attorney fees, incurred by the school relating or arising out of any breach of this Technology Acceptable Use Policy.

7. Security - Network security is a high priority. If any student can identify a security problem on any school network or the Internet, the student must notify the teacher or building principal. Students must not demonstrate the problem to other users. Each account and password must be kept confidential.

Do not use another individual's account. Attempts to log-on to any network as a system operator will result in loss of user privileges, disciplinary action and/or appropriate legal action. Any user identified as a security risk may be denied access to the school's networks, as well as the Internet. People who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to, or in support of, illegal activities may be reported to the authorities.

8. Vandalism - Vandalism will result in loss of user privileges, disciplinary action ranging from detention to suspension or expulsion and/or appropriate legal action. Vandalism is defined as “malicious attempt to harm or destroy data of another user, the Internet or any other network”. This includes, but is not limited to, uploading or creating computer viruses.

9. Telephone Charges - Decatur Christian School assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per-minute surcharges and/or equipment or line costs.

Grades K - 12: Each student AND his or her parent/legal guardian must sign the Parent Permission Agreement before being granted access to the school’s hardware, software or computer network systems, including the Internet.

By signing the Parent Permission Agreement each K - 12th grade student agrees to the following:

I have read the Decatur Christian School Internet Usage Agreement. I agree to follow the rules contained in the Agreement. I understand that if I violate the rules, my use of the Internet and other technology use privileges may be terminated, and I may face other disciplinary measures. I hereby release Decatur Christian School and its Board of Education, employees and agents from any claims and damages arising from my use, or inability to use these systems and services.

By signing the Parent Permission Agreement each parent agrees to the following:

As the parent or legal guardian of the student signing above, I have read the Decatur Christian School Internet Usage Agreement and grant permission for my son or daughter to use technology in the school and to access the Internet. I understand that the school’s computing resources are designed for educational purposes. I also understand that it is impossible for the school to restrict access to all controversial materials, and I will hold harmless Decatur Christian School, its employees, agents and Board of Education for any harm caused by materials of software obtained via Decatur Christian School’s networks.

Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of the Internet Usage Agreement with my child. I hereby request that my child be allowed access to Decatur Christian School's computer hardware, software, and network systems, including the Internet, unless otherwise stipulated.