

Deer Creek Christian School Student/Parent Handbook

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General Information

Mission Statement

The Deer Creek Christian School is a Biblically based ministry working with families to prepare students for a Christ-centered life through excellence in education and a commitment to integrating the love of God throughout the school.

School Office and Administrative Information

Deer Creek Christian School
 425 Exchange Street
 University Park, IL 60466
 (708) 672-6200
 Fax (708) 672-6226

School Schedule

- 8:10 a.m. - 8:25 a.m. Doors are opened for students to arrive at school. All students are to assemble in a designated area and stay in their class lines.

- 8:20 a.m. Jr. High is released to classrooms.

- 8:25 a.m. K-5 teachers lead their class to the classroom.

- 8:30 a.m. Class begins and the front doors are locked. Students arriving after 8:45 a.m. are to sign-in at the school office and receive a late pass.

- 11:30 a.m. - 12:00 p.m. All Day Pre School, Pre Kindergarten, Kindergarten, first and second grades eat lunch. Third through fifth grade have recess.

- 12:00 p.m. - 12:30 p.m. Third through fifth grades eat lunch. All day Kindergarten, first and second grades have recess.

- 12:12 p.m. – 12:50 p.m. Sixth through eighth grade eat lunch and have recess.

- 3:00 p.m. – 3:10 p.m. School is dismissed. Any student not picked-up will be charged a \$5.00 late fee. Children not picked up by 3:15 will be sent to Extended Care and charged accordingly.

Emergency Closing Information

When weather conditions are extreme and/or dangerous you may use the following resources to find out information about whether school will be in session.

The Tribune has a **website** that lists school closings/delays: <http://www.emergencyclosings.com/complete.html>

Watching or listen to:

WGN Radio, WBBM Radio, WGN-TV, CLTV, Fox, ABC Ch. 7, NBC Ch. 5, and/or CBS Ch. 2

Administrative Staff

Principal – Roger Everett
 School Secretary – Susan Wakeford
 Business Manager – Linda Salazar

Teachers

Pre-k/Pre-school – Candi Popko/Heather VanZyl
Kindergarten – Robin VonThaden
First Grade – Kendra Oprondek
Second Grade – Wendy Conrad
Third Grade – Debi Johnson
Fourth Grade – Cherilyn Klomp/Nanci Natale
Fifth Grade – Amy Thompson

Jr. High Science/Math – Ron Kuiper
Jr. High Bible – Ruth Maynard
Jr. High History – Ryan Hale
Jr. High English/Reading – Ryan Hale
Art – Shelli O'Brien
Librarian/Jr. High Math – Julie Wroughton
Physical Education – Mike Lawrence

School Board Meetings

The DCCS School board meets the second Monday of each month with very few exceptions. Check your school calendar for specific dates. Parents may come and sit in on the board meetings. If you feel you need to address the school board you will need to call the principal on the Thursday before the board meeting to secure a time.

Admission Policy

Admissions are subject to class size limitations.

Admission Requirements for New Students

Admission at DCCS requires the following:

- Completed application form.
- Paid application fee. (Non-refundable)
- Submission of student records from prior school.
- Submitted medical record.
- Signed financial policy.
- Completion of an entrance test for all new students, kindergarten through eighth grade. There is a non-refundable \$50 application and examination fee to be paid prior to the test.
- Completion of parent questionnaire.
- Completion of the student questionnaire for students entering grades fourth through eighth grades.
- Completion of a family interview.
- All students entering kindergarten must be at least five years of age on or before September 1st of the school year. Pre-kindergarten students must be four years of age on or before September 1st of the school year. Pre-school students must be three years of age and potty trained on or before September 1st of the school year.
- Once accepted, the registration fee must be paid.

New student registration begins at 3:00 p.m. the school day following returning student registration. Students registered during open registration will be prioritized according to the date and time of the submission of their application and paid registration. After the maximum number of students have been registered for a class, prospective students will be placed on a waiting list.

Admissions Decisions

Regular Admission

Regular admission will be granted to a student upon review by the academic team. The academic team consists of the principal, a classroom teacher, and a member of the academic committee.

Probationary Admission

Probationary admission may be granted to a student by the academic team, which will meet with the parent/guardian to discuss the probationary conditions. The academic team will review probationary admissions

at the end of the quarter and a one-quarter extension may be granted. If the necessary corrections have not occurred, the student may be denied continued enrollment at DCCS.

Registration for Returning Students

The first week of registration is reserved for returning students. Siblings of returning students may register at the end of the week. On the Sunday following returning student registration, children of members of the Deer Creek Christian Church may register.

To guarantee a reserved place for the next school year, the following is required:

- Completed student profile application form.
- Signed financial policy.
- Paid registration fee.
- Student account balance must be current.

Academic Policies

Class Size

It is our intent to limit class sizes for the Pre-School to 18, Pre-Kindergarten and Kindergarten classes to 20. The maximum classroom enrollment for grades first through eighth is 24 students.

Grading Standards

The following chart is the grading standard used in the school. Report cards will be issued at the end of each nine week quarter. A mid-quarter report will be issued for all students in first through eighth grade.

Kindergarten and First Grade:

- E – Excellent progress in acquiring skill
- G – Good progress in acquiring skill
- S – Satisfactory progress in acquiring skill
- N – Needs more time to acquire skill

Second through Eighth Grades:

Letter Grade	Percentage Range
A	= 92-100
A-	= 90-91
B+	= 88-89
B	= 82-87
B-	= 80-81
C+	= 78-79
C	= 72-77
C-	= 70-71
D+	= 68-69
D	= 62-67
D-	= 60-61
F	= 59 & below

The report card will also reflect the level of effort and attitude of the student. The following marks will be used:

- E – Exceptional
- G – Good progress in acquiring skill
- S – Satisfactory
- N – Needs improvement

An ‘incomplete’ will be issued when the teacher determines there are justifiable reasons for the work to be late. The grade will be lowered if the work is not completed within the time defined by the teacher.

Awards

At the conclusion of each quarter the following awards will be issued:

Principal’s Award: Straight A’s

Honor Roll: All A’s and B’s

B.U.G. (Brought Up Grades) – Awarded after the second, third, and fourth quarters.

Timothy Award – Awarded to student(s) who exemplify Christian character. (Timothy 4:12)

Barnabas Award – Awarded to student(s) who encourage others. (Acts 11:23)

Daniel Award – Awarded to students for effort. (Daniel’s life reveals consistent effort in all his endeavors.)

Perfect Attendance Award – Awarded to students with no absences, no tardies, and no dismissals from class except for school sponsored activities.

Academic Probation

A student with less than a C overall average at the end of a quarter will be placed on academic probation. A conference will be held with the student, parents, and academic team to discuss the probation. During the probationary quarter the student will not be eligible to participate in extra-curricular activities. At the conclusion of the probationary quarter, a conference will be held with the student, parents, and the academic team to determine the status of the probation. If the student has not achieved the required grades, an additional probationary quarter may be granted or the student may be denied continued enrollment. No student will be on academic probation for more than two consecutive quarters.

Promotion

Promotion will be based on satisfactory progress and completion of the DCCS course of study. The DCCS Board will grant a diploma to eighth grade students who have successfully completed the DCCS course of study.

Homework

Teachers, students and parents must work together to ensure the success of the homework experience.

Student Responsibilities

It is the responsibility of the student to complete assigned homework. In order to accomplish this task, the student must learn to plan and budget the necessary study time. It is the student’s responsibility to seek additional clarification and assistance from the teacher.

Parent/Home Responsibilities

Parents should recognize the important role of homework to the total instructional program of their child. Parents should make themselves aware of the assignments and expectations of the school and the individual teacher. Parents should provide a suitable place and environment in the home for the completion of homework assignments. Parents should help their child plan and budget the appropriate amount of study time. Parents should consult with the teacher should concerns arise related to homework assignments.

Homework Hotline

The homework hotline is easily accessible by calling the school at 672-6200 and then dialing the classroom extension. The hotline is updated daily. The classroom extensions are as follows:

Pre School - ext. 37

Pre Kindergarten – ext. 38

Kindergarten – ext. 12

First Grade – ext. 23

Second Grade – ext. 25

Third Grade – ext. 31

Fourth Grade – ext. 30

Fifth Grade – ext. 28

Jr. High Science/Math – ext. 29

Jr. High Math (Mrs. Wroughton) – ext. 19

Jr. High History – ext. 24

Jr. High English/Reading – ext. 24

Jr. High Bible – ext. 16

Tutorial Services

Students, who need short term help in a subject, may arrange a mutually convenient tutorial time with the teacher. Students who need long term help in a subject may arrange for the services of the teacher or an

outside tutor. The parents will be required to pay the cost for the service. Any tutoring should coordinate objectives and methods with the child's teacher.

Parent/Teacher Conferences (Grades K-8)

DCCS believes it is critical for school and home to work together. Teachers will use letters, phone calls, progress reports and report cards to communicate with the parents. Either the teacher or the parent may call a formal conference whenever a need or concern is identified. A phone call or informal meeting may be all that is needed. Twice a year parent teacher conferences are scheduled.

Handling Concerns

Matthew 18 offers the best method in which to settle a complaint against another.

The steps for handling a parent concern about a teacher or a teacher concern about a parent follow the same Biblical pattern:

- The parent meets privately with the teacher to seek a resolution in a spirit of reconciliation.
- If there is no resolution, the parent takes another neutral adult and meets with the teacher in the spirit of reconciliation.
- If there is no resolution, the parent meets with the teacher and the administrator to seek a resolution in a spirit of reconciliation.
- If there is still no resolution, the problem may be presented to the entire school board, which then calls upon the parties involved as seems warranted, all in a spirit of reconciliation. (*Serving GOD on the Christian School Board*, [Colorado Springs, Co: ACSI, 2004], 54)

Computer Use

“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.” Phil. 4:8

Computer access conditions:

1. The use of school computers must support education and research that is assigned in a Deer Creek Christian School class and is consistent with the objectives of Deer Creek Christian School. Transmission of any material that is threatening or obscene is prohibited. All material must be in compliance with U.S. federal or state regulations.
2. Students are expected to follow generally accepted rules of computer etiquette. These rules include but are not limited to: transmission of any vulgar or abusive language, expressions of bigotry or hate, sexually explicit material, and/or any material that would be considered non-Christian.
3. Security on school computers is a high priority. Any user identified as a security risk will be denied access to school computers.
4. There is no right of privacy from system administrators. Any use of school computers is accessible to school personnel and the material will be evaluated as to its appropriateness. School personnel reserve the right to examine any activities and/or communications on the computer.
5. The use of school computers to access personal email is prohibited.
6. Use of school computers and the Internet is a privilege and may be revoked at any time.

In order to enhance student learning and promote a technological savvy student, Deer Creek Christian School provides computer classes with internet availability. Deer Creek Christian School believes that the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of the resources. Within the context of our mission statement, the Internet connection will be used to meet the goals in our curriculum. Specifically, students will have the opportunity to enhance their learning through:

- . providing a wealth of additional resources for reference and research.
- . consulting with experts in a variety of fields.
- . learning to conduct searches, evaluate resources, and locate relevant material.
- . interacting with up-to-date primary resources.

In order to assist students in learning to use the Internet correctly, the school will do everything it can to ensure that students access the resources appropriately. This includes providing:

- . a connection that is protected by a filter, which is designed to block sites that are objectionable in content, language, and a variety of information.
 - . supervision of students while they are using the Internet. The Internet connection will be running only when there is proper supervision.
 - . training for students that clearly spells out what is appropriate and what is inappropriate.
- Students will be given general instruction about information that is available on the Internet, how

to search the Internet, how to save and print Internet information. They will also receive instruction on citing and the evaluation of sources.

It is to be understood that Internet access for students is a privilege, not a right.

The Internet user is held responsible for his/her actions whenever using the Internet. Unacceptable uses of the Internet will result in the suspension or revoking of these privileges. Some examples of unacceptable use include but are not limited to:

- . using the Internet for any illegal activity.
- . using the Internet for financial gain or initiating any financial transactions.
- . misuse of the equipment or the disruption of the system performance. Any security problems must be reported immediately to school personnel.
- . vandalizing the data of another user.
- . wasteful use of resources.
- . gaining unauthorized access to resources, including attempting to get around the filter.
- . downloading viruses or attempting to circumvent virus protection programs.
- . violating the spirit of the Deer Creek Christian School mission statement.

If a student misuses the computer by accessing inappropriate or restricted web-sites or further violates the internet policy then there will be consequences. Initially there will be suspension of the student's computer access privileges and such consequences may extend all the way up to and including expulsion.

The Internet user and his/her parents must understand that he/she uses the Internet at his/her own risk.

Considering the provisions mentioned above, DCCS cannot assume responsibility for:

1. The reliability of the content of a source received by the user. Students must evaluate and cite resources properly.
2. Costs that the student incurs if they request a product or service for a fee.
3. The disruption of Internet service.

Attendance Policies

Absences

DCCS has designed an instructional program that is a progressive and sequential experience. It is very important for the students to attend all classes to fully benefit from the program. Failure of a student to attend class is regarded as a serious matter.

When a student is absent due to personal illness or family matters, it is the responsibility of the parent to notify the school office by 9:00 a.m. the day of the absence. If notification has not been received, the school will make every effort to contact the person responsible for the student in order to determine the reason for the absence. The students will have a period of time equal to the number of days of the absence to complete missed work. Work or tests that were announced before the absence may be due the first day of the student's return, at the discretion of the teacher.

When an absence is known ahead of time, it is the responsibility of the parent/guardian to notify the teacher and obtain the work the student will miss. The assigned work will be due when the student returns. Cooperation between the parent, teacher and school is very important. We suggest family vacations be scheduled around the school's calendar.

Absences may not exceed 20 days per school year or the student may be in danger of failing the current grade.

Field Trip Attendance Policy

All field trips are considered part of the academic school year at DCCS. If a student has knowledge they will not be attending a field trip, a two day written notification will be required from the parent that their child will not be attending the designated field trip in order for an assignment to be arranged. This written notification will be given to the teacher and filed with the office. The student will be required to attend school and complete the assignment in the time designated by the teacher. If a student misses a field trip because of sickness the assignment will be at the discretion of the teacher.

Tardiness

Students should arrive between 8:10 a.m. and 8:25 a.m. Students who arrive after 8:30 a.m. will be considered tardy. These students will be marked tardy when they report to their classroom.

The tardy policy is as follows:

1-3 tardies per quarter Verbal/Written warning

Truancy and Cutting

Truancy is an absence without the knowledge and consent of parents/guardian and/or school staff. Cutting refers to leaving school for any part of the school day, or choosing not to attend class while at school, without proper permission. Truancy and/or cutting will result in disciplinary action. Repeated truancy and/or cutting may result in expulsion from DCCS.

Student Behavior Management

Student, Parent, and Teacher Expectations

Deer Creek Christian School is committed to fostering a nurturing, reverent school community. Students, teachers, parents, board members, and the larger group of people that comprise our school community are to work at creating a healthy community atmosphere. Parents, teachers, and the school must cooperate fully with each other in order for this type of environment to flourish. The school feels that each member of our school community should be held responsible for their contribution to the health of our community atmosphere. The school reserves the right to administer appropriate discipline measures to any one who is not contributing to the establishment of our nurturing, reverent school community. Disciplinary actions may take the form of consequences to attending students as deemed appropriate for behavior by parents or other family members of students that are determined to be contrary to our school's nurturing, reverent community.

School Rules

1. Respect your-self, others, and the school.
2. No chewing gum.
3. No electronic entertainment devices will be allowed in school. (example: PSP's, Nintendo DS, ipods, MP3 players, etc.) Cell phones must be turned off and stored in a bag or locker during school hours.
4. Walk quietly in the halls and the classroom.
5. Purses are to be stored in student's lockers during school hours.
6. Middle school students will be issued a locker. Lockers are property of Deer Creek Christian School and the school reserves the right to inspect them at any time. Inappropriate material is not to be posted and will be removed. No stickers are to be placed in or on the locker.

Classroom rules and procedures

Each teacher at DCCS is responsible for creating a classroom environment that exudes respect and caring. Because each teacher has the freedom to create their own educational environment that is conducive to their teaching style, rules and procedures may vary from classroom to classroom. At the beginning of the school year each classroom teacher will communicate in writing his/her rules and procedures for students.

Consequences of Behavior

When a student chooses to be disrespectful, demonstrate a lack of caring, or shows disregard to the school and/or classroom rules and procedures, that student will be given a consequence or consequences that are intended to help the student reflect on the choice(s) that he/she made. It is our intentions to have a student learn to modify his/her behavior through the consequence(s) that are given. Since the classroom teacher is responsible for maintaining his/her classroom environment, the majority of inappropriate actions and speech will be handled in the classroom by the teacher. On occasions when a student's choices create an adverse teaching or community environment that is a major disruption or safety concern, the principal and/or police will be notified and will provide the needed assistance with the situation.

On the following page there is a list of definitions for possible consequences. It is not an exhaustive list. Teachers and the principal may apply other disciplinary measures that are not listed below.

Explanation of Consequences

Before-School Detention

Before-school detention will be held every Tuesday and/or Thursday before school from 7:30–8:15 a.m. The parent/guardian will be contacted and will be required to sign a form acknowledging the detention. The student is required to serve the detention on the assigned day. If the student is late or fails to appear,

he/she will be required to serve an additional before-school detention. If a student fails to appear for a before-school detention two consecutive times, they will automatically serve a one-day suspension. The student will be able to return only after a conference has taken place with the administrator, student, and parents. The student will not be allowed to communicate with other students serving detention. The third and subsequent before-school detention in a quarter will require a meeting with the principal and parents.

In-School Suspension

Depending upon the infraction, the principal may issue an in-school suspension. The parent/guardian will be contacted and will be required to sign a form stating their knowledge of the suspension. An in-school suspension requires the student to attend school and to report to the principal's office instead of their classroom. The student will not be able to participate in any school and extracurricular activities for the duration of the suspension. The student will remain in the in-school suspension area (room 400 or other designated area) and complete all assigned work for the day. Adult supervision will be provided throughout the day. The parent will be required to pay \$50 to cover the costs of the supervision.

Out-of-School Suspension

Depending on the severity of the infraction, the principal may suspend a student up to three days. A parent conference will take place to explain the reason for the suspension and the change in behavior that is expected from the student. The student will be required to complete all assignments missed. Assignments can be picked up at the end of the school day from the office. All assignments will be due the day the student returns to class. If the student's behavior does not improve, expulsion from school may result.

Expulsion

A student may be expelled by action of the DCCS Board on the recommendation of the principal. A parent conference will take place to explain the reason for the expulsion. Re-admission for any subsequent school year will require a conference with the student, parent, and principal, and DCCS Board approval.

Extreme Behaviors

The following behaviors are considered extreme and will not be tolerated. Any such behavior may result in severe consequences such as removal from class, student-parent-teacher-principal conference, detention, suspension, or expulsion. In situations that are considered criminal, the school principal will contact the local police. Deer Creek Christian School will make an effort to contact parents before a student is interviewed by a police officer. In criminal matters the school reserves the right to discipline the student for their actions. This discipline is considered a separate school matter from the criminal accusations or charges that are filed against the student.

- 1. Threats against school personnel or other students.**
- 2. Disrespect for those in authority.**
- 3. Improper speech, vulgarity, profanity, lying, cheating, stealing, and fighting.**
- 4. Destruction of property (expense incurred will be applied to the students account).**
- 5. Possession of weapons, firearms, cigarettes, drugs, or alcohol.**

Harassment, Intimidation, and/or Bullying

Deer Creek Christian School intends to provide a safe environment for all students and personnel. Harassment, intimidation, or bullying will not be tolerated. Instances of harassment, intimidation, and/or bullying should be reported immediately to the administrator or to another authority if the administrator was involved. Complaints shall be discreetly investigated and acted upon according to the findings. Consequences for any student engaging in such actions could result in suspension or expulsion, depending on the severity of the offense.

Plagiarism or Academic Cheating

Plagiarism means any act of using, without acknowledgment, the ideas, writings, or inventions of another, either word for word or in substance, and representing them as one's own. Examples of this can be failure to use quotation marks, foot notes, or bibliography to indicate material used directly or substantially from other sources in written or oral reports. This definition would also apply to themes, poems, musical compositions, research reports, reviews, or to any other work done in preparation for school assignments. Penalty: Student will receive a "0" grade and disciplinary action.

Academic Cheating means the attempt to obtain knowledge, information, or material from another person or source of information and to submit such work as the work of the student. For example: giving or

receiving aid during a testing period, lending one's own work, or acquiring the work of another for the purpose of submitting all or part thereof as the work or product of the student. Penalty: Student will receive a "0" grade and disciplinary action.

Standards of Dress (Uniforms) *(Updated Aug. 2009)*

The Standards of Dress at Deer Creek Christian School requires uniforms to be worn by all students (K-8). All students are to wear uniforms, which have been laundered and pressed, presenting a neat appearance at all times. Uniform pieces should always maintain their original color. Tears in uniform clothing must be patched or sewn. Shoes must be tied. Shirts must be tucked in. Personal grooming is an important aspect of school life.

Uniform jumper, skirt, or slacks can be ordered from the uniform company or purchased from a local vendor. Uniforms purchased from a local vendor must be solid navy blue and must not display any logo or top-stitching of any color other than navy blue.

The DCCS Uniform Code is as follows:

Girls (K-3)

- Uniform jumper (knee length)
- White blouse with collar or white turtleneck
(white sweaters with collars are not allowed)
- Blouse must be short sleeved or long sleeved (no sleeveless)
- Tights, knee socks or crew socks (white, red, navy blue or black)
- Solid black shoes

Options for girls (K-3)

- Tie
- Solid red or navy cardigan sweaters
- Navy blue dress slacks, may be worn from October 15th to April 1st.

Girls (4-8)

- Uniform skirt, two kick pleat skirt or split skirt (knee length)
- Solid red or navy sweater or vest
- 1. White blouse with collar or white turtleneck
(white sweaters with collars are not allowed)
- Blouse must be short sleeved or long sleeved (no sleeveless)
- Tights, knee socks or crew socks (white, red, navy blue or black)
- Solid black shoes

Options for girls (6-8)

- School sweatshirt (must be ordered through the uniform company) over a white blouse with collar or turtleneck
- Navy blue dress slacks, may be worn from October 15th to April 1st.

Boys (K-8)

- ❑ Navy blue dress slacks with belt loops
 - ❑ Pants need to fit and be worn properly
 - ❑ Black, brown or navy belt
- ❑ White shirt with collar (short or long sleeved) or white turtleneck
- ❑ White, navy blue or black socks
- ❑ Solid black shoes
- ❑ No earrings

Options for boys

- ❑ Tie
- ❑ May wear a solid red or navy blue sweater or sweater vest
- ❑ Navy blue dress shorts, with belt loops, may be worn from the beginning of school until October 15th and from April 1st until the end of the school year.
- ❑ **6th –8th grade only** – School sweatshirt (must be ordered through the uniform company) over a white shirt with collar or turtleneck

All Students (K–8)

- ❑ Uniform shoes must be all black, no visible logos or brand names; if shoes require laces they must be black. Backless shoes and sandals are not to be worn.
- ❑ Hair accessories must coordinate with the uniform plaid. The coordinating colors are red, navy blue, white and black. Gold or silver metal accessories may be worn
- ❑ Hair should be kept clean and neat
- ❑ Jewelry must be simple and appropriate (example: no large chains or large dangle jewelry, no body pierced jewelry allowed other than earrings)
- ❑ No tattoos

Gym Uniforms

Students in grades 5-8 must purchase a gym uniform through the uniform company. They are required to wear the proper uniform shorts, t-shirt and non-marking gym shoes. Students in grade 4 and below will not change clothes for gym class, but will be required to have non-marking gym shoes.

Uniform Violation Policy

1st offense in a quarter – The student will be warned and a Uniform Violation Notice will be sent to the parents. The parent must sign the notice and return it the following school day. If the notice is not returned a 2nd offense will be written.

2nd offense in a quarter – The parents will be called and a second Uniform Violation Notice will be sent home. The parent/guardian must sign the 2nd notice and return it the following school day. If the notice is not returned a 3rd offense will be written.

3rd offense in a quarter – A meeting with the principal, parents and student will take place, and a \$5.00 fine will be assessed.

Each violation thereafter for the quarter will result in a \$5.00 fine.

Financial Policies

Book and Material Fees

An annual fee will be charged for each student to cover the costs of classroom textbooks and materials. The amount will be based upon the school's cost for textbooks and materials used by students. The book and materials fee is required to be paid by July 1. Book and materials fees are not refundable.

Late Pick-Up Fees

All students must be picked up within ten minutes of the end of their school day or after-school activity. Students remaining after the ten minutes will be sent to after care and assessed the after school care fee.

Application Fee

New students applying to DCCS will be charged a non-refundable \$50.00 application and test fee. Students applying for admission in Kindergarten through eighth grade will be given an entrance exam. Applicants will be prioritized according to the date and time of submission of the completed application and paid application fee. Applicants will have thirty days to complete and return the remaining application documents. If all documents are not received within the thirty days the applicant will be moved to the bottom of the applicant list.

Registration Fee

Each student registering for enrollment at DCCS will pay a \$200.00 non-refundable registration fee. Registration fees are payable annually and due at the time of registration. Registration fees are payable in cash, check, or money order. If the first tuition payment is not paid when due, the student will lose their reserved place in the classroom. Returning students registering late during open registration must pay the registration fee to be put on the waiting list.

Student Activity Costs

All student activities are to be paid by the students participating in the activity.

Tuition Discounts

Any family paying the full year's tuition on or before August 1 will receive a 2% discount. When a family has four children currently enrolled at DCCS, tuition will be free for the youngest student. All students must reside in the same household and the family will not be allowed any other discounts including, but not limited to, the discount for paying tuition in full before August 1, and/or the discount for the third child enrolled. When a family has three children currently enrolled at DCCS, tuition for the youngest child will be discounted by 10%. All students must reside in the same household, and the family will not be allowed any other discounts including, but not limited to, the discount for paying tuition in full before August 1.

Tuition payments

All tuition payments are due on the first day of the month. Payments received after the tenth of the month (or the next school day if the tenth falls on a weekend or holiday), will result assessed a 10% late fee. Any check returned to DCCS for any reason will result in a charge of \$25.00. Report cards, transcripts, and diplomas will be held if there is an outstanding balance. (No report card or transcript will be provided for any student with a delinquent account.) No student with an outstanding balance will graduate from the school without the consent of the board. Payments not received in full within 45 days of the due date may result in the student being removed from the school unless the parent makes payment arrangements in writing with the principal. All accounts must be paid in full before a student can re-enter.

Tuition Refunds

A two week notice is required for any student withdrawing from DCCS. Students who withdraw before the first day of school will be refunded 50% of the August tuition. If a student withdraws after the first day of school, no refund of the August payment will be given. For withdrawal between the 1st and 15th of any month, a 50% refund will be given. For withdrawal between the 16th and the end of the month, no refund for that month will be given.

Uniform Costs

Each family is responsible for purchasing the approved uniform.

NSF Checks

After 2 NSF checks, all accounts must be paid by cash or money order.

Health Policies

Immunizations

The laws of the State of Illinois require immunization of elementary and high school students against certain childhood diseases. The law provides that pupils be immunized or vaccinated or be in the process of receiving this protection at the time of opening of the school in August. Students must be tested for tuberculosis prior to beginning kindergarten and 6th grade. A record of these immunizations must be presented at the school office, no later than the 15th day of school, or the child will not be permitted to attend class until the deficiency is corrected.

Dental

The laws of the State of Illinois require all children in kindergarten, second, and sixth grades to have an oral health examination.

Illness

If a child is ill at school the parent/guardian will be contacted and the child must be picked up from school. Parents/guardians must notify the school of illness by 9:00 a.m. A child must be fever free for 24 hours before returning to school.

Communicable Diseases

When a student is discovered to have a communicable disease, a note will be sent home with the other children in the class to notify their parent/guardian that they have been exposed to the disease.

Upon being diagnosed with the following diseases, a child will not be permitted to attend school, and must be completely clear of contagious symptoms or receive written clearance from his or her doctor to return to school: chicken pox, measles, mumps, pneumonia, whooping cough, pinworms, scabies, ringworm, impetigo, pink eye and head lice.

Prescription

Students are not to bring any medication to school unless directed in writing by a parent/guardian or physician. The appropriate school staff person must be given the note and the dosage for the day and he/she will administer the medicine at the proper time. Non-prescription drugs will not be administered by school staff, unless directed in writing by a physician.

Medical Emergency Procedure

At the beginning of each school year parents/guardians must fill out an emergency medical form. This form includes the name and phone number of the doctor to be notified, as well as the name, address, and phone number of the parent/guardian, and an alternate person to be notified if the need should arise. It is the responsibility of the parent/guardian to see that this information is on file. In the event of a medical emergency, the school may take appropriate actions without parental consent if the school is unable to contact the parent/guardian on the first attempt, or if it is judged that any delay would be detrimental to the welfare of the child. During any medical emergency, a representative of the school will stay with the child until the parent/guardian assumes responsibility.

First Aid

First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection. These actions may be taken prior to notification of parents if necessary.

Spiritual Life

DCCS is an outreach Christian school. Consequently, DCCS does not require that incoming students or their parents acknowledge a personal relationship with Jesus Christ as a condition for admission. However, each family enrolling students in DCCS will be encouraged to seek such a relationship and attend a local evangelical church. As Christian instruction is an integral part of the curriculum of DCCS, no student will be excused from any portion of the religious instruction, or services, conducted by DCCS.

Students will gather for chapel once each week during the school year as an extension of their Christian training. A spirit of reverence should be evident in all chapel services. Attentive, courteous conduct that is honoring to the Lord should be the rule at all chapel services.

Bible Version for Classroom Use

The use of scripture in the classroom is a fundamental, integral part of the educational process. DCCS recognizes the New International Version as the translation normally used in the classroom for study, quotation and memorization. We do require that all Bible memorization assigned in class to be done from the NIV.

Prayer

Prayer is a vital ingredient in our program of Christian training. Students at DCCS are trained in the importance of establishing a consistent prayer life. Teachers lead the students to understand how God is central to all of life, and that continual communication with Him is essential to consistent Christian living.

Students will be trained in the habit of prayer throughout the school day, before beginning the responsibilities of each day, before eating lunch, for special needs, and to give Him praise for all things. Students are encouraged to make their requests known before God and are given opportunities to pray and to share needs with others as they share their requests with Him.

Non-Discriminatory Policy

DCCS does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, athletic, and other school-administration programs; nor in the hiring of faculty or administrative staff.

Modifications

The Parent/Student Handbook is subject to change with deletions and additions, at the discretion of the school board, as it deems necessary and appropriate. It is not possible to foresee all needs, and should a situation dictate, modifications may be made during the course of the school year. You will be notified of these changes.

Deer Creek Christian School Athletic Philosophy

Deer Creek Christian School provides its students with the opportunity to participate in extra-curricular sports. It should be understood that the curricular program takes priority over the extra-curricular sports program. Our goal is to provide a well-rounded sports program that teaches and promotes sportsmanship and teamwork.

The objectives of the extra-curricular sports program include:

- Glorifying God through the use of our gifts.
- Providing a Christian environment for players to develop their athletic talents.

- Instilling in the players Christian sportsmanship toward coaches, officials, players, and fans.
- Encouraging participation, and building individual and team skills.
- Developing competitive skills and an understanding of the different roles in team play.
- Providing a Christ-like witness to others.

Athletic Eligibility Requirements

Athletic Academic Eligibility:

A student athlete must maintain satisfactory progress in all courses of study. A student will become ineligible if they are earning an "F" in any class or a "D" in two or more classes. Grades received in special classes, P.E., Art, Computer, and Music, will be averaged and reported as one grade. Eligibility shall be cumulative from the beginning of the grading period, and will be reported on a weekly basis. Every Friday the Athletic Director will obtain and review all athletes' grades. Any student who does not meet the standards outlined above will immediately be put on academic probation and become ineligible to participate in any games or practices. The student will remain on academic probation until their work meets the standards at the time of the weekly review. The Athletic Director and/or Coach reserve the right to remove a student from the team for the remainder of the season if academic ineligibility continues. Athletic fees will not be refunded.

Discipline Eligibility

Athletes who receive a before school detention, will serve a one-game suspension. The game missed will be the first game after the offense. The athlete that receives three before-school detentions will be removed from the team for the remainder of the season. An athlete who receives an in-school suspension will not participate for one week beginning the day of the suspension. An athlete who receives two in-school suspensions will be removed from the team. An athlete who receives an out-of-school suspension will be removed from the team.

Attendance Eligibility

An athlete absent due to illness will not participate that day. An athlete in attendance for afternoon classes will be eligible to participate that day.