

UPPER CAMPUS HANDBOOK

For Parents and Students

2024-2025



DeMotte Christian High School provides a Biblically based education from a Reformed Perspective and is dedicated to academic excellence, spiritual growth and service to God and others.

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Mission Statement

DeMotte Christian Schools provide a Biblically based education from a Reformed perspective and is dedicated to academic excellence, spiritual growth, and service to God and others.

Educational Philosophy (Article IV of the Constitution of DMCS)

No student shall be admitted to or enrolled in any school operated by the Corporation unless a parent or legal guardian of that child subscribes to this educational philosophy:

1. God reveals Himself to man in His Word, the Bible. This Word gives man an understanding of God, of himself, of fellow human beings, and of creation itself. This Word serves as the guide for all of man's relationships and activities.
2. God created man in His own image as the crown of creation and made a covenant with man to be a steward of that creation.
3. Man disobeyed God and rejected his responsibility in that covenant. Because of this, sin entered the world, alienating man from God, the creation, and his fellow man, and the world became distorted.
4. Jesus, the "Word made flesh", was sent by God the Father to redeem his people from sin. Through Christ and by the work of His Spirit, man and creation are renewed and man may again covenant with God to fulfill his original calling and mandate.
5. God gives parents the privilege and responsibility of teaching their children the covenant relationship that God made with believers and their children. They must do this in the light of revealed truth.
6. Man had discovered and learned about himself and the universe. However, true knowledge can be possible only in the light of God's revealed truth, the Bible. Man's knowledge of God, himself and the universe becomes meaningful through the work of the Holy Spirit.
7. Education for the Christian becomes whole and meaningful when it is based on the Bible. Upon understanding the proper relationships between God, man, and creation, it is possible to teach that all of life must be consecrated to God, to the service of fellow man, and to being stewards of God's creation in fulfilling the cultural mandate.
8. Christian parents are primarily the ones responsible to educate their children. To fulfill this responsibility, parents establish Christian schools where Christian teachers, who stand in loco parentis, educate their children. These Christian teachers must be committed to Jesus Christ as Lord and Savior. This commitment must be reflected in

their personal dealings with each other and with their pupils and in their ability to apply these Christian principles to their respective teaching areas. These teachers must be well trained in their respective fields, since each pupil must be given the necessary tools with which to carry out his or her task.

9. Christian schools organized and administered according to legal standards and provisions of the state should be fully recognized in society as free to function according to their principles.

Statement of Faith

1. We believe the Bible to be the only infallible, inspired, and authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe that God created man in His own image.
4. We believe that Adam and Eve's disobedience to God brought sin into the world. Man thus alienated himself from God, his neighbor, and the world. All are sinners.
5. We believe Jesus Christ is the only Savior of sinners, the only way to the Father. Christ died as a substitute for sinners and was raised from the dead so that man could be reconciled to God.
6. We believe eternal life is a gift of God received personally through faith in Jesus Christ alone. Eternal life is neither deserved by anyone, nor can it be earned by good deeds.

We believe that God has charged parents with the responsibility of bringing up their children in the "nurture and admonition of the Lord." (Ephesians 6:4) Since this is a very complex task, parents look to the school for assistance.

Marriage & Sexuality Position Statement

We believe that God wonderfully, intentionally and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27)

1. We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-24; Matthew 19:4-6; Mark 10:5-9; Ephesians 5:31-33).

2. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. God has commanded that no intimate sexual activity be engaged in outside of a marriage between any persons. (Proverbs 5:10; Matthew 5:27-30; 1 Corinthians 6:9-20).

1 Corinthians 7:2 “But since sexual immorality is occurring, each man should have sexual relations with his own wife and each woman with her own husband.”

3. We believe that any form of sexual immorality, such as adultery, polygamy, fornication, homosexual behavior, bisexual conduct, bestiality, incest, pornography or any attempt to change one’s biological sex, or disagreement with one’s biological gender, is sinful and offensive to God. (Leviticus 18:1-30; Leviticus 20:10-21; Proverbs 5; Romans 1:26-27; Ephesians 5:3-7; Genesis 1:27).

Jude 1:7 “In a similar way, Sodom and Gomorrah and the surrounding towns gave themselves up to sexual immorality and perversion. They serve as an example of those who suffer the punishment of eternal fire.”

4. We believe that in order to preserve the function and integrity of DMCS as the local Body of Christ, and to provide a biblical role model to the DMCS members and the community, all students, persons employed by the school corporation in any capacity, persons who serve as volunteers, and parents / guardians of enrolled students shall subscribe their agreement to this Statement on Marriage and Sexuality, conduct themselves accordingly, and not teach or speak contrary to the Statement. (Romans 12:1-2). In light of current issues, of sexual orientation and gender identity, DMCS has adopted the following code of conduct grounded in our statement of belief that establishes parameters of acceptable behavior. DMCS expects all persons attending school and/or participating in school events will:

- Use the restrooms, locker rooms, and changing facilities conforming with one’s biological sex.
- Agree that boys and girls teams of any type (academic or athletic) will be defined as biological males (boys) and biological females (girls) and recognized as such.
- Agree to not advocate for school activities or policies that would contradict this Statement and code of conduct.

5. We believe that God offers redemption and restoration to all who confess and forsake their sins and seek His mercy and forgiveness through Jesus Christ, including the sins of sexual immorality delineated in this position statement. (Romans 6:22-23; Ephesians 2:1-10; Ephesians 5:1-2). We also believe that every person must be afforded compassion, love, kindness, respect, grace, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and

harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of DMCS.

6. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

This statement of belief does not exhaust the extent of our beliefs. Further, the Bible itself is the inspired and infallible Word of God that speaks with authority concerning truth, morality, and the proper conduct of mankind, and is the sole and final source of all that we believe.

I. Academic Life

A. Expectation of Students

In accordance with the above Mission Statement, being enrolled at Upper Campus implies responsibilities which students, as well as parents/guardians, accepted upon enrollment. These responsibilities include, but are not limited to:

1. Students will recognize that Upper Campus exists to encourage and nurture growth in serving as disciples of Christ.
2. Students will be in attendance and prepared to learn whenever Upper Campus is in session.
3. Students will strive to meet and exceed Upper Campus' standards for behavior and academics.
4. Students will exhibit and promote attitudes, speech, behavior and dress which contribute to a wholesome Christian environment.

B. Expectation of Parents/Guardians

1. Upper Campus needs active and full parental/guardian involvement in the education of students. Therefore, we urge parents/guardians to:
 - a. Have your child(ren) in attendance at school daily.
 - b. Be cooperative in the implementation of school policies and procedures.
 - c. Attend all scheduled parent-teacher conferences to discuss student progress.
 - d. Proactively communicate with school personnel.
 - e. Remain apprised of the student's progress by regularly accessing RenWeb to monitor progress.
 - f. Be cooperative in volunteering to chaperone class activities, drive for field trips, help with in-school workdays and assist with fundraising activities.
 - g. Faithfully read communications and documents sent by the school.
2. Procedure to Handle Parental/Guardian Concerns About School Matters:

Misunderstandings or conflicts can arise between staff and students, teachers and parents/guardians, parents/guardians and the administration. These situations will be handled in the manner described below, as outlined in Matthew 18.

 - a. All questions, problems or concerns should be discussed directly with the staff member first before anyone else is involved.
 - b. If the situation is not resolved at this level, it should be discussed with the Principal.
 - c. If the situation involves a teaching staff member and is not resolved with the Principal, it should be presented in writing to the Chairman of the Education Committee, to be addressed by the Education Committee.
 - d. As a final step, the Education Committee, the parents/guardians, or school personnel may submit a written appeal to the Board of Directors. The President of the Board will place the appeal on the agenda for the Board's regular monthly meeting.

If the situation involves a non-teaching staff member and is not resolved with the Principal, it should then be presented in writing to the President of the Board, to be addressed by the Executive Committee.
 - e. As a final step, the Executive Committee, the parents/guardians, or school personnel may submit a written appeal to the Board of Directors. The President of the Board will place the appeal on the agenda for the Board's regular monthly meeting.

C. Non-Custodial Parents

Divorced and separated families are realities of contemporary life, which affect the school's responsibilities to its students. The following guidelines have been adopted to assist the school institutions where a non-custodial parent wishes to have contact with or take custody of the student while the child is at school.

1. The school will cooperate with a non-custodial parent's involvement in school-related affairs or access to the parent's child or to the student's records, unless the school is presented with a court order or comparable legal document which restricts such involvement or access.
2. A non-custodial parent may not take custody of a child or remove the child from school premises, unless the parent presents either a written court order or a written authorization signed by the custodial parent, which permits such custody.
3. Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

D. Visitors and Guests Guidelines

1. All visitors, including parents/guardians, must register in the high school office.
2. When visitors leave Upper Campus, they must "sign-out" in the office.
3. Permission to have a visitor for a day must be obtained at least one day prior to the day of the visit.
4. A student guest should be considering enrollment at Upper Campus.

E. Driving Privileges Guidelines

Misuse of vehicles includes, but is not limited to, driving on the school sidewalks, soccer field, or lawn; excessive speed; burning out or squealing tires on the school parking lots or near school property; and parking in unauthorized areas.

1. Entering and exiting the parking lot must be done in a safe manner according to the **"ENTER" and "EXIT"** signs.
2. All vehicles will enter the parking lot through the designated and posted west entrance by the portable classrooms.
3. Student drivers are to park their vehicles in the designated student parking area and will enter the school through the front (north) entry doors of the school.
4. Drivers dropping off students are to use the west drive to drop off students at the back (south) entry doors of the school. Drivers will proceed to the designated and posted exit at the east end of the parking lot.
5. Buses will drop off and pick up students at the front (north) entry doors of the school.
6. Students riding a school bus will be permitted to exit the school immediately after the 2:50 p.m. dismissal bell.
7. Students not riding a school bus will remain inside the building until the school buses have exited the school parking lot.
8. Students being picked up from school will be dismissed through the back (south) entry doors.
9. Students driving home or riding with a student driver will be dismissed through the front (north) entry doors.
10. Students may not return to their car during the school day without permission.

11. Students will park in the assigned student parking area which is the second and third row of marked parking spaces to the north of the school building.
12. The first row of marked parking spaces is reserved for visitors and staff.

F. Definition of Full-time Student Policy

Full-time students at Upper Campus should be registered for at least six classes (with a minimum of five full credit classes) each semester and must attend classes, chapels, activity periods, assemblies, etc.

G. Admissions Eligibility Policy

1. Children of Christian parent(s) who subscribe to the Statement of Purpose and Faith in Section 2.01 of Article II and the Educational Philosophy contained in Section 3.01 of Article III of the Bylaws.
2. No child shall be, on grounds of race, color, national or ethnic origin, or sex, excluded from admissions to DeMotte Christian Schools, Inc (DMCS).
3. Families may be admitted upon review by the Board of Directors.

H. Admission of Part-time Student Policy

1. Upper Campus will work with students under the following conditions:
 - a. Students will be allowed to enroll on a space available, first come basis. Educational planning priorities will always be for the full-time students. Enrollment is not secured until two weeks before the school year begins.
 - b. A school calendar will be provided to the parents/guardians, who will be responsible to make arrangements during modified schedules due to vacation, snow days, field trips, etc.
 - c. Enrollment may be for a semester or school year. Once the student is enrolled, it is expected that the student will remain enrolled through the remainder of the semester or the school year, as the case may be. Tuition is non-refundable.
 - d. Parents/guardians of the student must meet the requirements of the school's Admission Policy as it applies to full-time students.
2. The student will be on a nine-week probationary period to evaluate his/her progress.
3. A teacher's salary may be supplemented if additional work or expectations are placed on the teachers. No additional remuneration is to be expected if the student is part of a regular class and within the confines of a regular class load.

I. Transfer Student Policy

1. Graduation requirements, acceptance of credits, grade point averages, and weighting of courses for transfer students will be determined by the Principal.
2. Credits from another accredited high school will normally be assigned credit value equivalent to the same course at Upper Campus.
3. Transferred course work, grades and grade point average will become a part of the student's transcript and will be noted as transfer credit.

J. Non-Discrimination Policy

Membership in this Corporation and acceptance and admission to the school operated by the Corporation and to the programs sponsored by the Corporation shall be made without regard to the race, color, national or ethnic, or sex of the member or student, and the

Corporation and any school operated thereby will not discriminate according to these criteria in the administration of its educational policies, admission policies or any other policies.

K. School Day

Our normal school day begins at 7:50 a.m. and ends at 2:50 p.m.

L. School Closing Policy

Normal procedures:

1. DMCS will normally begin with a two hour delay when there is inclement weather and the Kankakee Valley School Corporation informs DMCS of its decision to close school for the day.
2. Following a decision to have a two hour delayed start a final decision will be made by 8:00 AM. If DMCS decides to close school for the day families will be informed.
3. DMCS will generally follow the KVSC's decisions regarding a delayed start or an early dismissal due to inclement weather.
4. Following a school cancellation, delayed start, or early dismissal decision, DMCS will use the FACTS Parent Alert emergency system and post the information on the schools' websites to inform parents.

M. Daily Announcements Procedure

The daily announcements, read at the beginning of each third period class, are a valuable source of information regarding meetings, coming events and student concerns. They are also posted on the office window and an edited version on the school's website.

Announcements must be submitted to the secretary by 8:00 a.m. of the announcement day.

N. High School Graduation Requirements Policy

1. A DeMotte Christian High School/Indiana Core 40 with Academic Honors diploma will be awarded upon completion of four years of high school attendance, completion of all required courses with the required grade point average and required points the state of Indiana requires for an AHD and completion of earning a minimum of 52 high school credits.
2. A DeMotte Christian High School/Indiana Core 40 diploma will be awarded upon completion of four years of high school attendance, completion of all required courses with a passing grade and completion of earning a minimum of 48 high school credits.
3. A DeMotte Christian High School/Indiana General diploma will be awarded upon completion of four years of high school attendance, completion of all required courses with a passing grade and completion of earning a minimum of 44 high school credits.
4. Credits are granted on a semester basis. One credit is granted for each semester that a course is completed and passed.
5. Students who do not complete the requirements for a diploma may receive a DeMotte Christian High School Certificate of Attendance, certifying four years of high school attendance.

6. Students need to complete the required Graduation Pathways activities to receive a diploma.
7. Graduation will occur annually at the completion of the school year.

O. High School Alternative Educational Opportunities Policy

Credits for alternative courses taken by enrolled full-time high school students already enrolled at DeMotte Christian High School will be accepted on the following conditions:

1. Prior approval must be obtained from the Principal and Guidance Counselor.
2. Credit will be accepted for elective courses or make-up courses.
3. Credits must be earned at an approved and accredited summer school, college or university, correspondence school or on-line school.
4. Parents will be assessed the cost of an online class when:
 - a. The course is offered in regular classroom instruction at DeMotte Christian High School. If the Principal and Guidance Counselor recommend an online version of the class to resolve a scheduling conflict or other extenuating circumstances, this assessment will be waived.
 - b. The course is completed with a passing grade higher than a D-(60%).
 - c. The student fails to keep the minimum pacing requirements and is removed from the class by the online provider.
5. The student's family will be responsible for the full cost for dual credit courses (not specifically selected by DMCHS) and credit recovery courses.
6. Costs for the delivery of dual credit courses specifically selected by DeMotte Christian High School will be incurred by DeMotte Christian High School. Incidental fees and book fees will be the responsibility of the student's family.
7. All other costs for the course will be the responsibility of the student's family.

P. High School Schedule Changes Policy

1. Once a semester begins, students are allowed to change schedules during the first five school days of classes.
2. Permission to change or drop a course must be validated by:
 - a. Parent signature
 - b. Teacher signature
 - c. Guidance Counselor signature
 - d. Principal signature

Q. Grading Scale Policy

Scale for non-weighted classes

95-100	A	4.00
90-94	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
Below 60	F	0.00

Scale for Weighted Classes

95-100	A	4.33
90-94	A-	4.00
87-89	B+	3.67
83-86	B	3.33
80-82	B-	3.00
77-79	C+	2.67
73-76	C	2.33
70-72	C-	2.00
67-69	D+	1.67
63-66	D	1.33
60-62	D-	1.00
Below 60	F	0.00

R. Progress Reports and Report Card Procedures

1. Progress reports will be e-mailed weekly via FACTS. Parents/guardians may submit a written request to have these reports mailed to them. Parents/guardians may request individual progress reports at any time.
2. Report cards will be e-mailed at the end of each quarter.
3. Semester grades will be posted on the official transcripts.
4. Exams will be scheduled to be taken at the end of the semester and will count for up to 20% of the semester grade.
5. A student will receive credit for a course when all course assessments have been completed satisfactorily.

6. Incompletes are to be completed within two weeks of the end of a grading period. After reviewing a written request explaining the extenuating circumstances, the administration may grant up to two weeks to complete the required work for a particular course.
7. Incompletes will be recorded as an “F” until the work is completed within the time period granted by the Principal.

S. High School Exam Exemption Voucher Policy

Students at DMCHS are eligible to receive an exam exemption voucher if the following conditions are met:

1. The student has not missed more than four regular periods in the course in which the exemption is being exercised.
2. The student may claim an exemption from one exam if his/her semester average is at least a “B” (85%) in that course.
3. For a year-long course, the student may exempt the exam for either the first or second semester, but not for both semesters.
4. Seniors may claim exemption from all second semester exams in courses in which their semester average is at least a “B” (85%).
5. The student has not committed any infraction resulting in a Saturday School or any disciplinary action as the result of Category II or III infraction of the Discipline Policy.
6. The student has returned all forms and uniforms in a timely fashion and has made payment of all extra fees (such as class fees, class trip fees, extracurricular fees, co-curricular fees, library fines, driving and parking violation fines, etc.).
7. A student may attend the funeral of an immediate family member without affecting his/her eligibility for an exam voucher. For this purpose, an immediate family member shall be defined as a parent, sibling, grandparent, aunt, uncle, or first cousin of the student.
8. Students with a “chronic or life threatening illness” will be handled on a case by case basis.

T. Honor Roll Policy

At the end of each grading period students in middle and high school will be eligible to receive recognition on the honor roll as follows:

	High Honors	Honors
High School (grades 9-12)	<p>A GPA of at least 3.67 (A- average)</p> <p>No grade lower than a “B” (83%)*</p> <p>Enrollment in at least six courses (with a minimum of five full credit classes)</p>	<p>A GPA of at least 3.33 a B+ average</p> <p>No grade lower than a “B-” (80%)*</p> <p>Enrollment in at least six courses (with a minimum of five full credit classes)</p>

Middle School (grades 6-8)	Maintain academic average at or above 95%*	Maintain academic average at or above 87%*
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*Rounded to the nearest whole percent

U. Academic Awards Policy

Grade	Award	Requirement	Recognition
Eight	High Honors	Maintained an academic average at or above 95% in grades six through eight	Promoted with High Honors distinction
Eight	High Honors Class Representative Promotion Speaker	From the group of High Honors students, the junior high faculty will choose one student who exemplifies the purpose of the school through his/her relationship with Jesus Christ, the faculty and fellow students.	This student will prepare and present at promotion a brief history of the class, a thank you and a challenge that follows the verse selected by the class
Senior	Valedictorian	Graduating student with the highest GPA Has attended DMCHS as a full-time student for at least five consecutive semesters including their junior and senior years Is an Outstanding Academic Achievement Award recipient	Receive a plaque and a certificate at the awards assembly that will be held, during the school day, in late May A medal to wear at graduation. The opportunity to speak at graduation. Recognition in the graduation program
Senior	Salutatorian	Graduating student with the second highest GPA Has attended DMCHS as a full-time student for at least five consecutive semesters including their junior and senior years Is an Outstanding Academic Achievement Award recipient	Receive a plaque and a certificate at the awards assembly that will be held, during the school day, in late May A medal to wear at graduation Recognition in the graduation program
Senior	Outstanding Academic Achievement Award	Graduating with a GPA of 3.5 <u>and</u> with an Indiana Academic Honors Diploma.	Receive a plaque and a certificate at the awards assembly that will be held, during the school day, in late May. Recognition in the graduation program
Senior	Academic High Honors Award	Graduating with a 3.5 GPA <u>or</u> with an Indiana Academic Honors Diploma	Receive a certificate at the awards assembly that will be held, during the school day, in late May

			A cord to wear at graduation Recognition in the graduation program
Senior	Knights Academic Award	Graduating with a 3.0 GPA and earning an Indiana Core 40 diploma or Academic Honors Core 40 diploma.	Certificate at the award assembly that will be held at school in late May. Recognition in the graduation program

V. High School Letterman Jacket Program

Eligibility – A student must fulfill the requirements in one of the following extracurricular activities to receive their Varsity letter:

Team or Activity	Eligibility	Award
Athletic team with a JV and V	-One full season on the Varsity roster -Each additional season on the Varsity roster will earn an additional award	-Award one: Varsity letter a chevron with a ball insert to represent their sport -Award two and beyond additional chevrons for each additional year of Varsity participation -Team captains will be awarded a captain pin
Athletic team with only a V	-Participation in two full seasons of a Varsity athletic team if that sport only has a Varsity team. If it is agreed upon by coaches and the athletic director that a first-year athlete is an outstanding performer, that athlete may be awarded a Varsity letter. -Each additional season on the Varsity roster will earn an additional award -Trap shooting requires four seasons for the first letter and two seasons for each additional letter.	-Award one: Varsity letter a chevron with a ball insert to represent their sport -Award two and beyond additional chevrons -Team captains will be awarded a star pin -Track pins may be worn on jacket
Athletic Team manager	-Participation as a manager for the same sport for two full seasons. -Each additional season as a team manager will earn an additional award	-Award one: Varsity letter a chevron with a ball insert to represent their sport -Award two and beyond additional chevrons
Musical or play	-Participation in 4 high school musicals or plays -Participation in an additional 2 high school plays/musicals will earn an additional award	-Award one: Varsity letter a pin to represent their activity -Award two and beyond Additional pins
Band	-Participation in four semesters of band and instrumentals ISSMA two times	-Award one: Varsity letter a pin to represent their activity

	(Piano ISSMA may be counted as an instrumental or vocal ISSMA). -Each additional year (two semesters) will earn an additional award	-Award two and beyond Additional pins -ISSMA pins may be worn on jacket
Choir	-Participation in four semesters of Choir or Advanced Choir and vocal ISSMA two times. A student in both Choir and Advanced Choir in the same semester may count it as two semesters. (Piano ISSMA may be counted as an instrumental or vocal ISSMA) -Each additional year (two semesters) will earn an additional award	-Award one: Varsity letter a pin to represent their activity -Award two and beyond Additional pins ISSMA pins may be worn on jacket
Student Council	-2 full years of participation -Each additional year (two semesters) will earn an additional award	-Award one: Varsity letter a pin to represent their activity -Award two and beyond Additional pins
Yearbook	-2 full years of participation -Each additional year (two semesters) will earn an additional award	-Award one: Varsity letter a pin to represent their activity -Award two and beyond Additional pins
Chapel Committee	-2 full years of participation -Each additional year (two semesters) will earn an additional award	-Award one: Varsity letter a pin to represent their activity -Award two and beyond Additional pins
National Honor Society	-If a National Honor Society member has not already received their letter before the induction ceremony in their senior year, they will receive a letter at that time. -Each additional year (two semesters) will earn an additional award	-Award one: Varsity letter A NHS pin at induction -Award two and beyond Additional pins
Academic Honors	-For each school year that a letter earner maintains a GPA of 3.8 or higher they will be awarded an academic honor pin	-Academic honors pin

*Coaches and sponsors have the discretion to award or withhold letters in special circumstances.

Letterman Jackets must be purchased by the school-authorized supplier, Varsity Sports in DeMotte, IN.

W. Academic Probation Policy

Students are expected to successfully progress in their academic work at Upper Campus.

1. A student will be placed on academic probation when the student receives a failing grade in two or more courses in any semester.
2. A conference will be required with the student, the parents/guardians, the Guidance Counselor, and the Principal. The conference will be to evaluate the causes of these failures, develop a course of action to avoid future failures, and develop a plan to successfully recover lost credits.
3. Following a semester of academic probation, the Principal and Guidance Counselor will review the student's academic record and make recommendations to the Education Committee.
4. Following a review of the recommendations, the Education Committee may make recommendations to the Board of Directors.

X. Eligibility for Student Activities Policy

Since DMCS values academic performance and wants each student to achieve the highest level of educational success within the framework of his or her ability, we have implemented the following policy to govern the student's involvement in extracurricular activities:

1. Eligibility applies to all students who participate in extracurricular activities.
2. IHSAA scholastic eligibility states students must have received passing grades and earned credit at the end of their last grading period in at least 70% of the maximum number of full credit subjects that a student can take and must be currently enrolled in at least 70% of the maximum number of full credit subjects a student can take.
3. Students must have at least a "C" (73%) average and not be failing in any class. If a student falls below this standard, they will be suspended from extracurricular activities for a minimum of two weeks.
4. Eligibility will be determined at the end of the fourth week of a grading period and at the completion of a grading period. Faculty will have until 4:00pm Monday following the end of grading periods to input final grades and scholastic eligibility will be certified to the IHSAA on the Tuesday following the last day of the grading period at 8:00am.
5. If a student athlete is determined to be ineligible by IHSAA standards, he/she will not be allowed to participate in competition until the next eligibility check which is at the end of the next grading period.
6. If a student does not meet DeMotte Christian High School's academic standard, they will be able to resume participation in practices and open gyms/fields during the academic school year after a two (2) week athletic suspension if he/she demonstrates progress and meets IHSAA Academic standards. They can resume competition after IHSAA rule 9-14 criteria is met.
7. The principal and athletic director, with input from the faculty, guidance counselor and parents/guardians, reserves the right to lift the athletic suspension to students that demonstrate excellent effort but fail to meet guideline number 3 above.

8. A student determined to be athletically suspended may appeal in writing to the Eligibility Committee, made up of the principal, guidance counselor, athletic director and a faculty member to lift the suspension within the 2nd week of suspension.

Y. Extracurricular Opportunities

In addition to the curriculum, Upper Campus offers extracurricular activities giving students an opportunity to participate in the Christian community at Upper Campus. Please see [Extracurricular Handbook](#) for expanded policies and procedures.

Scholastic Extracurricular Information and Offerings

Mascot:	Knights
Colors:	Primary: Royal Blue & White Secondary: Black or Graphite
Affiliations:	DeMotte Christian High School is a member of the IHSAA (Indiana High School Athletic Association) Class 1A District 1 Sections 49/50
Conference:	Midwest Athletic Conference

The following extracurricular activities are currently offered:

Season	Sport or Activity	Boys/Girls/Coed	Teams
All Year	Student Council	Coed	6th-8th and High School
	Chapel Committee	Coed	High School
	Yearbook	Coed	High School
	National Honors Society	Coed	High School Sophomores, Juniors, and Seniors
Fall	Volleyball	Girls	6th, 7th, and 8th Grade, High School JV and Varsity
	Soccer	Coed	6-8th Grade A and B
		Boys	High School JV and Varsity
		Girls	High School JV and Varsity
	Cross Country	Coed*	5th-8th Grade**, High School Varsity
	Golf	Girls	High School JV and Varsity
	Baseball	Coed	6th-8th Grade
	Trap Shooting	Coed	High School
	Fall Play	Coed	High School

Winter	Basketball	Boys	6th, 7th, and 8th Grade, High School JV and Varsity
	Basketball	Girls	6th, 7th, and 8th Grade, High School JV and Varsity
	Volleyball	Boys	7th and 8th Grade
	Geography Bee	Coed	4th-8th Grade
	Spell Bowl	Coed	6th-8th Grade
	ISSMA	Coed	High School
Spring	Track and Field	Coed*	6th-8th Grade and High School Varsity
	Baseball	Boys	High School Varsity
	Softball	Girls	High School JV and Varsity
	Golf	Boys	High School JV and Varsity
	Trap Shooting Club	Coed	High School
	Spring Musical	Coed	High School

*These teams practice in a Coed environment but compete only with athletes of the same biological gender.

**5th graders are allowed to participate in cross country, but they will not be allowed to run in conference meets.

Z. Writing Standards Guidelines

Academic work should exhibit scholarship, diligence and excellence, as God calls His people to use their gifts to the best of their ability. Upper Campus has adopted these writing standards:

1. Work must be original; plagiarism will not be tolerated.
2. Work must be completed on the computer or in legible handwriting with blue or black ink.
3. Work must be submitted by the due date as announced by the teacher.
4. Work will exhibit MLA formatting.
[\(<http://limestone.k12.il.us/mla.htm>\)](http://limestone.k12.il.us/mla.htm)
[\(<http://www.ccc.comnet.edu/mla/index.shtml>\)](http://www.ccc.comnet.edu/mla/index.shtml)
5. Work will exhibit correct grammatical usage.

AA. Study Hall Procedures

1. Seating charts for each study period will be established and assigned by each teacher.
2. A quiet, study atmosphere will be maintained.
 - a. Students are to be prepared for individual study.
 - b. Group work and study is a privilege that may be granted at a teacher's discretion.
 - c. Students are not to leave the room without prior written consent from another teacher.
 - d. Teachers will honor genuine reasons for a student to temporarily leave a study hall.
 - e. Teachers will closely monitor the amount of time away from the classroom.

BB. Senior Flexible School Day Policy

DeMotte Christian High School requires students to be full-time students earning 6 of 7 classes each day unless they have been granted permission by administration and parents to be a part of the Senior Flexible School Day program. The following guidelines would need to be met in order for students to be able to participate in this program.

1. The student must be a senior in high school, be current on all graduation requirements, and be in good academic standing at the school.
2. Students can leave 7th period, which can replace a study hall allowing the student to leave one period early. Up to two additional periods could be utilized in the form of an internship, or by taking on-line classes to replace in-house classes.
3. Students can remain eligible for all extra-curricular activities, committees, and clubs, since these internships are given grades and are counted for credit.
4. Within this program, students could be outside of the school for their internship/employment for up to three class periods each day. Periods missed must be consecutive, in order to make the internship valuable when driving time is considered.
5. All employment must be verified before students are allowed to take part in this program. Students leaving for 7th period to work will have no other obligations for being gone from school, as long as they can fit a study hall into their 7th period schedule. Guidelines will be set for all students in the work required for internships to remain in this program. Paperwork will be completed by both the student and the employer or supervisor.
6. Seniors utilizing this policy will still be considered full-time students and charged full tuition.
7. Each student will be considered on a case-by-case basis and decisions will be made by the Upper Campus principal and guidance counselor.
8. Students who choose to be part of this program are agreeing to be dismissed at the same time each day and will not have the opportunity to remain in the building if their schedule changes.
9. Once students leave for the day they may not return unless granted permission by the Upper Campus principal.

CC. Emergency Drill Procedures

1. Fire Drills will be conducted at least once a month.
 - a. Fire Drills will be conducted at least once per month.
 - f. Each classroom is to leave by the exit designated on the emergency exit diagrams.
 - g. Exit the building quietly and line up in the designated location.
2. Severe Weather
 - a. Severe weather drills will be conducted at least four times per school year (twice in the fall and twice in the spring).
 - b. Tornado Watch – when school is in session, school will continue and dismiss as normal.
 - c. Tornado Warning – students will be directed by the teacher to the safest area in the building. In the event of a warning, students will be detained in the safest area until the warning is lifted, even if students must stay beyond the normal dismissal time

DD. Chromebook Policy

Students will be required to obtain an assigned DMCS-owned Chromebook for their time at Upper Campus. Under this condition, the device would be registered under the school and have the same monitoring as the school owned devices. The program will involve an annual technology fee to cover the cost of a dedicated Chromebook. Upon graduation from DeMotte Christian High School, the Chromebook will belong to the student/family (transferring out or not graduating results in the school keeping the Chromebook). Our goal is to solve the challenge of Chromebook availability to all students as well as nurturing a greater sense of ownership among the students for their device.

Guidelines for the program:

1. There will be an initial annual technology fee of \$130 and then \$100 each year after. This fee covers the cost of the Chromebook, a protection cover, warranties, applicable school required applications, and the cost of typical maintenance work.
2. If a student breaks their Chromebook due to neglect or carelessness, they would be responsible for the cost of repair or purchase of a replacement Chromebook. - It will be the responsibility of the student to charge and bring their Chromebook to school each day.
3. At the end of each school year, the Chromebook will be returned to the school for the summer maintenance and updates.
4. If a student older than entering 9th grade would like to enter the program, they may at any time. They would be responsible for “catch-up” technology fees for each of the previous years. (Example: entering 10th grade = \$230, entering 11th grade = \$330, entering 12 grade = \$430. - Upon graduation from Upper Campus, the Chromebook would belong to the student/family.
5. Current students in grade 12 may choose to use the remaining Chromebooks currently available at Upper Campus. These devices are to remain at school since they would not be dedicated to a specific student. - As with any technology, the expectation is full compliance with DMCS’s technology policy (see pg. 25).

EE. Online Class Withdrawal Policy

If a student has enrolled and registered for an online class, and is removed from the class due to inactivity or failing to catch up at the vendor’s indicated deadline, the student will have a “WF” for withdrawn as a final grade on their transcript with a point value of zero applied to their GPA.

- a. The student will also be charged the full amount of the course. The fee paid to the school for management of the course does not apply to the total amount of the course.

If a student chooses to withdraw from an online course after the add/drop deadline, but before its completion, the student will receive a “WF” for withdrawn as their final grade on their transcript with a point value of zero applied to their GPA.

- a. The student will also be charged the full amount of the course. The fee paid to the school for management of the course does not apply to the total amount of the course.

If a student with administration approval is withdrawn from an online class due to extenuating circumstances, the student will have a “W” placed on their transcript grade but no point value will be applied to their GPA.

a. Due to the extenuating circumstance, the full amount of the course will not need to be paid.

A "W" or "WF" can be removed from the transcript if the student remediates the class in full either at DMCHS or in a program that is approved in advance by the school.

II. School Discipline Policies and Procedures

Discipline Plan: Grades Six through Eight

At DMCS we value Christ-like behavior and high academic standards. We provide opportunities for children to develop a wide variety of their God-given gifts. The school holds students accountable for maintaining good grades and Christ-like behavior while, in grace, giving them opportunity to learn from and correct their mistakes.

1. To develop community and to promote and maintain consistency, most discipline matters at DeMotte Christian Schools have been organized into four general categories.
 2. Each category includes the usual progression in the steps of discipline.
 3. Depending upon the severity of the infraction/violation, disciplinary measures may be handled on a case-by-case basis.
 4. The lists of infractions/violations are not all inclusive lists.
 5. Detentions will normally be served at the discretion of the principal.
 6. Normally the School Information System (SIS) will be used to record infractions and notify parents.
-
1. Level I – Coming to Class Prepared for Learning (handled on a per quarter grading period basis)
 - a. Type of Expected Behaviors
 - i. Having all assignments carefully completed and ready to hand in if necessary and having all necessary materials in the classroom before class begins. (examples: books, pens, pencils, erasers, paper, notebooks, calculators, PE clothes, etc.)
 - b. Normal Discipline Progression
 - i. Warning
 - ii. Academic Referral
 - iii. Academic Detention
 - iv. Academic Detention
 - v. Academic Detention and conference with student and parents
 - vi. In-school suspension.
 2. Level II – Maintaining a Safe and Positive Learning Environment in the Classroom, Hallway, on the Playground, Busses, etc.
 - a. Type of Expected Behaviors (handled on per quarter grading period among all teachers)
 - i. Behaving properly in class.
 - ii. Being considerate of other students and their property.
 - iii. Avoiding running and unnecessary noise in the hallways.
 - iv. Using the school phones only with proper authorization.

- v. Coming to class on time (see 2.33 for discipline progression)
 - vi. Dress code (see 2.28 for specific dress code)
 - b. Normal Discipline Progression
 - i. Verbal Warning
 - ii. Written Warning
 - iii. Behavioral Referral
 - iv. Behavior Detention
 - v. Behavior Detention and conference with student and parents
 - vi. Behavior Detention
 - vii. In-school Suspension
 - viii. Out-of-school Suspension
 - ix. Expulsion
3. Level III – Exhibiting Non-Christian Behaviors (handled on a per year basis among all teachers)
- a. Type of Unacceptable Behaviors
 - i. Not respecting and cooperating with adults.
 - ii. Not respecting the rights and property of others.
 - iii. Academic dishonesty (examples: assignments, quizzes, and tests).
 - iv. Using language that is vulgar, coarse, or profane.
 - v. Harassing and bullying behavior.
 - vi. Leaving the school grounds without proper authorization. (An example is that students are expected to remain on the school premises once they are dropped off at school, or if they are staying after school to participate in some school-related activity.
 - b. Normal Discipline Progression
 - i. Behavior Referral
 - ii. Behavior Detention
 - iii. Behavior Detention and conference with student and parents
 - iv. Behavior Detention
 - v. In-school Suspension
 - vi. Out-of-school Suspension
 - vii. Expulsion
4. Level IV – Serious Offenses (handled on a middle school career basis)
- a. Type of Infraction/Violation
 - i. Possession and/or consumption of alcohol.
 - ii. Possession and/or use of controlled substances (drugs)
 - iii. Possession and/or use of drug paraphernalia
 - iv. Possession and/or use of tobacco (as defined by Indiana law)
 - v. Possession and/or use of vaping paraphernalia
 - vi. Physical Assault
 - vii. Theft
 - viii. Vandalism
 - ix. Weapons at school or school functions.
 - b. Normal Discipline Procedure
 - i. Conference including the Principal, student, parents, and others as determined by the Principal to determine the consequences.

- ii. The Superintendent and Chairperson of the Education Committee of the School Board will be notified.
- iii. Consequences may include but are not limited to:
 - 1. In-school suspension
 - 2. Out-of-school suspension
 - 3. Restitution for damages
 - 4. Suspension from extra-curricular activities, field trips, class trips, etc.
 - 5. Expulsion

Discipline Plan: Grades Nine through Twelve

Guiding Principle of Christian School Discipline Policy

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”

Hebrews 12:11

Hebrews 12 makes it very clear that God disciplines His children in love and because of love. Although the motivation for discipline at DeMotte Christian High School is the same, human imperfection hinders carrying out discipline in the same perfect manner as our heavenly Father. Nonetheless, DeMotte Christian High School will attempt to discipline in the context of Christian love and to nurture the individual student(s) as well as the rest of the DeMotte Christian High School community.

In school, as in all of life, choices are made which come with corresponding responsibilities and consequences.

DeMotte Christian High School school discipline is guided by the broad concepts of:
Choices > Conflict > Confession > Forgiveness > Consequence > Restoration

It is imperative to keep the following points in mind as the remainder of DeMotte Christian High School’s Discipline Policy is read:

- 1. To promote and maintain consistency, most discipline matters at DeMotte Christian High School have been organized into three general categories.
- 2. Each category includes the usual progression in the steps of discipline.
- 3. Depending upon the severity of the infraction/violation, disciplinary measures may be handled on a case-by-case basis.

Category One Infractions/Violations (handled on a per semester basis)

- 1. Type of Infraction/Violation
 - a. Dress Code
 - b. Driving Privileges
 - c. Electronic Devices
 - d. General Conduct
 - e. Inappropriate Language
 - f. Locker Usage
 - g. School Telephone Usage
 - h. Tardies
- 2. Normal Discipline Progression

- a. Verbal warning
- b. Written warning
- c. Detention (normally 7:15 to 7:45 a.m.)
- d. In-school suspension
- e. Out-of-school suspension
- f. Expulsion

Category Two Infractions/Violations (handled on a per school year basis)

1. Type of Infraction/Violation
 - a. Abuse/misuse of school property
 - b. Abuse/misuse of property of others
 - c. Bullying/Harassment
 - d. Dishonesty
 - e. Profane/Vulgar Language
 - f. Truancy – unapproved absence from school, usually without a parent’s knowledge.
2. Normal Discipline Progression (including restitution where applicable)
 - a. Detention
 - b. In-school suspension
 - c. In-school suspension
 - d. Out-of-school suspension
 - e. Expulsion

Category Three Infractions/Violations (handled on a high school career basis)

The period for enforcement for this policy regarding Category III infractions/violations will run from the first day of classes to the last day of classes of the school year or graduation day. For fall sport athletes, the period of enforcement will begin on the first day when the IHSAA permits teams to practice. For spring sport athletes, the period of enforcement will run through the last day a spring athletic team is competing if this season extends beyond the last day of classes or graduation day.

1. Infractions are those which involve the commission of any act that constitutes a crime under governmental law or ordinance (excluding minor traffic violations). Examples include, but are not limited to:
 - a. Possession and/or consumption of alcohol
 - b. Possession and/or use of controlled substances (drugs)
 - c. Possession and/or use of drug paraphernalia
 - d. Possession and/or use of tobacco (as defined by Indiana law)*
 - e. Possession and/or use of vaping paraphernalia*
 - f. Physical Assault
 - g. Theft
 - h. Vandalism
 - i. Weapons at School or School Function

*Even though these items are technically legal for students 18 and older, they are not permissible for a student enrolled in DMCS. The same consequences outlined below apply no matter a student’s age.
2. Normal Discipline Progression (this section is applied in addition to the discipline progression for Category 2).
 - a. First High School Offense

- i. A one-week (five school days) suspension from all school sponsored events that occur within this period of suspension.
 - b. Second High School Offense
 - i. A two-week (ten school days) suspension from all school sponsored events that occur within this period of suspension.
 - ii. The student will be required to undergo an assessment by an agency approved by DeMotte Christian High School.
 - c. Third High School Offense
 - i. A four-week (twenty school days) suspension from all school sponsored events that occur within this period of suspension.
 - ii. The student will be required to undergo an assessment by an agency approved by DeMotte Christian High School.
 - iii. A drug or alcohol test may be required, if applicable.
 - iv. Up to a 3-day in-school suspension.
 - d. Fourth High School Offense
 - i. A six-week (thirty school days) suspension from all school sponsored events that occur within this period of suspension.
 - ii. The student will enter and successfully complete an appropriate program by an agency approved by DeMotte Christian High School.
 - iii. Initial and subsequent drug or alcohol testing will be required, if applicable.
 - iv. Up to 5-day in-school suspension.
 - e. Fifth High School Offense
 - i. Expulsion from school
 - ii. A thirty-six week (180 school days) suspension from all school sponsored events that occur within this period of suspension.
 - iii. The student will enter and successfully complete an appropriate program by an agency approved by DeMotte Christian High School.
 - iv. Initial and subsequent drug or alcohol testing will be required, if applicable.
 - v. Re-admission may be possible only after an appeal by the parents/guardians. (See following appeal process)
- 3. Standards used to determine if an infraction or violation has occurred
 - a. The violation is observed by a staff member or law enforcement official. A staff member's role of parent takes precedence to that of being a staff member.
 - b. The student self-reports or admits the violation.
 - c. The violation is supported by a preponderance of the evidence.
- 4. Information Concerning Category Three Infractions/Violations
 - a. Approved Counseling Agencies: State-certified addiction counselors should be used for assessments. Approval of said agency should be obtained from the Principal prior to any sessions.
 - b. Substance Abuse Assessment: The purpose of the assessment is to use third parties to assist the parents/guardians and the school in determining what further actions or treatment may be needed to help the student discontinue such harmful behavior. Assessments consist of one or more interviews with the student, as well as the administration of standardized medical, psychiatric, and personality tests. Typically, some communication concerning the reasons for requiring an assessment, etc. will take place between the school and the agency.

- c. Costs: Costs for assessment, physical tests, treatment program(s), and/or counseling will be the responsibility of the student and parent(s)/guardian(s).
 - d. Confidentiality: Reports concerning assessments, physical testing, and treatment programs will be kept confidential. Members of the Education Committee and/or the Board of Directors may become aware of some of the information while dealing with students under this policy.
 - e. Possession: Possession is considered to exist if a student: a) is aware of the presence of alcohol or controlled substances in the hands of a minor, and b) is in proximity or has access to the alcohol or controlled substance, and c) fails to remove himself/herself from the premises immediately.
 - f. Students are encouraged to promptly self-report any violation.
 - i. A student who self-reports or admits his/her violation in good faith and honesty, prior to being confronted or prior to the school administration being made aware of facts specific to the incident, may receive a 50% reduction in the suspension.
 - ii. To self-report, a student should contact the Principal as soon as possible after the occurrence of the violation. If the student is not able to contact the Principal in person, it would be acceptable to leave a phone or email message indicating the student's desire to meet with the Principal.
5. Procedure for Appeal of Determination and/or Expulsion
- After an alleged violation of the discipline policy, the Principal shall meet with the student to determine if the student has violated the discipline policy and determine the appropriate discipline steps that will be followed. The determination and the discipline procedure will also be communicated to the parent(s)/guardian(s) via a phone/personal conversation and a written letter.

Appeals of determination that the discipline policy has been violated and/or expulsion shall follow these procedures:

- a. If a student and his/her parent(s)/guardian(s) wish to appeal the decision, a written appeal must be received by the Principal within 24 hours of when the student was informed of the determination that the student has violated the discipline policy.
- b. The Principal will assemble the Education Committee members within 72 hours of when the appeal was received.
- c. The Education Committee will consider the circumstances and evidence of the case, as well as the rationale for the appeal, and make a decision. The student and/or parent(s)/guardian(s) will be given the opportunity to appear before the Education Committee. The decision of the Education Committee will be communicated via a phone/personal conversation and a written letter.
- d. Appeals to the Board of Directors must be made in writing within 48 hours of the notification of the decision of the Education Committee. It will be reviewed and decided within seven days following the receipt of the written appeal. The student and/or parent(s)/guardian(s) will be given the opportunity to appear before the Board of Directors.
- e. The decision of the Board of Directors is final and will be communicated to the parent(s) via a phone/personal conversation and a written letter.
- f. During the appeal process, the student will remain eligible to participate in extracurricular or co-curricular activities.

A. Appendix for the Discipline Policy

1. Dress Code Policy (Category One)

Clothing and appearance should contribute to a healthy academic environment. Extremes in clothing and grooming to gain undue attention or to challenge the accepted standards of the school are inappropriate and not permitted. Moderation and modesty are values that should be obvious in a Christian school.

Parents can help DMCS to achieve these standards by maintaining standards of modesty of dress in the home before the student comes to school each day. While recognizing that each student is a unique individual, DMCS expects students and parents to comply with the following standards and guidelines. The administration, with the help of teachers, reserves the right to determine whether dress items are appropriate in a school setting.

Students are expected to dress showing respect for self and others:

- a. Dress should not reveal undergarments.
- b. At a maximum, necklines should be no more than the width of four fingers below the top of the center of the collarbone.
- c. Clothing should have no skin showing through a rip or hole above the knee.
- d. If girls wear sleeveless tops, the shoulder straps must be at least 3 inches wide. Off the shoulder tops are not permitted. Undergarments should not be visible.
- e. Boys may wear sleeveless tops if they are hemmed with no side exposure.
- f. Skin on the midriff must be covered by a shirt while sitting, standing, or reaching.
- g. Shorts and skirts are to be at least mid-point of the thigh in length.
- h. For 4th grade up, leggings/spandex/yoga pants, etc. can be worn with shirts/tunics/dresses that fully cover up to the top of the thigh all the way around.
- i. Shorts and pants may not have writings or designs on the seat.
- j. Sleepwear is not permitted to be worn at school.
- k. Clothing or backpacks that display insignias, writings or pictures that promote alcohol, tobacco, controlled substances, or sexually suggestive messages are not permitted.
- l. Head coverings (for example, but not limited to hats, scarves, and bandanas) should not be worn in the school building.
- m. Shoes/sandals must be worn at all times.
- n. This dress code applies for all school sponsored activities or events, unless there is a stated dress code approved by administration for a specific occasion or event.

2. Driving Privileges Guidelines (Category One)

Misuse of vehicles includes, but is not limited to, driving on the school sidewalks, soccer field, or lawn; excessive speed; burning out or squealing tires on the school parking lots or near school property; and parking in unauthorized areas.

- a. Entering and exiting the parking lot must be done in a safe manner according to the **"ENTER" and "EXIT"** signs.
- b. All vehicles will enter the parking lot through the designated and posted west entrance by the portable classrooms.
- c. Student drivers are to park their vehicles in the designated student parking area and will enter the school through the front (north) entry doors of the school.
- d. Drivers dropping off students are to use the west drive to drop off students at the back (south) entry doors of the school. Drivers will proceed to the designated and posted exit at the east end of the parking lot.
- e. Buses will drop off and pick up students at the front (north) entry doors of the school.
- f. Students riding a school bus will be permitted to exit the school immediately after the 2:50 dismissal bell.
- g. Students being picked up from school will be dismissed through the back (south) entry doors.
- h. Students driving home or riding with a student driver will be dismissed through the front (north) entry doors.
- i. Students may not return to their car during the school day without permission.
- j. Students will park in the designated student parking area which is the second and third row of marked parking spaces to the north of the school building.
- k. The first row of marked parking spaces is reserved for visitors and staff.

3. General Conduct Guidelines (Category One)

- a. Students are to conduct themselves as Christians at all times. Disobedience or any conduct of a discourteous nature is always out of order. Good conduct is expected at school and all school related functions.
- b. There is to be no loitering on the campus or in the school building after school hours or after school related functions. The building will be open to students from 7:15 a.m. to 3:30 p.m. on school days unless the student has permission from a staff member.
- c. Boyfriend/girlfriend relationships should reflect respect for each person and for those around them. Public displays of affection are inappropriate at school or school related functions.
- d. With the exception of water, food and drink may generally not be consumed in classrooms.

4. Locker Use Guidelines (Category One)

- a. Each student will be assigned a locker. It is his/her responsibility to keep the locker clean.
- b. If a student chooses to use a lock, the student will be required to use a combination lock provided by Upper Campus.
- c. For security reasons students are not to share the combination of their locks with others.

- d. Lost or damaged combination locks will result in a \$10.00 replacement fee.
- e. The lockers remain the property of Upper Campus, and the administration reserves the right to inspect the lockers at any time.
- f. Appropriate, non-permanent decorations may be placed only on the inside of the lockers.

5. Attendance - Absences and Tardies Policy (Category One)

Middle School: A student is counted tardy if the student arrives at school after the second bell has rung at 7:50 am through the end of first period. A student will be counted ½ day absent if they attend less than 5.5 hours at school. A student will be counted one day absent if they attend less than 2.5 hours at school or does not meet the half day requirement.

- a. Parent(s)/guardian(s) are to contact the school by 8:15 a.m. if their child will be absent from school. A student will be recorded as truant without this contact being made. Truancy is a Level II discipline infraction. (See Parent & Student Handbook.)
- b. If the school does not receive notification from the parent/guardian, DeMotte Christian Middle/High School will call the home to determine the status of the absent student.
- c. Once a student has been at school and needs to leave for any reason, it is imperative the student checks out through the office. All checkouts must be confirmed directly with a parent/guardian contact by telephone or in person at the time of the checkout or prior to the checkout. A student will be recorded as truant if this procedure is not followed. (See Parent & Student Handbook.)
- d. Students must “sign-in” or “sign-out” in the school office when coming to school late or needing to leave early.
- e. Tardies will be handled in the following manner (per nine-week grading period):
 - 1. The fourth tardy will result in the student receiving a written warning (HS) or academic referral (MS), which is Step 2 of the Category One discipline progression.
 - 2. The fifth tardy will result in the student receiving a detention, which is Step 3 of the Category One discipline progression.
 - 3. The sixth tardy will also result in the student receiving a detention, which is Step 4 of the Category One discipline progression.
 - 4. Consequences for any additional tardies will be determined by the principal.
- f. Detention hours are to be determined by the Principal for the date assigned.
- g. The school should be informed of planned absences in advance so that appropriate plans can be made. Planned absences are not allowed during exams or Service Week, unless an exception is made by the principal.
- h. Students are determined to be absent for a particular class if they are absent for more than 20 minutes, approximately 40%, of a regular class period.
- i. Students will be marked absent for a particular class if they are absent for more than 20 minutes, approximately 40%, of a regular class period.

Definition of absences:

1. An excused absence is defined as any absence that the school corporation regards as legitimate reasons for being out of school such as:
 - a. Illness verified by a note written and signed by a parent/guardian and turned into the office the day upon return.
 - b. Illness was verified by a note from a physician and turned into the office the day upon return.
 - c. Illness resulting in 3 missed school days or more, a doctor's note will be required upon return to school. Failure could result in the absences being counted as unexcused or truant.
 - d. Medical appointment verified by a note from a physician and turned into the office the day upon return.
 - e. Funeral for an immediate family member. For this purpose, an immediate family member shall be defined as a parent, sibling, grandparent, aunt, uncle, or first cousin of the student.
 - f. The principal holds the ability to determine an absence is excused due to extenuating circumstances beyond this list.
2. An unexcused absence is defined as any absence not covered under the definition of an excused absence including but not limited to:
 - g. Medical appointments not verified in writing or turned into the office.
 - h. Vacations, shopping days, personal days.
 - i. Unapproved college visit days.
3. Excessive absence in a course will result in a student not receiving credit for the course.
 - j. High School: When a student is absent (both excused and unexcused) for more than ten class periods in a given semester, the student will not receive credit for that particular course.
 - k. Middle School: When a student is absent for more than ten class periods (maximum of four unexcused absences) in a given semester, the student may not receive credit for that particular class. Consequences could include not being promoted to the next grade level or a series of educational tasks related to the missed coursework. Parents would be responsible to pay a \$25 an hour fee to the staff member responsible for preparing and grading student work.
 - l. To be granted a waiver from the excessive absence rule, parents' appeals must be submitted in writing to the principal, explaining the unique and weighty circumstances. The Education Committee will make the final decision whether or not to grant the waiver.
 - m. Attendance rules apply to all students enrolled at DeMotte Christian Middle/High School regardless of age.

6. College Visit Guidelines

- a. College visits require the approval of the Guidance Counselor and Principal, and the request must be submitted at least two days prior to the visit. The form is available near the Guidance Counselor's information table.
- b. Approved college visit absences will not affect the student's eligibility for his/her exam voucher.
- c. Students are normally eligible for a maximum of four college visit days during each of their junior and senior school years.

7. Guidelines for Timeliness of Paying Fees, Returning Forms, Returning Uniforms, etc, (Category One)

- a. First request for fees, forms, materials, uniforms, etc. will be made public in the daily announcements a minimum of three times. The deadline for the request to be met will accompany the announcement.
- b. A final request will appear at least one more time in the daily announcements. At this time, individuals who have not fulfilled the request will be listed in the announcements. A final deadline will accompany this announcement.
- c. If the request has not been met on the following school day, the student will receive a detention, Step 3 of a Category One infraction/violation.
- d. Subsequent days of not fulfilling the request will result in:
 - i. Saturday School
 - ii. Loss of Exam Voucher

8. Honesty Policy (Category Two)

DeMotte Christian Middle/High School desires to hold students to a high moral and ethical standard when it comes to integrity and honesty. The following policies will be enforced:

1. Honesty violations can transpire in school work (cheating, copying, and plagiarism) and personal behavior (forgery, impersonation, lying).
2. If the violation involves more than one student, all parties will be held responsible.
3. First offense of honesty infractions will result in parental notification, receiving an “F” grade of 50% on any work related to the offense, and resubmission of all work involved.
4. Second offense of honesty infractions will result in parental notification, receiving an “F” grade of 0% on any work related to the offense, and resubmission of all work involved.
5. Infractions unrelated to academic work will result in parental notification.
6. All first time infractions will result in a detention.

**Category Two Infraction - Grades 9-12 and a Level III - Grades 6-8

9. Weapons Policy (Category Three)

The possession of any weapon is not allowed in or on school property or at any school function. Any object, including facsimiles of weapons, used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon. DeMotte Christian Middle/High School reports violations of this policy to the DeMotte Police Department.

*Category Three Infraction - Grades 9-12

10. Technology Use Policy - Upper Campus (Category One)

Parents and Students:

The purpose of this agreement is to outline the rules for computer hardware, local area network, and Internet use at DeMotte Christian Schools.

Internet Use:

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The Internet gives teachers and students access to electronic mail communication with people all over the world and to information and news from government agencies. Access is also available to university libraries, ERIC, museums, and many other informational databases. Along with this availability comes the risk of access to material that may not be considered to be of educational value or may potentially be offensive. While student use of the Internet will be supervised and screening software will be used, DeMotte Christian Schools does not have full control of the content that may be accessible. We firmly believe, however, that the valuable information, electronic interaction, and potential benefits for our students far outweigh the possibility that users may access inappropriate or offensive material.

Students are expected to exercise responsible Christian behavior when using the Internet. These responsibilities include:

1. Using the Internet in a way that is consistent with the mission and policies of DeMotte Christian Elementary School.
2. Using the Internet for school related or staff approved educational work.
3. Adhering to the rules of copyright.
4. Accessing only teacher-authorized resources or entities.
5. Respecting the data and privacy of other users.
6. Sending e-mail or responding to web pages only with teacher permission.
7. Keeping personal information about oneself or others private. Such personal information includes address, phone number, credit card numbers, social security numbers, password, or other confidential information.
8. Understanding that email is not guaranteed to be private. System administrators may access e-mail or monitor activity when there is reason to suspect inappropriate conduct or when there is a problem with the system.

Other Computer Use:

Use of computers at DeMotte Christian Schools also requires adherence to the following:

1. Copying, altering, or tampering with data files, software programs, or system settings on any school computer is strictly forbidden.
2. Unauthorized persons may not use equipment, software, security passwords, or access codes belonging to the school.
3. DeMotte Christian Schools reserves the right to review and remove any material stored on its equipment.
4. Users must honor software licensing agreements and all rules of copyright and personal property.
5. Software or data from outside sources, including files attached to email, or stored on any other medium, may not be used on school equipment without proper authorization from the system administrator.
6. Email accounts from other providers, such as Hotmail, Yahoo, Lycos, etc., may not be used on school computers to send mail.

By signing the consent form, the parents have acknowledged that they have discussed the privileges and responsibilities for computer use at DeMotte Christian Schools, and the student has agreed to abide by its Acceptable Computer Use Policy.

11. Electronic Device Use Guidelines (Per Semester)

Electronic devices must be used appropriately and respectfully.

- a. Cell phones and other electronic devices (music players, video games, etc.) will be confiscated if on or used during study period, class time, chapel time, school assemblies or if they become a nuisance during the school day or at any school activity.
- b. Cell phones with cameras are never permitted in locker rooms or restrooms.
- c. Chromebooks may be confiscated if used for non-educational purposes, that is, for purposes not directly related to the coursework at Upper Campus.
- d. Confiscated devices will be returned at the Principal's discretion. Prior to the device being returned, the student will pay the fine and meet with the Principal.
- e. A first offense will also result in a \$10 fine payable before the device is returned.
- f. A second offense will also result in a \$20 fine payable before the device is returned.
- g. A third offense will also result in a \$30 fine payable before the device is returned. In addition, the student will not be allowed to have the electronic device in the school building during the regular school day for the remainder of the semester.
- h. A fourth offense will also result in a permanent confiscation of the electronic device.
- i. The use of electronic devices including, but not limited to, cell phones, music players, and video games is restricted to lunch time and the passing period between classes. Such electronic devices should be stored in lockers and will not be allowed on students in class time, chapel, and activities period. Violation of these restrictions will result in immediate confiscation of the device.

12. Pregnancy Policy

Within the bounds of marriage, sexual intimacy is one of God's gifts. Outside of marriage, such intimacy is a lapse of Christian conduct.

Guidelines for a Disciplinary Response:

1. This policy applies to both the father and mother enrolled at DeMotte Christian Schools.
2. School personnel will provide an atmosphere of support, love and concern. The administration will pursue disciplinary discussions, as appropriate, with parent(s)/guardian(s), student(s), grandparent(s), clergy, counselors and agencies such as Chicago Christian Counseling Center or New Leaf Resources.
3. The student(s) will be encouraged to complete their education at DeMotte Christian Schools, provided that the student(s) exhibit a commitment to a Christian lifestyle consistent with this privilege.
4. The safety of the mother and the (unborn) child will be acknowledged in all decisions of the school regarding curricular and extracurricular activities.
5. The children of students are not to be taken to school during school hours or to activity meetings or practice sessions.

6. The student(s) must live with parent(s) or guardian(s), or in a home approved by parent(s) or guardian(s). The school may deny continued enrollment to a student(s) whose living arrangements are inconsistent with a Christian lifestyle, as determined by the Education Committee.
7. The course load may be adjusted to acknowledge the additional responsibilities on the part of the student(s). Final approval of this adjustment will be made by the Education Committee. A student mother's absence from school after delivery of the child may continue up to six weeks; exceptions require a letter from the attending physician.
8. The extracurricular activities of the student(s) shall be restricted to practices and other activities of school groups, without participation in interscholastic performances. This restriction shall be in place for the duration of the pregnancy.

13. Student Medication Use Policy

By law, medications must be controlled by the school.

- a. No medication (including Tylenol and ibuprofen) will be administered without the written request of a parent/guardian or the directive of a physician.
- b. Students are not to have any prescription or non-prescription medications in their possession at school at any time.
- c. If medication is needed, the student must report to the office to receive the appropriate, authorized medication.

14. Nicotine Use Policy

The possession or use of nicotine products on school property or at school functions is prohibited. Offenses involving possession or use of nicotine products per school year will be handled as follows:

- a. First offense – parental/guardian notification, a detention, and a \$50.00 fine to be paid within three days.
- b. Second offense – parental/guardian notification, a Saturday School, and a \$100.00 fine to be paid within three days.
- c. Third offense – parental/guardian notification, a Saturday School, a \$150.00 fine to be paid within three days, and an in-school suspension determined by the Principal.
- d. All fines collected will be donated to the American Cancer Society.
- e. Following the third offense, the student will be required to participate in a nicotine cessation program approved by the high school administration. Expenses for participation in such a program will be the responsibility of the student.
(8-26-19)

15. Drug Prevention and Deterrence Policy

- a. Testing for Cause
 - i. The administration reserves the right to require a student to undergo testing for alcohol, nicotine and/or drugs when there is reasonable suspicion of use.
 - ii. A student's failure to cooperate in the testing will result in disciplinary action in accordance with the Category Three Infractions/Violations procedures outlined in the School Discipline Policies and Procedures.
- b. Random Testing

- i. The administration reserves the right to engage in random substance abuse testing of all students.
 - ii. Tests will be initiated by the administration and conducted by a professional agency.
 - iii. A student's failure to cooperate in the testing will result in disciplinary action in accordance with the Category Three Infractions/Violations procedures outlined in the School Discipline Policies and Procedures.
- c. Positive Results
 - i. Students testing positive will result in disciplinary action in accordance with the Category Three Infractions/Violations procedures outlined in the School Discipline Policies and Procedures.
 - ii. If a student tests positive it will be the responsibility of the student and parent(s)/guardian(s) to pay for the cost of the drug test.
- d. Alcohol Testing

Alcohol breath testing screens will be available for testing students during the school day or at school sponsored events after school hours on or off campus.
- e. Preventative Searches

The school building, lockers, backpacks, book bags, personal possessions, and vehicles may be searched by school and legal authorities at any time for illegal substances.

III. Other Policies and Procedures

A. Nicotine-Free Facility

The DMCS School Board has a nicotine-free policy for all school property. This policy states that there is no nicotine use on any school property, i.e. outside doors or in the parking lot areas. We wish to make a statement to our children and teens, those most subjected to today's nicotine persuasions, about the overwhelming medical conclusions; and we wish to give visible support to what is clearly said in I Corinthians 3:16-17.

B. Sexual Harassment Policy

General Policy: DMCS will not tolerate sexual harassment by its students, employees, volunteers, or vendors. Sexual harassment is unlawful and contrary to our religious beliefs and our commitment to provide a stable and healthy learning and working environment.

Definition: Sexual harassment may include any unwelcome behavior or conduct of sexual nature which creates discomfort or creates an intimidating, hostile or offensive environment. Such conduct would include, but is not limited to unwelcome touching or other bodily contact, the making of unwelcome sexual advances, the display or reference to pornographic, sexually-explicit or offensive materials, the use of sexually provocative or offensive language, unwelcome discussion or inquiry into the private life of another individual or any unwelcome conduct of a sexual nature. The School shall consider any such discussion or behavior directed toward a student as being nonconsensual. Such activities may not only be illegal, but also run contrary to the beliefs this school professes and the atmosphere we wish to preserve.

Report of Offenses: If a student feels (s)he has been sexually harassed, (s)he should promptly report to the Superintendent, Building Principal, a Director and the student's parents. Any employee or volunteer who believes that (s)he has been subjected to sexual harassment should first notify the Superintendent, Building Principal, or a member of the Education Committee. If the alleged perpetrator is a student, the Investigating Committee herein shall conduct the investigation. If the alleged perpetrator is a DMCS employee, the procedures of the Employee Due Process and Discipline Policy shall be followed. If the alleged perpetrator is a volunteer or vendor, the Investigating Committee shall conduct the investigation.

Investigating Committee: The Superintendent, president of the Board of Directors and the chairperson of the Education Committee shall constitute the Investigating Committee. They shall be responsible to investigate the complaint and make a report to both the Executive Committee of the Board of Directors and to the Education Committee. Once a complaint has been received, the person to whom the complaint was made shall report the complaint to the Investigating Committee. At the least, the Investigating Committee shall ensure that the alleged victim and the alleged perpetrator are interviewed separately by the Committee or its designees. Within four weeks of the receipt of the complaint, the Investigating Committee shall make a written report to the Executive Committee. At a minimum, the Executive Committee shall report the general nature of the complaint to the Board of Directors, the nature

of the investigation completed to the stage, the general results of the investigation, and a proposed resolution. Consistent with the duty to investigate and deter sexual harassment, the School shall seek to protect the privacy of all people involved. If, in the complainant's opinion, the complaint was not adequately resolved, the complainant shall then have the right to appeal the resolution to the Board.

Penalties: Any employee found to have violated this policy will be subject to discipline, up to and including suspension and immediate dismissal without pay. Any student found to have violated this policy may be subject to discipline up to and including immediate dismissal. No retaliation will be made against any employee, student, or volunteer for asserting a claim of sexual harassment.

C. Tuition Financial Policies

1. Tuition Sliding Scale

Tuition for families with more than one full-time student enrolled will be determined using a discount scale as follows:

- a. A 5% discount for each additional high school student
- b.. A 7% discount for each additional full-time grade school student
- c. A 3.5 % discount for each additional part-time grade school kindergarten student
- d. A 2% discount for each additional part-time grade school pre-kindergarten student

2. Tuition for Part-Time Students

Tuition for a student enrolled less than full-time will be determined as follows:

- a. The part-time tuition fee for a one-credit (one semester) course is 14% of the full tuition cost for one student.
- b. The part-time tuition fee for a two-credit (two semesters) course is 26% of the full tuition cost for one student.
- c. Part-time students must provide their own textbook(s) if the school does not have extras available.
- d. Fees paid will not be refunded if a part-time student withdraws from a course.

3. Tuition for Transfer Students

- a. Students transferring in or out during a semester will be assessed tuition by the day based on a 180 day school year for any part of a school week attended.

4. Management of Tuition Accounts

- a. In order to facilitate the orderly fiscal management of DeMotte Christian Schools Inc., all tuition accounts shall be paid by the end of the school year.
- b. Tuition statements will be issued on the 1st of each month. The first monthly payment is due by July 15, then by the 15th of each month thereafter through May 15. The cost of education (COE) for each family will be divided into eleven equal monthly payments, beginning in July and ending in May. Families unable to conform to this eleven-month payment plan may submit an alternative payment plan, including reasons for such plan, to the Finance Committee for approval.
- c. An alternative payment plan shall only be approved if the plan satisfies the following criteria:
 - i. 40% of the annual cost of education (“COE”) is paid by the end of December of the current academic year; and
 - ii. 75% of the annual COE is paid by the end of March of the current academic year.
 - iii. Any alternative plan that does not meet the above criteria will only be approved for extraordinary circumstances.
- d. Alternative payment plans approved by the Finance Committee must then be approved by the Board of Directors. Alternative payment plans must pay the COE in full by the end of the current academic year unless the Board of Directors approves otherwise. The Finance Committee will review and manage all delinquent accounts.
- e. Procedures for handling past due tuition:
 - i. At thirty (30) days past due on monthly billing, a letter will be sent to the account stating past due policy.
 - ii. At sixty days (60) past due on monthly billing, a letter will be sent to the account stating past due policy.
 - iii. Accounts with an alternative payment plan will be considered delinquent if payment is not been received by the first day following the month in which a payment was due. At 15 days delinquent, Finance Committee may make a recommendation at the next regular school board meeting that child(ren) not be allowed to attend school until the delinquent tuition is addressed.

- f. All graduating students will receive an unsigned diploma if the family's tuition account is not paid in full by graduation night. A letter explaining the policy will be sent to the parents of all graduating students in April and May.
- g. If an alternative payment plan or any other exception to this policy is needed, it is the family's responsibility to contact a member of the Finance Committee to set up a meeting.
- h. The Finance Committee will contact all parents with delinquent tuition accounts at the end of the school year to advise them that all tuition must be paid or mutually acceptable arrangements made before their children will be registered for the upcoming school year.
- i. If the Finance Committee recommends that payment of a delinquent account be pursued through a collection agency or small claims court, the Board shall approve such action and the certified letter to the parents stating the decision.
- j. If the Finance Committee recommends that a delinquent account be considered for suspension of service, the Board shall approve such action.
- k. An official academic transcript is a complete and accurate reflection of a student's record. It contains all course work taken while enrolled at DMCS. Transcripts will not be issued for persons having delinquent accounts

5. Tuition Assistance Policy

DeMotte Christian Schools (DMCS) has developed a tuition assistance policy that, when resources are available, may provide some financial assistance for families who demonstrate financial need and cannot pay the full cost of education.

1. Each year the Finance Committee will evaluate the availability of tuition assistance for families desiring financial help with their tuition costs. These resources are limited and all families applying for tuition assistance are required to pay a portion of tuition.
2. Financial need is the difference between the cost of attending DMCS for one year and the amount of money a family can reasonably be expected to contribute toward meeting this expense (called the "family's contribution").
3. Families requesting tuition assistance must go through the Financial Aid for School Tuition (FAST) process in order to receive tuition assistance funds from DMCS. Families applying are responsible for the application fees.
4. Any family that applies for tuition assistance must also apply for assistance from the State of Indiana voucher program and from the SGO program in the same academic year provided said qualifies.
5. Any school balances owed by the applicant from a prior school year must be paid in order for a new application to be considered, unless the Board of Directors approves otherwise.
6. Depending upon the number of requests for tuition assistance, the amount of tuition assistance available, and the recommendation of FAST, the amount of tuition assistance offered shall not exceed 40% of the family's tuition for the school year.
7. If tuition assistance is offered, the family must meet with the Finance Committee to discuss the tuition payment plan. This meeting should take place before registration for the new school year.

8. If tuition assistance is offered, assistance will be paid at the end of the school year provided the family fully paid their portion of the tuition and the student has completed the school year.

6. Electronic Tuition Payment Policy

Parents have the option to make electronic tuition payments through FACTS

- a. Parents will be responsible for the ACH transaction Service Fee.
- b. Parents will be responsible for any banking fees resulting from NSF.

D. Sunday Travel Policy

In order to honor Sunday as the Lord's Day, school-sponsored travel on Sunday requires 2/3rds board approval.

E. Student Records Policy

1. Student records will be maintained electronically on an integrated school management database.
2. Additionally, hardcopy, cumulative files for each student will be maintained in a secure, fire-resistant file cabinet. These files will consist of permanent and current records showing each student's name and address, the name(s) and address(es) of parent(s) or legal guardian(s), a copy of the student's birth certificate, records of required health information, yearly transcripts, attendance records, and standardized test records.
3. Persons with authorized access to student files include the superintendent, principal, guidance counselor, secretary, bookkeeper, school nurse, and approved Cooperative School Service employees. The list of people with authorized access will be reviewed annually by the principal.

F. Release of School Directory Policy

1. DeMotte Christian High School will provide the following Christian Colleges with current school directories upon their request. Calvin, DeMotte, Dordt, Kings, Kuyper, Providence, Redeemer, and Trinity.
2. At the beginning of the school year parents will be given the opportunity to opt out of having their information included in the directory that would be sent to the colleges listed above.

G. Employee-Student Relationships Policy

1. Purpose:
 - a. DMCS is committed to providing school employees (principals, teachers, support staff, and coaches) and students with a safe, Spirit-filled environment, free from offensive behavior.
 - b. DMCS expects all persons to treat each other with respect because they are created to reflect God Himself.
 - c. Consequently, DMCS expects relationships between school employees and students to demonstrate cooperation, understanding, and mutual respect.
2. The Policy:

- a. At all times and in all places, students will be treated by all employees with respect, courtesy, consideration, and in a professional manner. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
 - b. Employees must be mindful of their inherent positions of authority and influence over students. Conduct that subjects another person to inappropriate attention, comments, or actions is not permitted.
 - c. Employees will utilize safeguards against allegations of improper relationships with students. (Such safeguards may include the following: avoiding or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one and/or making sure that meetings with a student take place in rooms with windows and/or others nearby.)
3. Actions that violate this policy include, but are not limited to, the following:
- a. Dating students of high school age or younger.
 - b. Having any interaction or activity of a sexual nature with a student.
 - c. Committing or attempting to induce students to commit an illegal or immoral act.
 - d. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
 - e. Excessive informal and social involvement with individual students is unprofessional and incompatible with employee-student relationships.
 - f. Concerns or allegations regarding employee-student relationships should immediately be reported to the Superintendent, Principal, or Guidance Counselor.
 - g. All reports will be handled discreetly to maintain confidentiality and will be investigated immediately by school authorities.
 - h. Allegations of illegal or criminal activities will be reported to government agencies as required by law.
 - i. Anyone found to be in violation of this policy will be subject to disciplinary action up to and including termination from employment or expulsion from the school.

H. Addressing Parent or Constituent Concerns Regarding Instructional Materials or Media Policy

Vision

The programs at DeMotte Christian Schools, Inc. represent a sincere effort by our staff and students to integrate our religious vision within learning. With the Bible as our basic guide for all programs, we believe “the fear of the Lord is the beginning of wisdom” (Proverbs 9:10). Our staff is dedicated to the authority and dependability of the Bible. Our vision includes the following six aspects:

1. God in His Image created people in order to live in communion with other human beings and with God. Scripture also directs us to subdue the earth.
2. In spite of the fall into sin, our task to rule and develop the Creation continues because of the regenerating work of Jesus Christ.
3. The forces of evil constantly threaten to prevent the believer from doing his cultural task.
4. Faith in God or unbelief cuts at the very heart of man. Faith determines our relationship to God, to people and to the Creation.

5. Christian education is a communal development of a Christian mind in which every Christian student and teacher participates.
6. We are in the world but not of the world. Christian education must help students learn the difference and to live accordingly to serve and love God and their neighbor.

Introduction

Whenever teachers at DMCS choose material for curriculum use they must consider several important, foundational principles. Some of the principles used and articulated in the following policy include the questions that follow. Is the material consistent with the Reformed Christian perspective on culture in which DeMotte stands? Is the material aesthetically and academically excellent? Is the material developmentally appropriate for the intended age group? This introduction considers the first question, and presents a context for material selection that is rooted in a distinctively Reformed Christian world and life view.

Christian education views curriculum as the roadmap to learning about God, His world and our important place in it. It attempts to show that God has a design for the universe that can be seen in the study of all things, and that there is a relationship between these different things. Christian education separates for study and yet integrates all curriculums so that students see wholeness. Along the way Christian education shows students where sin has distorted systems, relationships and human thoughts, so that they can engage culture in redemptive ways for the sake of Christ's kingdom.

Material selection at DMCS is therefore a concrete exercise in fulfilling our mission of developing academically prepared Christian graduates, taught from a Reformed Christian perspective. Our policy enables teacher and students to reflect and apply God's timeless truths to the wide range of life's challenges.

Addressing Concerns

Parent or society member concerns regarding instructional materials or media should be addressed in the following manner:

1. Parent or society member should discuss the concern with the teacher or librarian to seek a resolution. The teacher or librarian will inform the Principal of the concern.
2. If satisfactory resolution is not reached, the teacher or librarian will prepare a written summary of the concern, to be signed by both the teacher or librarian and the parent or society member. The parent or society member may set up a meeting with the Principal, which may or may not include the teacher or librarian.
3. If satisfactory resolution is not reached, the parent or society member may meet with the Education Committee, Principal, and the teacher or librarian at the next regularly scheduled Education Committee meeting. Liaison(s) from the curriculum committee of the subject involved may also be included in the discussion.
4. If satisfactory resolution cannot be reached with the Education Committee, the parent or society member may then request to meet with the full board to seek a final resolution at the next regularly scheduled Board meeting

I. School Closure and Continuing Education Plan

1. Students and parents will be instructed to have the students take all their textbooks and other school supplies home.
2. Teachers will make as much material available as possible for the students to take home at the time of the school closure.
3. Teachers will post assignments on RenWeb in the Lesson Plan section.
4. Teachers will upload documents to RenWeb. These can be also emails as attachments.
5. Teachers would be available from 8:00 AM to 3:00 PM to speak with students on the phone or correspond with students via email.
6. Materials will be available for pickup at school for families that do not have internet access at home.

J. Media Interaction Policy

In all media interactions, the following policy guidelines apply:

1. The Superintendent is the school's spokesperson and is responsible for overseeing all communication with the media. If the Superintendent is not available, the Building Principal or the school Board President will assume this role.
2. All media requests for information must be referred to the school's spokesperson.
3. All media must report to the administrative offices upon entrance to the schools.
4. All media must agree to follow prescribed guidelines for interviews and observations on any school property.
5. The media will not be allowed unauthorized access to students on school property.
6. No one is required to be interviewed by the media.
 - a. If the media requests an interview with an employee, permission must be obtained from both the spokesperson and the employee.
 - b. If the media requests an interview with a student, permission must be obtained from the spokesperson, student, and if the student is a minor, from the parents/guardians of the student.
7. The spokesperson has the right to deny the media interviews with employees or students on the school premises.
8. If a press conference is called, a pressroom will be set up at an alternative site.
9. Designated media will be contacted by phone or fax to inform them of the time and location of the press conference.
10. During the press conference, the spokesperson will read the prepared statement and announce when further information will be available.
11. Copies of the press release will be made available to all media personnel.
12. If there is a possibility of a criminal investigation, media questions regarding the incident will be deferred to the investigating authorities.

K. Service Hours/Project Policy

DeMotte Christian High School seeks to guide, shape, direct, and train young people in all aspects of living the Christ-like life in this world. A significant aspect of living the Christ-like life is serving our fellow man as an expression of our love for our God.

1. Every student is expected to complete a minimum of twelve service hours (six hours per semester) of his or her choice per year.

2. Acceptable service is work that does not include payment or work done for immediate or extended family.
3. Examples of excluded activities are those activities completed while school is in session or activities that occur during regular church service times. (For the school's purposes an example would be if a student is a member of the praise team at church. Preparations before and after the service could be counted towards these service hours while leading in praise during the service would not be counted towards the service hours.)
4. Student participation is required in all service project fundraisers. Working at Upper Campus' annual Service Dinner is required of all students. This cannot be listed as Service Hours.
5. First semester hours are the beginning of summer through the end of Christmas Break. Second semester hours are the beginning of Christmas Break through mid-May (about a week before exams begin). Service hours are to be recorded on a form entitled Service Hours Record, available in the office. Completed forms are to be turned in to the office.
6. Participation in service week is required of and limited to enrolled students.
7. Service Projects Committee will oversee all service week activities.
8. Service hours will be recorded on transcripts.

L. Teacher's Assistant Policy

Students enrolled at DeMotte Christian High School who have a desire to assist a teacher in their role of educating children and wish to explore education as a career option, can request to be assigned as a Teacher's Assistant (TA). These activities will be performed during the regular school day in place of a study hall in the student's schedule. This opportunity for serving the broader community will be governed by the followed guidelines:

1. The host school's principal must approve all Teachers' Assistants and will assign them to various tasks based on the needs of the school and the ability of the student.
2. Students will be assigned to a supervising teacher at the host school.
3. Students are responsible for their own transportation between Upper Campus and the host school.
4. Activities will include copying worksheets, grading papers, assisting in classroom preparation, working with small groups of students in special situations, etc.
5. Both schools will cooperatively monitor student attendance and punctuality through the use of TA logs, teacher evaluations, and student evaluations.

M. Student Designed Independent Study Policy

A high school student may take only one independent study course per semester and a maximum of four courses in their high school career.

1. A student may take only one independent study course per semester and a maximum of four (4) courses in their high school career.
2. Independent study is only available to Juniors and Seniors.
3. A Student Proposal form must be submitted to the principal for approval in order for a student to be enrolled in an independent study program.
4. The deadline for submitting the student proposal is May 15 for first semester classes and November 15 for second semester classes.
5. The administration may modify or add to the goals, outcomes and criteria contained in the student proposal. The student may then accept or reject the new proposal.

6. Independent study courses will be graded by the faculty advisor using the normal letter grade system and will be determined by how well the outcomes measure up to the criteria.
7. Independent study courses will not be used to replace existing courses in the curriculum unless there is an unavoidable conflict that cannot be resolved.
8. The student is responsible for making arrangements with a staff member to serve as faculty advisor for the independent study course.

N. Athletic Uniform Procedure

In an effort to maintain the inventory of all DeMotte Christian Schools athletic uniforms (jerseys, shorts, pants, etc.), the following procedures will be required of all athletes participating in all DMCS sports.

1. A uniform rental fee of \$25.00 (cash in a labeled envelope or check payable to DeMotte Christian Schools, Inc.) will be required before the first scheduled contest of every DMCS athletic season. The rental fee should be turned in to the school office. Non-compliant athletes will become ineligible for contests until the rental fee is received.
2. Student-athletes are responsible for all equipment issued to them. Uniforms will be distributed prior to the first contest of the season by the head coach of each sport. Athletic uniforms are issued to athletes for the sole purpose of athletic contest participation. Uniforms should not be used for any other purpose.
3. Important! Parents or guardians of the student-athlete are to maintain the cleaning and quality of the uniforms during the athletic season.
4. At the end of each athletic season, all uniforms should be cleaned by the parents and returned to the head coach, not the school office, in a timely manner (announcements will be made). The head coach will return all uniforms back to the athletic director for storage.
5. A cleaning fee of up to \$25.00 may be assessed if uniforms are not clean.
6. The parent or guardian of the student-athlete is responsible for the replacement cost of any lost or damaged school-issued equipment or uniforms. Any lost or unreturned uniforms will be assessed a fee of up to \$100.00 by the end of the school year. Transcripts (i.e. – college) will not be sent from DMCHS until a uniform is returned or the assessed fee is paid.

O. Suspected Misconduct, Dishonesty, Fraud and Whistle-blower Protection

If any person knows of or has a suspicion about misconduct, dishonesty or fraud, the Superintendent or Principal should be contacted. These activities include, but are not limited to:

1. Acts which are inconsistent with DMCS policies
2. Theft or other misappropriation of DMCS assets
3. Misstatements or other irregularities of DMCS records
4. Incorrect financial reporting
5. Misuse of DMCS resources
6. Illegal activities
7. Immoral or unbiblical activities
8. Forgery or alteration of documents
9. Any other form of fraud

If the alleged wrongdoing concerns the Superintendent or Principal, then the Board President should be notified instead.

If the Superintendent, Principal, President or other officer of DMCS receives information about misconduct, dishonesty or fraud, they shall inform the chairman of the Executive Committee, which shall determine the procedure for investigating all credible allegations. Depending on the nature of the information, the Executive Committee may be required to refer the matter to the Finance Committee.

At all times, the privacy and reputation of individuals involved will be respected. There will be no punishment or other retaliation for the reporting of conduct under this policy. If the person providing the information requests anonymity, this request will be respected to the extent that doing so does not impede any investigation.

DeMotte Christian High School

Bell Schedules

2023-2024 Regular Bell Schedule

Period 1	7:50	to	8:37
Period 2	8:41	to	9:35
Period 3	9:41	to	10:30
Period 4	10:34	to	11:21
Activity	11:25	to	11:53
Lunch	11:53	to	12:21
Period 5	12:21	to	1:08
Period 6	1:12	to	1:59
Period 7	2:03	to	2:50

Wednesday Bell Schedule

Period 1	8:20	to	9:03
Period 2	9:07	to	9:56
Period 3	10:02	to	10:46
Chapel	10:50	to	11:18
Period 4	11:22	to	12:05
Lunch	12:05	to	12:33
Period 5	12:33	to	1:16
Period 6	1:20	to	2:03
Period	2:07	to	2:50

2 Hour Delay Schedule With Activity Period

2 Hour Delay Schedule With no Activity Period

Period 1 9:50 to 10:21

Period 1 9:50 to 10:25

Period 2 10:25 to 11:02

Period 2 10:29 to 11:09

Period 3 11:08 to 11:41

Period 3 11:15 to 11:51

Period 4 11:45 to 12:16

Lunch 11:51 to 12:19

Period 5 12:20 to 12:51

Period 4 12:19 to 12:54

Lunch 12:51 to 1:16

Period 5 12:58 to 1:33

Activity 1:16 to 1:40

Period 6 1:37 to 2:12

Period 6 1:44 to 2:15

Period 7 2:16 to 2:50

Period 7 2:19 to 2:50