



Welcome to DeMotte Christian Grade School! DMC is where learning takes place. It has students and teachers, desks and interactive whiteboards, and bells and recesses like any other school, but there's something different about our school.

Our school is a Christian school. When Jesus said, "Follow Me," He wasn't just talking about Sundays. Time and again the Bible tells us that following Jesus is a way of life. We want to help teach that way of life every day, in all subjects. But our school is not a protective fishbowl for children. Instead, we intend it to be a total plunge into the study of God's marvelous world. Yet, when the currents of different beliefs and philosophies swirl around our young ones, we try to help give children the confidence to know where they are going.

So, welcome to the DeMotte Christian Grade School community. A community in which Christian love and concern are woven in the task of learning. A community in which learning complements the Christian home and church. A community in which time and talent are regarded as given by God to be used in His service. Our school is not perfect. The power of sin has its effects within the walls of our school, too. But we can truly be a Christian school community because we are rooted in the knowledge that Christ is the Lord of Creation and Life.



# TABLE OF CONTENTS



## I – GENERAL

A. Mission Statement .....	5
B. Historical Heritage.....	5
C. Educational Philosophy .....	5
D. Statement of Faith .....	7
E. Position Statement on Marriage and Sexuality.....	7
F. Organizations.....	7
1. DeMotte Christian Schools, Inc.	
2. Foundation Board	
3. Partners In Education (PIE)	
G. Financial Procedure .....	8
1. Payment Schedule	
2. Alternative Funding	
H. School Directory.....	9
I. General School Procedures .....	9
J. General Information .....	11
1. Conferences	
2. Report Cards	
3. Snow Days and Emergency Dismissals	
4. Pre-School and Kindergarten Late Start Procedure	
5. Student Health and Medication	
6. Health Requirements	
7. Library	
8. Lost and Found	
9. Promotion and Retention	
10. Suspension and Expulsion	
11. Property Damage	
12. Injuries	
13. Parent/Teacher Communication	
14. Cheating	

K. Academic Programs .....	19
1. Music	
2. Jr. High Music Guidelines	
3. Jr. High Honor Roll	
4. Standardized Testing	
5. Enrichment Program (Omnibus)	
6. Art Classes	
7. Physical Education	
8. Jr. High STARS Program	
9. Preschool and Kindergarten Screening	
10. Computer Program	

L. Extra-Curricular Activities .....	21
1. Student Council	
2. Athletics	
3. Awards	

M. Interscholastic Sports Program.....	23
--	----

## II – BOARD POLICIES

Section 1 – Executive Committee .....	28
1.01 Non-Discrimination	
1.02 Lottery Policy (Choice Scholarship Applicants)	
1.03 Background Check	
1.04 Non-Custodial Parents	
1.05 Charitable Benefits	
1.06 Sexual Harassment	
1.07 Media Interaction	
1.08 Control of Communicable Diseases	

Section II – Education Committee.....	32
2.01 Admissions Eligibility	
2.02 Application Procedure	
2.03 Education Committee Interview	
2.04 Kindergarten Probation	
2.05 Admission of Part-time Student	
2.06 Promotion or Retention of a Student	
2.07 School Closing	
2.08 Grading Scale	
2.09 Extra-Curricular	
2.10 Reporting Suspected Child Abuse	
2.11 Corporal Punishment	
2.12 Student Conduct	
2.13 Discipline Plan: Grades PS–Grade 5	
2.14 Discipline Plan: Grades 6–8	
2.15 Dress Code	

2.16	Attendance and Absentee	
2.17	Acceptable Computer Use	
2.18	Cell Phone and Communication Devices	
2.19	Addressing Parent or Constituent Concerns Regarding Instructional Materials or Media	
2.20	Employee-Student Relationships	
2.21	Student Records	
2.22	Sunday Travel	
2.23	Concussion	
2.24	Inclement Weather	
2.25	Bibles for Third Grade Students	
2.26	Bibles for Eighth Grade Students	
2.27	Student Riding Bicycles to School	
Section III – Finance Committee .....		46
3.01	Tuition Sliding Scale	
3.02	Tuition for Part-Time Students	
3.03	Tuition for Transfer Students	
3.04	Reduced Tuition for Students Who Repeat a Grade	
3.05	Registration	
3.06	Electronic Tuition Payment	
3.07	Management of Tuition Accounts	
3.08	Tuition Assistance	
3.09	Handling of Monies Collected	
3.10	Nick Tysen Memorial Tuition Assistance Fund	
Section IV – Building and Grounds Committee .....		50
4.01	Smoke Free Facility	
4.02	Community Use of DeMotte Christian Schools Facilities	
4.03	Available for Rental	
4.04	DMCS School Use Fees	
Section V – Transportation Committee.....		51
5.01	Bus Conduct	

Dear Parents and Students,

This handbook lists the guidelines that we expect students to follow at DeMotte Christian School. We encourage you to read these guidelines together, so both parents and students will know our behavioral standards. These guidelines are enforced during school hours, on class trips, at sporting events, at concerts, etc. We believe that the behavior of our students should glorify God, and that it should be a source of pride for students, parents, teachers, society members, and the community in general. Distinctively, Christian behavior will make our student's experiences at DeMotte Christian School pleasant, rich and rewarding. We pray that God will give each student the grace that he/she will need to serve Him.

Yours in Christ,

DeMotte Christian Schools, Inc. Board of Directors and Staff

## I. GENERAL SECTION

### A. **Mission Statement**

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

### B. **Historical Heritage**

In 1940 the DeMotte Christian School was organized by a group of parents from the 1<sup>st</sup> Christian Reformed Church of DeMotte. It was their desire and purpose to educate their children in a school where God's Word was central to all of learning. During the fall of 1947, the doors of DeMotte Christian were opened and classes were held in the basement of the 1<sup>st</sup> Christian Reformed Church.

In 1948 a two-room school opened its doors on the present location. Several additions were made in the 1950's, 1960's and 1970's to meet the school's growing needs. DeMotte Christian has a modern plant. An expanded curriculum enables students to receive a well-rounded education in all disciplines.

We thank God for blessing the DeMotte community with men and women who continually seek to maintain and improve the curriculum, the facilities, the Spirit, and most of all to remain true to the Word of God. To God be the glory!

### C. **Educational Philosophy**

The DeMotte Christian School has as its foundation the infallible Word of God as interpreted by the doctrinal standards of the Reformed faith.

The authority of Scripture encompasses education. The goal of all education, according to I Corinthians 1:17, is to help man achieve life's purpose: to know and serve God. Then, too, the person is to be educated as a unified personality. Genesis 1:27

In addition, true wisdom apart from Christ is not possible. We must see and acknowledge the comprehensive principle for life given in Colossians 2:3, where Paul says this about our Lord: "In Him are all the treasures of wisdom and knowledge hidden." At the same time, the Living Word, Jesus Christ, is the integrating factor for our life..."Who is the same yesterday, today and forever" Hebrews 13:8.

Recognizing and accepting the authority of God's Word, and Christ as the essence of wisdom and the integral factor for our lives, the following statements summarize our school's basis of foundation:

1. God reveals Himself 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 a guide in 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, His creation, 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 which God made with believers and their children. They must do this in the light of revealed truth.
6. Man has 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 relationship 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 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 these principles.

The above principles call for a curricular and extra-curricular program that will instruct the student in the various disciplines in such a way that he will become a useful, creative citizen of the community, state and nation, with the desire and ability to apply his Christian commitment and principles to all of life's situations.

This calls for an academic program that is superior in quality. Even more important is the Christian teacher. The teacher 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 in the ability to apply these Christian principles in their respective teaching areas. They must be well trained in their respective field since the pupil must be given the necessary tools with which to carry out his task.

The underlying philosophy of education regarding its origin, purpose and application to every day life must then be distinctively Christian; the methods, however, employed in introducing the students to the various disciplines may be similar to those used in non-Christian schools. The God-directed goal of both teacher and student must always be to do the best job possible using the best tools available.

In conclusion, it is the goal of the administration, faculty and parents of DeMotte Christian School to educate each child to his highest potential as a child of God and as a citizen of the country. To this end, the curriculum, teaching and environment must all lend themselves to a distinctively Christian interpretation of all of life.

#### **D. 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.
7. 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.

The board requires that all parents agree with and sign this statement of faith.

#### **E. Position Statement on Marriage and Sexuality**

1. 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 2:22-24; Matthew 19:4-6; Mark 10:5-9; Ephesians 5:31-33)
2. 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. Any form of sexual immorality, such as adultery, fornication, homosexual conduct, bisexual conduct, bestiality, incest, pornography or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God. (Leviticus 18:1-30; Leviticus 20:10-21; Proverbs 5; Romans 1:26-27; Ephesians 5:3-7)  
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. In order to persevere the function and integrity of the Christian school, and to provide a biblical role model to the community, it is required that all students, persons employed by the school corporation in any capacity, persons who serve as volunteers, and parents/guardians of enrolled students should abide by this Statement on Marriage and Sexuality and conduct themselves accordingly. (Romans 12:1-2)
5. 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 policy. (Romans 6:22-23; Ephesians 2:1-10; Ephesians 5:1-2)

#### **F. Organizations**

##### **1. DeMotte Christian Schools, Inc.**

- a. DeMotte Christian School, Inc. shall have as its primary purpose the establishment, operation, and promotion of a school to educate students in such a way that each student will become a useful and creative citizen of Christ's Kingdom and of the student's community, state and nation, with the desire and ability to apply the student's Christian commitment and principles to all of life's situations. This purpose is founded upon the principles and beliefs contained in Article II above.

- b. To foster the Purposes contained in the Articles of Incorporation and these Bylaws, the corporation shall remain a member of the Christian Schools International.
- c. Said Corporation is organized exclusively for educational purposes, including for such purposes, the making of distributions that qualify as exempt organizations under section 501© (3) of the Internal Revenue Code of 1945 (or the corresponding provision of any future United States Internal Revenue Law).
- d. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its Members, Officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Articles of Incorporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

## 2. Foundation Board

- (a) Established in 1986 for the purpose of soliciting and receiving funds for investment and reinvestment. A board of six members, one being a DMC school board member plus the DMCS Administrator meets a minimum of four times a year.
- (b) Each year the board will turn over the interest made on the principle to the DeMotte Christian Schools, Inc. General Fund thus helping all families with their tuition.
- (c) The Foundation Board urges friends of the school to remember the school in memorial gifts, wills and other special gifts.

## 3. Partners In Education (PIE)

- (a) Promote the welfare of the teachers and students by providing educational and functional materials for DeMotte Christian Grade School and Covenant Christian High School;
- (b) Encourage and facilitate a closer relationship between parents, teacher, and students;
- (c) Provide parents with means to assist in the payment of tuition through fundraising efforts.

## **G. Financial Procedure**

All parents are personally responsible for the full financial support of their students at DeMotte Christian Grade School. The responsibility to provide alternative financial resources to make Christian education possible lies first with the parents or guardian, second with his church or religious community, and thirdly from the larger Christian education support community. The responsibility of the parent or guardian is to contact the Board as to what alternate financial resources are available to them and secondly for the Board to assist them in developing financial support from their church and Christian community.

### 1. Payment Schedule

- a.) All parents are required to pay tuition on an 11-month payment plan with payments due by the 10<sup>th</sup> of each month starting in July and ending in May.
- b.) If for some reason the parent cannot pay their responsibilities with the 11-month plan, an alternate plan must be devised with the approval of the Finance Committee chairman.
- c.) When financially delinquent families transfer to other school systems or graduate, transcripts may not be sent by the school office without specific financial arrangements being made between the parents and the Finance Committee.
- d.) No student will receive a signed diploma upon graduation unless all tuition payments are paid prior to graduation.

## 2. Alternative Funding

Since tuition accounts for approximately 80% to meet General Fund operation the remaining 20% comes from four different programs: "Sharing the Promise", church offerings, an annual gift from PIE (Partners In Education), and from the DMCS Foundation. "Sharing the Promise" is a plan whereby parents and others pledge a certain amount towards the general fund as a gift. Tuition is determined by the number of students enrolled and offset by the total gifts from the four programs. Tuition will be determined in June with the possibility of adjustments in September after enrollment is completed. The board highly supports such methods of giving to keep tuition as low as possible.

## **H. School Directory**

The school directory is published annually by DMCS and distributed free to all school families near the beginning of the school year. It is not to be released to anyone outside the school, nor is it to be used by anyone in the school for the purpose of soliciting school families. It also includes a listing of the faculty and staff and the School Board and its committees.

## **I. General School Procedures**

1. Students should use the bathroom before going outside at any particular recess time or before school. No loitering at any time.
2. Gum chewing will not be allowed at any time. Candy will not be allowed during class.
3. Cubicles should be kept clean and neat. No food should be stored in them and lunch boxes or bags should be taken home each evening. Textbooks should be kept in desks (grades 2-5) or in cubicles (grades 6-8). Cubicles and desks will be checked periodically.
4. Students will eat in their homeroom, using good manners. Milk cartons and waste will be discarded in proper containers.
5. Arriving Early
  - a.) Students should not arrive to school before 7:25am without getting permission from their classroom teacher.
  - b.) As soon as a student has arrived at school, he/she may not leave unless given permission by school personnel.
  - c.) We attempt to discourage students from coming to school early unless there is a valid reason for doing so. When arriving at school, students enter school, place belongings and books in the proper place, and then go outdoors. When the call bell rings in the morning, students must line up at the designated door and quietly enter school. Absolutely no running. A valid reason for coming to school early requires a note to the child's teacher.
  - d.) During inclement and severe cold weather, adjustments will be made.
  - e.) Halls must be kept as quiet as possible at all times. Absolutely no running.
6. Students need to obtain permission from their teacher to use the school phone. When permission is given, the student may use the office phone. The use of the office phone may be used by students only during times of emergency and importance, such as: illness, school cancellation, and school's request for the student to use the phone. Cell phones should be off during the day and may be used only with the school staff permission.
7. Any student, whose behavior impairs class instruction or is detrimental to other students, will be disciplined accordingly. The principal has the authority to suspend a child or make use of in-school suspension for gross misbehavior.

## 8. Field Trips

- a.) The teacher decides each trip what is appropriate for their age level and length of trip.
- b.) Handheld electronic games will be allowed if:
  - (i) They are able to turn sound off.
  - (ii) Violent games are not allowed. Students and parents decide if games are appropriate with the understanding that if it is found inappropriate by school personnel, the game will be confiscated.
- c.) IPODs, MP3 players and similar devices will only be allowed with a teacher's permission.
  - (i) Students and parents should decide if the music is appropriate with the understanding that if it is found inappropriate by school personnel, the device will be confiscated.
  - (ii) If music is questionable, the teacher may take the device away, print the lyrics, and talk to the student and the parents.
- d.) DVD players are not allowed: they present a safety issue with students moving around on the bus to see the movie.
- e.) Computers are not allowed because of the safety issue. However, if there are extenuating circumstances requiring a student to use a computer for homework of such on the bus, special permission may be given, perhaps requiring the student to sit in the front of the bus.
- f.) Cell phones
  - (i) Students may have a cell phone at school and on the bus.
  - (ii) Student's cell phones must remain off unless given permission by the teacher, primarily to call a parent or guardian.
  - (iii) Misuse of the cell phone would result in the teacher confiscating it.
- g.) All electronics brought on field trips are the student's responsibility. The school / teacher / bus driver are not responsible for any lost, stolen, or broken equipment.

## 9. School Property Rules

- a.) Student Negligence

Students will be assessed fees for any damage that they cause to school property or for lost or damaged books.
- b.) Rules of Conduct
  - (i) As soon as a student has arrived on the school property, he/she may not leave unless given permission by school personnel.
  - (ii) Only grades 6-8 may ride bicycles to school and only if parents have given them written permission on file. Bicycles may not be used during the day. Bicycles must be properly parked in the area of the bicycle racks.
  - (iii) Stones and other such articles must not be thrown while on the school property or to and from school. Students must not walk on the grass or through property on the side of the school or through the neighbors' yards.
  - (iv) When leaving the building, students will file out in an orderly manner, and will walk, not run, past the busses that are lined up in front of the school to their assigned bus. This is not only a rule of good conduct, but also a very important safety precaution.
  - (v) Students should not remain in the school building or on the school property more than 15 minutes after school has been dismissed unless the student is detained for academic or disciplinary reasons, or staying after for an after-school activity.
  - (vi) When staying after school for an activity, students will have a bathroom break, and then spend assigned time in supervised study. No student may leave school grounds during this time.

## 10. Proper Conduct at Games

We have a student body of which we as a faculty and board are proud. Each one of you is a unique individual possessing talents and abilities that can add to the morals and spirit of our school. In order for us to fully understand some of the rules as well as the expectations, we want to spell out some of the guidelines that we must live by. We feel these guidelines will make a Jr. High that we will all be proud of as we work, play, and learn with one another.

### Guidelines Regarding Home Games and Events

- a.) We win without boasting, we loose without excuses, and we never give up.
- b.) We respect all officials and accept their decisions.
- c.) We always remember that we represent our school and all that that implies.
- d.) We play as a team, not for show.
- e.) We always respect and appreciate the abilities and accept the limitations of teammates or opponents. We never boo.
- f.) We play hard because we love the game or sport.
- g.) When staying after school because of a home game, we:
  - (i.) will work in a classroom under teacher supervision until given permission to leave.
  - (ii.) will sit together as a cheer group and leave only during half time for breaks or refreshments.
  - (iii.) do not wander around school, playground, or leave the school grounds.
- h.) Should we violate any rules of letter "g", any teacher or school authority may place us in a room for study until parents arrive or until the game is finished.

## **J. General Information**

### 1. Conferences

- a.) Parent-Teacher conferences are scheduled in the fall. Scheduled conferences in the spring are by parent or teacher request. Parents and teachers are encouraged to schedule conferences throughout the year as deemed necessary.

### 2. Report Cards

- a.) Report cards are emailed quarterly: October, January, March, and May.
- b.) Interim reports, progress reports, and notes will be sent as the teacher determines it appropriate or upon parental request.

### 3. Snow Days and Emergency Dismissals

- a.) If school is cancelled or delayed due to weather conditions, families will be contacted by the SDS School Database System (SDS) Parent Alert.
- b.) It is best to check the school website to verify school closings, delayed starts, or early dismissals.

### 4. Pre-School and Kindergarten Late Start Procedure

If there is a late start for Pre-school, the morning class will meet from 9:45-11:45am while the afternoon class will meet from 12:40-2:40. If an early dismissal is called, the afternoon class will not meet.

If there is a late start for ½ day Kindergarten students, their class will meet from 9:45-11:45am.

All efforts will be made to contact parents for a late start or early dismissal using the SDS School Database System (SDS) Parent Alert.

### 5. Student Health and Medication

Students who become ill at school are to go to the school office. Normally, students are kept in the school unless they have an elevated temperature or are vomiting. If a student develops a temperature of above 99.1, a parent will be called to bring that child home.

Medication: If possible, medication should be scheduled to be taken at home and not at school. For medication taken during school hours, the following guidelines must be met.

- a.) Non-prescription (over-the-counter) medication must be in the original (manufacturer) container with the ingredients listed on the label and the student's name affixed to the container. A Medication Authorization Form is required from the parent/guardian to give the medication at school including the reason the student is taking the medication, time to be given, and the amount to be taken.
- b.) Prescription medication must be in the original container with the pharmacy label attached including the physician's name, student's name, medication name, strength, and the time medication is to be given. Medication Authorization Form is required from the parent/guardian to give medication at school.
- c.) Long-term medication that must be given at school requires all the above stated conditions listed above. In addition, a Medication Authorization Form must be signed and completed by the physician prescribing the medication. Permission for long-term medication must be renewed each year. Changes in medication must be documented by written authorization from the physician.
- d.) Dispensation of Medication for chronic condition:
  - i. Student's parent/guardian has filed a Medication Authorization Form with the administrator for the student to possess and self-administer the medication (ie. asthma inhaler, EPI-PEN). The authorization must include the statement described in subsection 2.
  - ii. A Physician states in writing that:
    - The student has an acute or chronic disease or medical condition for which the physician has prescribed the medication;
    - The student has been instructed in how to self administer medications;
    - and
    - The nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in subsection A must be filed with a student's administrator annually. Your doctor may fax this information to the school. The fax number is 219-987-3724.
- e.) Medication in plastic bags, boxes, or envelopes will not be accepted or administered at school. **NO EXCEPTIONS.**
  - (i) All medication (including vitamins, cough drops, etc.) must be kept in the school office. Medication should be brought to the school office before class begins in the morning.
  - (ii) No medication will be administered that has not been provided by the parent.
  - (iii) It is the student's responsibility to come to the office when it is time to take medication. For younger children, please remind the child's teacher when it is to be given.
  - (iv) The parent/guardian is responsible at the end of the treatment for removing any unused medication from school. Medication not picked up by the end of the school year will be discarded.
  - (v) Medication pick-up:

A student in grades preschool through 8<sup>th</sup> grade may not take medication home if the medication is possessed by school administration during school hours or at school functions. Medication that is possessed by a school for administration during school hours or at school functions may be released only to:

    - The student's parent/guardian; or
    - An individual who is: a) at least eighteen (18) years of age; and designated in writing by the student's parent/guardian to receive the medication.

- f.) Under no circumstances will any school personnel administer aspirin to a student.
- g.) DeMotte Christian Schools, Inc. has developed the following head lice procedure. The aim of this procedure is to ensure a consistent, coordinated and cooperative approach to managing head lice in the school community.

#### **ROLES AND RESPONSIBILITIES**

##### **The Parents'/Guardians' responsibilities are:**

- to learn about head lice infestation and management by reading the Department of Health's Head Lice Fact Sheet;
- to regularly check their child's hair for head lice infestation;
- to treat their child's hair immediately if the child has head lice, using the advice in the Head Lice Fact Sheet;
- to inform the school and other close contacts if their child has a head lice infestation, and to confirm that treatment of their child's hair has commenced;
- to be aware of and follow the school's head lice management protocol.

##### **The School Nurse's role is:**

- to provide information, advice and education to parents and the school community about head lice management;
- to provide additional advice for families experiencing persistent head lice infestation.

##### **The School's responsibility is:**

- to develop, implement and maintain a head lice management protocol;
- to ensure that parents and staff are aware of the school's head lice protocol, and that parents are provided with a copy of the Department of Health's Head Lice Fact Sheet when their child is enrolled and on request.

#### **HOW HEAD LICE INFORMATION IS DISSEMINATED**

The School takes the following steps to ensure that accurate up-to-date head lice treatment advice is provided to the school community:

##### **The Department of Health's Head Lice Fact Sheet:**

- is included in the parent/student handbook;
- is available in the school office, with extra copies available for parents;
- is sent home to the parents of a child with head lice, and to the parents of the other children in the same class, accompanied by an explanatory letter;
- is regularly promoted in the school newsletter and through other appropriate channels.

#### **WHAT HAPPENS WHEN A CHILD IS FOUND TO HAVE HEAD LICE OR NITS?**

The School undertakes the following steps to ensure that a clearly defined process is followed when a child is found to have head lice or nits:

##### **Day 1:**

- The student is given a brief, age-appropriate explanation about the head lice and nits.
- *A Letter to Parents of a Child Found to have Head Lice* is sent home with the student. The *Letter* informs the parents that their child has head lice and advises them that, as required by the School Education Act 1999, the child must commence head lice treatment before returning to school.

- If available, translations of the Head Lice Fact Sheet are provided to non-English speaking parents. Alternately, where appropriate, parents are advised by telephone. Interpreter services such as a telephone interpreter service are used if required.
- Students found to have head lice or dark nits will normally be excluded for the school day, at the discretion of the Principal or delegate. Students found to have nits that are not dark will normally continue the school day.
- Parents of the other students in the class are sent an information letter on the same day, asking them to check their child's hair for head lice and advising them how to do this more effectively, using the Department of Health recommended hair conditioner method.

Day 2:

- Once treatment has commenced, the parents of the child with head lice shall send the child back to school with the completed *Confirmation of Treatment* tear-off section of the Letter to Parents. Parents are reminded that treatment must be completed over the 10-day period, as recommended by the Department of Health.
- If the *Confirmation of Treatment* slip, or similar note, is not returned and the student is not able to confirm that treatment has commenced, then the class teacher informs the school's Secretary or Principal. A contact to the parents will be made to check that they have received the Letter to Parents and the Head Lice Fact Sheet.
- If the Letter to Parents and the Head Lice Fact Sheet have been received but no treatment has started, then the parents are asked if they are experiencing any difficulty. Appropriate assistance is offered if parents are experiencing difficulty, e.g. serious financial hardship, or literacy or language difficulty.
- If the parents have no particular difficulty, then they are reminded of their responsibility to the child and to the school community. The parents are advised that the child must not return to school until treatment has begun. Parents must return a note to school with the child, or phone the school's Secretary or Principal to confirm this.

Day 3:

- Where a student again returns to school without treatment having commenced, the School Nurse, who represents the Department of Health in the school, or Principal will undertake phone contact or arrange a visit with the parent.
- The purpose of this is to help identify any undisclosed difficulty, and to assist and advise the parents with the head lice treatment.

Day 4:

- Where a student yet again returns to school without evidence of treatment, the Principal or delegate will contact the parents and advise that the student is immediately excluded from school until treatment has commenced and the school notified.
- The parents will again be offered assistance by the Principal or School Nurse.

- Home work will be provided for the student, with teacher telephone support where appropriate.

Day 5 – ongoing:

- Where a student continues to be absent from school without due reason, the matter will be dealt with in accordance with the school’s Attendance and Absentee Policy. Head Lice infestation is easily treated and is not a disease.
- When all parent support and information has been provided, and there is no remaining barrier to treatment, failure to treat is not a valid reason for absence from school.

**In the last resort only** – where considered appropriate by the Principal and School Nurse, the family may be referred to the Department of Community Development, e.g. where a child is experiencing ongoing psychological distress, or if infected sores result from untreated head lice infestation and the sores remain untreated. Informing parents of this decision prior to referral is at the discretion of the Principal.

#### **ADDITIONAL KEY POINTS:**

##### **Recommended treatments**

The School advises parents to read the Department of Health’s Head Lice Fact Sheet, available free from the school office. The 10-Day Hair Conditioner Treatment is the Department’s preferred treatment. However, parents who wish to use insecticide treatment should do so according to the Department’s instructions in the Head Lice Fact Sheet, as labelling on some head lice products may be unclear or even inaccurate.

##### **Checking hair for head lice:**

- **Class or whole school ‘head checks’**

School staff or the School Nurse do not routinely undertake class head checks for head lice, as this is not an efficient or effective strategy for head lice control. Head lice can move at up to 30 cm per minute. They move rapidly away from searching hands and so an infestation can easily be missed. Most children do not have head lice, so valuable class time is wasted checking such children unnecessarily. In addition, it is the responsibility of individual parents to check their own child’s hair for head lice. Screening for head lice is most effectively undertaken by parents combing their child’s hair using hair conditioner to slow down the head lice, together with a metal ‘nit’ comb, as described in the Department of Health’s Head Lice Fact Sheet

- **Checking a student who is believed to have head lice:**

In the case of an individual student, the School Nurse or office staff may examine a student’s hair where there is reason to believe a student may have head lice, i.e. where eggs (nits) or crawling head lice have been sighted or where a child is scratching the head excessively.

The School Nurse is aware that a ‘dry’ scalp check may be unreliable. If, on inspection, no signs of infestation are seen, the parent is nevertheless informed and is asked to check using hair conditioner. A Letter to Parents is sent home to inform parents if signs of infestation are seen.

### **Exclusion of a student from school**

Under the School Education Act 1999, students found to have head lice may be excluded from school at the discretion of the Principal or delegate until treatment has begun and all live head lice are being removed, in accordance with the Department of Health treatment advice. In practice, this means students can return to school the morning after treatment has commenced, provided that effective treatment is completed consistently over the following 10 days. A few remaining eggs are not a reason for exclusion. Students found to have head lice will normally be excluded for the school day, at the discretion of the Principal or delegate.

### **Head Lice Fact Sheet About...*Head Lice***

#### **What are head lice?**

Head lice, the most common type of lice, are tiny parasitic insects that survive by feeding on human blood. Head lice are most commonly found on the scalp, behind the ears and near the neckline at the back of the neck. Head lice are rarely found on the body, in the eyebrows, or eyelashes. They can lay up to six eggs (nits) a day that attach to strands of hair close to the scalp. Head lice are wingless, cannot fly or jump, and they do not burrow under the skin. However, they can crawl, sometimes rapidly.

#### **How are head lice spread?**

Lice are spread by direct contact with an infested person's head or personal belongings such as combs, brushes, and hats. They can also be spread by unwashed clothing, bedding, or towels. Head lice are commonly found in more than one person in the same household. Children often spread head lice during close contact while playing. A person can also get head lice by lying on a bed, couch, pillow, carpet, or stuffed animal that has been in direct contact with an infested person. Pets cannot spread head lice.

#### **Who is at risk for head lice?**

Anyone who comes in close contact (especially head-to-head contact) with someone who already has head lice is at greatest risk. Preschool and elementary school-age children (3-11 years of age) and their families are infested most often. Girls and women get head lice more often than boys and men. In the United States, African-Americans rarely get head lice. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

#### **How do I know if I have head lice?**

The main symptom of head lice is itching. The scalp may appear red from scratching. Sometimes an infested person has a tickling feeling of something moving in the hair. Lice and nits can be seen on the hair; identification is usually made by detecting nits attached to the hair close to the scalp. Nits are tiny, grey-white oval specks that do not come off the hair easily, like a piece of dandruff would. Nits found within ¼ inch from the scalp are usually alive and treatment is needed. Using a flashlight, adult lice can be seen by separating hair at the base of the neck or around the ears.

#### **How can head lice be treated?**

Often, head lice can be treated with over-the-counter medications. Prescription drugs are also available. Consult your pharmacist or health care provider if you are unsure about which medication to use.

- The chemicals used to kill head lice and their nits may be toxic and should be used with care. Be sure to follow the directions completely and carefully.

- Nits should be removed after treatment.
- Re-treatment is often necessary 7-10 days later; in some cases, the nits survive the first treatment.
- Treatment of non-infested persons living in the same household as a person with lice is not recommended. Household contacts should be checked for lice every 2-3 days and treated only if crawling lice or nits (within ¼ inch of the scalp) are found.

In addition to treatment of the infested person(s), the following actions can assist with control:

- Wash all bed linens, hats, etc., that the infested person has worn during the 2 days before treatment in hot water (130F) and dry at high heat for at least 20 minutes. Dry clean items that cannot be washed.
- Boil combs, brushes, and other personal items that come in contact with the hair. These items can also be soaked in rubbing alcohol or a Lysol-type product (use of a trade name is for identification only and does not imply endorsement by the Indiana State Department of Health).
- Thoroughly vacuum rugs, upholstered furniture, and mattresses, vehicle seats and carpet, especially where the infested person sits or lies.
- Seal any items that cannot be washed or dry cleaned (stuffed animals, comforters, etc.) in a plastic bag for 2 weeks.

**How are head lice prevented?**

Do not use hairbrushes, combs, or hats that belong to other people.

If infested, use treatment medications as directed. Reinfestation occurs often and can be frustrating for parents, teachers, and children. Treating reinfested and newly infested cases at the same time may help stop the cycle.

For additional information on head lice, please visit the Centers for Disease Control and Prevention (CDC) Web site at:

<http://www.cdc.gov/ncidod/dpd/parasites/lice/default.htm>

or the Harvard School of Public Health Web site at:

<http://www.hsph.harvard.edu/headlice.html>

6. Health Requirements

- h.) Indiana State Law requires that all children enrolling in Kindergarten must be immunized for diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, hepatitis, and chicken pox. A physical signed by a doctor must include confirmation of immunizations.

Indiana 2020-2021 Required and Recommended  
School Immunizations

Pre-K	3 Hep B	4 DTaP	3 Polio	1 MMR	1 Varicella	2 Hep A
K – 5 <sup>th</sup> Grade	3 Hep B	5 DTaP	4 Polio	2 MMR	2 Varicella	2 Hep A
6 <sup>th</sup> -11 <sup>th</sup> Grade	3 Hep B 1 Tdap	5 DTaP 1 MCV4	4 Polio	2 MMR	2 Varicella	2 Hep A
12 <sup>th</sup> Grade	3 Hep B 1 Tdap	5 DTaP 2 MCV4	4 Polio	2 MMR	2 Varicella	2 Hep A

**Hep B** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

**DTaP** Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's fourth birthday.

**Polio \*** Three doses of polio vaccine are acceptable for all grade levels if the third dose was given on or after child's fourth birthday and at least 6 months after the previous dose.

\*For students in grades K-10, the final dose must be administered on or after the 4<sup>th</sup> birthday, and be administered at least 6 months after the previous dose.

**Varicella** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parental report of disease history is not acceptable.

**Tdap:** There is no minimum interval from the last Td dose.

**MCV4** Individuals who receive dose 1 after their 16<sup>th</sup> birthday only need 1 dose of MCV4.

**Hep A** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. 2 doses are required for all grades K-12.

Reference: Indiana State Department of Health, Immunization Division 800-701-0704

## 7. Library

- a.) All pupils are given the opportunity to use the library in weekly scheduled library periods. The task of providing quality reading that is acceptable by Christian standards is a difficult, ongoing task. We attempt to do our best in providing good reading for our pupils.
- b.) Books are checked out for one to two week periods.
- c.) Fines - .05 cents per school day
- d.) If books are lost, parents are charged the replacement cost of the book.

## 8. Lost and Found

- a.) Clothing, boots, etc. are kept in the front office. If children do not claim them, they will be put in rummage sales or donated to a local charity.
- b.) Watches, jewelry, eyeglasses and other valuables are kept behind the counter in the front office.
- c.) Money found in school or on the playground will be kept for a period of three days. If unclaimed, money will be given back to the finder.

## 9. Promotion and Retention

- a.) Promotion is in most cases automatic from year to year.
- b.) If there is a question about promotion, the following procedure will be used:  
By the end of the third quarter, parents will be notified about progress and readiness for promotion. If there is not adequate progress made in the fourth quarter, a conference will be held with the parents, teacher, and administrator concerning the retention of the student. Most recommendations for retention are done in Pre-School, Kindergarten, 1<sup>st</sup> Grade, or 2<sup>nd</sup> Grade. If a child is retained, the parents will pay one half of cost the following year pending on the sliding scale in Kindergarten through 8<sup>th</sup> grade.

## 10. Suspension and Expulsion

Suspension and expulsion are used rarely in the elementary and Jr. High. In case of extreme misbehavior such as stealing, persistent disobedience, and other flagrant misbehavior, there may be suspension from school, in-school suspension, or expulsion. In cases of such occurrence, the following procedure will be used.

- a.) The parent will be notified of the suspension and a conference will be arranged between parents, teacher(s), and administrator to resolve the problem.
- b.) In case of expulsion, there will be a meeting arranged between parents, teacher(s), administrator, and Education Committee of the Board. Expulsion can only occur by the administrator through board decision.

#### 11. Property Damage

- a.) If pupils willfully cause property damage, parents will be contacted for the cost of the damage incurred.
- b.) If property damage occurs by accident, but as a result of misbehavior or inappropriate play, parents will be asked to pay the cost of damage.

#### 12. Injuries

- a.) All injuries should be reported immediately to the teacher in charge of the class or to the teacher on supervisory playground duty.
- b.) All injuries, whether or not insurance is involved, should be reported to the office the same day. An "Accident Form" will be complete by the adult witness and placed in the students' permanent file. A phone call will be made notifying the parent of the accident.

#### 13. Parent/Teacher Communication

Should a conflict arise between a student and the teacher for one reason or another, please use the following process:

- a.) Student confers with the teacher.
- b.) If not resolved, student discusses issue with parent.
- c.) If not resolved, parents call teacher.
- d.) If not resolved, parent calls administrator
- e.) If still not resolved, parents meet with education committee, Administrator, and teacher.

#### 14. Cheating

Cheating and/or copying will result in a zero for the work. Parents will be contacted on the first offence. A second occurrence will result in a zero and an in-school suspension. A third occurrence will result in a conference between student, teacher, administrator and parents to decide proper correction. During a quiz, test, or exam, it is the student's responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. Failure to do this may result in the teacher assigning a failing grade to that quiz, test, or exam.

### **K. Academic Programs**

The curriculum stresses basic education throughout the grades. The core subjects offered in all grades include Bible, Language Arts, Mathematics, Social Studies, and Science. In addition, DMC offers:

#### 1. Music

- a. Weekly music classes are held for all students in grades K-5.
- b. A recorder instruction class will be held with fourth graders during general music time.
- c. Instrumental Band instruction will be available in 5-8: Beginners, Intermediate and Advanced.
- d. 6<sup>th</sup> grade music will include both instruction in singing and general music.
- e. Music is mandatory for all 7<sup>th</sup> and 8<sup>th</sup> grades.
- f. Small Group Ensembles may be arranged at the music teacher's discretion.
- g. A pep band may be formulated by the music teacher.

#### 2. Jr. High Music Guidelines

- a. Choir is a part of the curriculum for all junior high students. We encourage all Jr. High students to be actively involved in band also.
- b. If you are interested in becoming a part of our band program, please contact our director as soon as possible.
- c. Members of these groups are reminded that they have a commitment to the groups with which they are involved. This commitment will mean giving up some

of their time outside of the school day. This commitment also means that the student will conduct him/herself in a Christian manner at all activities.

- d. Grading:
  - (i) Choir – Students will receive a "numeric" type grade on each report card based on participation, respect, musical growth, etc.
  - (ii) Band – Students will receive a numeric grade on each report card based on home practice time, playing tests, and written tests.
- e. Expectations:
  - (i) Students are expected to commit to band for an entire year at a time.
    - If at the beginning of a new school year a student and his/her parents decide not to be involved in band, parents should contact the director as soon as possible. This decision should be made by no later than one week after school begins in the fall.
    - The director will accept a change of placement at the semester only if necessary and accompanied by a phone call from the parent.
  - (ii) All students must attend all performances or have a valid written excuse, signed by the parents turned into the director prior to the performance.  
Examples of valid excuses:
    - Sickness or death in the family.
    - Worship services in the student's home church.

A written excuse is required out of courtesy for the other members and the faculty members involved. Sickness the day or evening of the event is an excused absence provided that the student contacts our director as soon as reasonably possible following the return to school. Any unexcused absence will result in a grade reduction for the marking period.

### 3. Junior High Honor Roll

Graduates who maintain an academic average at or above 95 percent over their three years in grades 6 through 8 will graduate with High Honors distinction.

From the group of High Honors graduates, 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 graduation a brief history of the class, a thank you and a challenge that follows the motto selected by the class.

At the conclusion of each nine-week grading period a High Honors and Honors list shall be posted. For a student to earn the High Honors distinction, the student shall maintain an academic average at or above 95 percent for the grading period. For a student to earn the Honors distinction the student shall maintain an academic average at or above 87 for the grading period.  
(05/12/1997, 04/04/2000, 09/05/2000, 06/03/2003, 05/02/2006, 09/04/2007)

### 4. Standardized Testing

Students entering four-year-old Preschool and Kindergarten are given the Geselle Developmental Assessment. Students in grades Kindergarten through 2<sup>nd</sup> grade are given a DIBELS diagnostic test three times a year. I-READ+ tests are administered to all 3<sup>rd</sup> grade students. I-LEARN tests are administered to students in 3<sup>rd</sup> through 8<sup>th</sup> grades in the spring. MAP tests are administered at least twice a year in grades K-8.

### 5. Enrichment Program (Omnibus)

Omnibus is a program offered to those students in grades 2-4 recommended by their classroom teacher. The students participating in the program benefit from additional challenging activities and responsibilities in creative writing, math, computer, and research projects.

6. Art Classes

Art is taught by the classroom teacher as a regular part of the classroom curriculum in grades K-5. Students in 6-8 will be taught by an art specialist.

7. Physical Education

- (a) Physical education classes are conducted two times each week by the DMC physical education instructor.
- (b) A well-planned variety of activities are arranged to improve small and large motor development of the child. Learning game skills is also an integral part of the program.
- (c) It is expected that all students have available an appropriate pair of gym shoes to wear during the physical education period.

8. Jr. High STARS Program

Recognition will be given to students from the DeMotte Christian School Junior High who meet the requirements for STARS (Students That Are Readily Serving) Program. In order to qualify for this program, the student must fulfill the following criteria:

- (a) No Level III or IV infraction within the Junior High Discipline Policy.
- (b) The student must complete three hours of service project during the quarter. Forms will be available from each homeroom teacher at the beginning of each quarter. Any service form or project turned in after the published deadline will apply to the following grading period. The Jr. High student receiving STARS award will be given the following recognition:
  - (i.) Each quarter the student's name will be published on the Honor Roll Board.
  - (ii.) The student's name will be published in the town paper.
  - (iii.) If a student has earned recognition for four quarters, the student will receive a certificate of recognition, as well as student's name published in the year end "Eagle's Eye".
  - (iv.) If a student has earned STARS recognition for 12 consecutive quarters, the student will receive a trophy of recognition at the 8<sup>th</sup> Grade Banquet.

9. Preschool and Kindergarten Screening

Kindergarten screening is offered to help assess a school placement that will help children achieve their best combination of personal happiness and academic progress, and the use of their God-given abilities.

- a.) DMC may administer each four-year-old Preschool student the Geselle Developmental Assessment.
- b.) The first six weeks of kindergarten at DeMotte Christian School shall be considered a period of probation. If, after the first six weeks the child is deemed not ready for kindergarten, the teacher and the Principal will have a conference with the parents requesting that the child complete the year in the DMC pre-school program. All tuition paid will be applied to pre-school tuition fee.

10. Computer Program

Students in grades 1-5 are introduced to the computer on a limited basis. Students in grades 6-8 use computers often within academic areas.

**L. Extra-Curricular Activities**

1. Student Council

- (a) The student council consists of elected class representatives from each class in 6-8 as well as elected officers.
- (b) The purpose of the student council is to organize student activities, present students opinions, promote enthusiastic school spirit, and to provide opportunities for leadership experience.

## 2. Athletics

The athletic program of interscholastic competition offers a student the opportunity to participate in several different sports:

- (a) Soccer – 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> co-ed
- (b) Cross-Country – 5<sup>th</sup>/6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> co-ed
- (c) Volleyball – 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> girls
- (d) Volleyball – 7<sup>th</sup>/8<sup>th</sup> boys
- (e) Basketball – 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> girls
- (f) Basketball – 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> boys
- (g) Track/Field – 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> co-ed

A sports physical must be turned in before the first practice of the first sports season the student participates in.

Expectations and procedures for DMC's athletics are found in the "Interscholastic Sports Program", which can be found in the next section of this handbook.

## 3. Awards

- (a) Music
  - (i) Band Participation
  - (ii) Outstanding Band Musician
  - (iii) Outstanding Choir Member
- (b) Athletic Participant Award
  - (i) Athletic Participation Certificate indicating all seasons of participation
  - (ii) Athletic Participation Award
    - Must have participated in a sport 2 seasons during their 6<sup>th</sup> grade year.
    - Must have participated in a sport during each of the 3 seasons during 7<sup>th</sup> and 8<sup>th</sup> grade year.
    - Being manager of any teams mentioned above will count the same as participation of that team.
  - \*\*If a student has transferred to DMC from another school or home school, such student must participate in athletics during that year of transfer to receive such athletic award.
- c.) Roger Hoffman Memorial Athletic Award
  - This award is based on the student/athletes' performance and achievements during his/her 8<sup>th</sup> grade year.
  - Criteria for Selection
    - (a) Student must be an 8<sup>th</sup> grader.
    - (b) The athlete must have participated in at least one sport for each of the three seasons.
      - Fall - Volleyball, Soccer
      - Winter - Basketball
      - Spring - Track and Field
    - (c) Sportsmanship - demonstrated
    - (d) Leadership - demonstrated
    - (e) Effort to improve athletic performance demonstrated
    - (f) Effort to work to one's academic potential demonstrated
  - Those determining Award Recipient
    - (a) DMC Athletic Director and Coaching Staff
    - (b) DMC Jr. High Faculty
    - (c) DMC Principal

d.) Best Attendance

Best attendance in K-8 will be presented to an 8<sup>th</sup> grader. Home-schooled students who have transferred to DMC are not eligible.

e.) Jill Kaluf Memorial Citizenship Award – voted on by Junior High students and staff

Qualifications:

- i. Must be an 8<sup>th</sup> grade student.
- ii. Student must have a cheerful disposition as well as an open attitude.
- iii. The student is a volunteer (shows willingness to freely offer help to students, teachers, and classmates of DeMotte Christian).
- iv. The student uses his/her talents as well as respects and encourages the talents of others.
- v. The student represents and promotes DeMotte Christian in a positive way.
- vi. He or she is one who others consider a true friend.

f.) Academic Honor Award

A minimum of a 95% average in Junior High

(h) National Geographic Award

(i) Student Council Participant

(j) STARS

Any 8<sup>th</sup> grade student that has participated in STARS for 12 consecutive quarters will receive a trophy at the 8<sup>th</sup> Grade Banquet.

## **M. Interscholastic Sports Program**

### **General Philosophy and Objectives**

The DeMotte Christian Grade School physical education program consists of three parts: 1) health education; 2) basic instructional physical education; and 3) interscholastic (athletic) program.

The interscholastic athletic program is a voluntary program that takes place outside of the regular school day and involves competition against other schools. This part of the total physical education program receives a great deal of attention because of its visibility to parents and general school society. Students voluntarily try out for the teams. A select number are chosen to represent the school because they have demonstrated a special talent or ability for that particular sport. The coach of each sport determines (selects) which students will make the team and which ones will be cut based upon number of athletes, his/her assessment of skills, and attitude observed during a try-out period.

It is important to understand that coaching is teaching and that the learning that takes place and the working to capacity are more important than the outcome of the contest.

### **Objectives of DMC Athletic Program**

1. The athletic program will develop positive attitudes such as sportsmanship, cooperation, respect for officials and rules, etc.
2. Those students with athletic ability and interest may develop their existing potential to the fullest extent.
3. Athletic programs will develop a school spirit and promote school loyalty among students.
4. The athletes and spectators will gain social values as they meet and become acquainted with students from other schools.

5. Athletic contests provide wholesome recreation for the entire student body and other interested members of the school society.

Students should be encouraged to try out for athletic teams. It is a goal of the athletic program to involve as many students as possible; therefore, it will be the school's policy to cut the minimum number of students possible in each sport. All students in the designated grades are eligible to participate on athletic teams provided they exemplify attitudes and behavior that represent a Christian school student. Dismissal from athletic teams may be done for academic or disciplinary reasons, but the principal must approve such action with the recommendation of the athletic director. Students must attend school half a day to participate in a game or practice on that day.

### **Rules and Guidelines**

The school will be a member of the Chicagoland Christian Junior High Athletic Association. Membership in this league requires a representative of our school to attend certain league meetings and mandates involvement in certain sports at the eighth grade level.

DeMotte Christian Grade School athletic program will seek to give equal opportunity to boys and girls and will compete (to the extent that it is possible given the availability of coaches, participating students, and competition) in the following sports:

#### FALL SPORTS

- 3 volleyball teams  
(one 6<sup>th</sup> girls, one 7<sup>th</sup> girls, one 8<sup>th</sup> girls)
- 1 or 2 soccer teams ("A"/"B")  
(6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> co-ed)
- 1 cross-country team  
(5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> co-ed)

#### WINTER SPORTS

- 6 basketball teams  
(one 6<sup>th</sup> girls, one 6<sup>th</sup> boys)  
(one 7<sup>th</sup> girls, one 7<sup>th</sup> boys)  
(one 8<sup>th</sup> girls, one 8<sup>th</sup> boys)
- Cheerleading  
(6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> girls)

#### SPRING SPORTS

- 1 track team  
(6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> co-ed)
  - 2 volleyball teams\*  
(one 7<sup>th</sup> boys, one 8<sup>th</sup> boys)
- \*Spring boys volleyball is an exposure to volleyball only.

A sports physical must be turned in before the first practice of the first sports season the student participates in.

The number of organized practices and games (excluding try-out periods) for each sport may not exceed 8 hours per week during the season. There should be no more than three practices during the school week. Practices may not exceed 2 hours on school days or on a non-school day.

The recommended number of games that may be scheduled is as follows:

#### FALL SPORTS

Volleyball – two games against each of the other league member schools (12 games) plus two non-league games. Each team may play in one tournament.

Soccer – two games against each of the other league member schools (12 games) plus two non-league games. The team may enter one tournament.

Cross Country – as scheduled

#### WINTER SPORTS

Basketball – 6<sup>th</sup> grade teams may play 10 dates and enter one tournament. 7<sup>th</sup> grade teams may schedule 12 games and enter 1 tournament. 8<sup>th</sup> grade teams may schedule 2 games against the other league member schools (12 games) plus 2 non-league games and may enter one tournament.

### SPRING SPORTS

Track- track team may participate in 7 track meets per year.

(A reduced number of meets is recommended during the years in which there is a Junior High Musical)

The amount of playing time during a game is left to the discretion of the coach, however, coaches are encouraged to play as many team members as possible, for a reasonable amount of time, in each game.

Coaches may invite certain students to be part of the team as managers, statisticians, etc. if they so desire.

Present schools in the Chicagoland Junior High League are

Calvary Academy

Calvin Christian

Crown Point Christian

DeMotte Christian

Highland Christian

Lansing Christian

Southwest – Oak Lawn Christian

Southwest – Tinley Park Christian

### **Athletic Eligibility Policy**

#### Responsibilities of Athletes

All student-athletes must abide by the following athletic eligibility policy by meeting the following minimum requirements:

- 1) Students may not have a D+ or lower in any particular class.
- 2) Students must display attitudes and behaviors that represent our beliefs as a Christian community.

#### Teacher Involvement

Teachers may fill out an eligibility/discipline form if they notice a drop in a student's grades or increase in incorrect behavior after the student joins an athletic team. This will be discussed with the athletic director, parents, coach, and student-athlete and goals will be set for improvement. If they improve, there will be no consequences. If they do not show improvement, they may be placed on probation.

#### Probation

During a season, a student may become ineligible due to not meeting their responsibility as athletes. A student must attain a grade better than a "D+" in any particular class. Grades will be checked with progress reports and report cards. Students must also display attitudes and behaviors that represent our beliefs as a Christian Community. Parents of students with unsatisfactory reports will be notified immediately. The student will be placed on probation at this time.

- 1) The probation period will begin the following day after the decision was made to place the student on probation.
- 2) During the first two-week probation period, the student will be allowed to attend practices if all schoolwork is completed, but he/she will not be allowed to participate in games.
- 3) If there is no academic progress evident at the end of the first two-week probation period, the student will not be allowed to attend practices or participate in games. Depending on the length of the sport season, the student may or may not be eligible to be reinstated, after another two-week probation period.

Behavior Detentions (see Levels 2, 3, 4, of Jr. High Discipline Policy in Parent/Student Handbook – pages 38, 39):

- 1) A student receiving their **first behavioral detention** will miss a full game.
- 2) A student receiving their **second behavioral detention** will miss a second full game.
- 3) After **any other subsequent behavior detention**, the situation will be reviewed with the administrator, athletic director, student, coach (if necessary), and parents (if necessary) to see if behavior warrants the removal of the student from the team.

Academic Detentions (see Levels 1, 2 of Jr. High Discipline Policy in Parent/Student Handbook – pages 37, 38):

- 1) A student receiving their **first academic detention** will miss half of playing time in a game.
- 2) A student receiving their **second academic detention** will miss a full game.
- 3) A student receiving their **third academic detention** will miss a second full game.
- 4) After **any other subsequent academic detentions**, the situation will be reviewed with the administrator, athletic director, student, coach (if necessary), and parents (if necessary) to see if behavior warrants the removal of the student from the team.

**NOTE:** All these implications began when the season begins. It is understood that the season begins when the first practice starts. These implications **DO NOT** reset at the end of a quarter when a season straddles two quarters (for example: 6<sup>th</sup> girls, 7<sup>th</sup> girls, 7<sup>th</sup> boys, 8<sup>th</sup> girls, and 8<sup>th</sup> boys basketball seasons).

(12-09-2006)

## **Coaches at DeMotte Christian Grade School**

### Guidelines for appointing coaches:

If at all possible, coaches should be members of the teaching staff at DMC.

1. If a position cannot be filled by an DMC teacher, then attempts will be made to find a qualified coach from outside the teaching staff and the following guidelines will be followed:
  - a. The person must have a personal relationship with Jesus Christ.
  - b. The person must be able to articulate a Christian statement of faith and purpose for Christian education.
  - c. The person must subscribe to the purpose and principles listed in Section 2.01 of Article II and the education philosophy contained in Section 3.01 of Article III of the Bylaws.
  - d. The person must agree to adhere to the DMCS Position Statement on Marriage and Sexuality.
  - e. The person must be an active communicant member in good standing of a church which subscribes to the historic Reformed confessions listed in Section 2.01 of Article II of the Bylaws. If the position is part-time, this qualification will be a preference.
  - f. The person must agree to educate his/her current and prospective children in CSI Christian day schools grade 1-12. This requirement may be waived if the child(ren) has unique education needs that cannot be provided by a local CSI Christian day school. (A written waiver request would be submitted to the Superintendent for Board consideration.) IF the position is part-time, this qualification will be a preference.
  - g. The person must have the ability to demonstrate Christian Conduct in a competitive environment.
  - h. The person must have knowledge of the sport they are going to be coaching and have the ability to teach sport skills.
  - i. The person must have excellent interpersonal skills to foster enthusiasm with both athletes and parents.
  - j. The person must pass a background check before coaching.
  - k. Has demonstrated strong organizational skills
  - l. Has demonstrated the ability to work cooperatively with other adults.

- m. Has demonstrated the ability to work with day school age students.
2. If a person cannot be found to coach a particular sport, then that sport will not be part of our athletic program until such time as a coach can be found.

Responsibilities of Coaches:

1. Coaches are to have goals and objectives that are consistent with the DeMotte Christian Schools, Inc. Philosophy of Athletics.
2. Coaches are to follow the DMCS Athletic Handbook and the accompanying Coaches Appendix.
3. Coaches are to conduct themselves as proper representatives of DMCS (during both practices and games) in the way they treat team members, in the way they respect officials, in dealings with opposing players and coaches. Good sportsmanship is to be modeled by all coaches at all times.
4. Coaches are to develop positive relationships with the DMCS administration, faculty, coaching staff, players and parents, and the school community.
5. High School Coaches are to conduct their sports program in adherence to the policies of the IHSAA and complete all requested IHSAA coaches courses and rules interpretation online meetings and webinars.
6. Coaches are to inform parents and athletes of (in writing if necessary):
  - i. team rules, guidelines, and expectations
  - ii. daily practice and game schedules, open gym schedules, and conditioning programs
  - iii. disciplinary standards, both athletically and academically
  - iv. care of uniforms
  - v. all other team requirements
7. Coaches are to inspire and to give every athlete the best opportunity to use and develop their God-given talents and to play to the best of their ability.
8. Coaches are responsible for proper supervision and safety of athletes at all practices, games, open gyms, conditioning sessions, locker room activity, and bus trips.
9. Coaches are responsible for the facilities and equipment for daily or routine practice sessions. The playing facility, equipment room, and locker room must be kept orderly.
10. Coaches are responsible for and assign duties to team managers.
11. Coaches are responsible for speaking assignments at special events such as pep sessions and senior night ceremonies.
12. Coaches are to work with the athletic trainer, if available, in the treatment and rehabilitation of athletic injuries.
13. Coaches or adult replacement assigned by the coach must ride and supervise the team bus to and from all away events. The coach is to use the athletic sign out form with parents prior to departing from an away event.
14. Coaches are responsible for accurate game statistics (ie. scorebook) and keep accurate individual and team records. Game scores and statistics, if applicable, are to be reported to the school offices and other news media sources as assigned by the athletic director.
15. Coaches must remain on site after all practices and games until all players have left the building, including parent pick-ups. Coaches must also secure the facilities as assigned by administration.
16. Coaches must communicate problems with an athlete in the following order:
  - i. The athlete
  - ii. The parents
  - iii. The Athletic Director
  - iv. The school Administrator

## **BOARD POLICIES**

### **SECTION I – EXECUTIVE COMMITTEE**

#### **1.01 Non-Discrimination**

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.

(05-7-02013)

#### **1.02 Lottery Policy (Choice Scholarship Applicants)**

If there are more eligible students than openings in any class, a random selection (lottery) will be conducted. This lottery will take place on August 15, 2011 for this initial year. In subsequent years the lottery will occur on June 15 of each year, or the first business day thereafter. This lottery will take place in the cafeteria at Covenant Christian High School located at 611 15<sup>th</sup> Street SW, DeMotte, Indiana.

A computerized lottery will be used to select students for any available openings not to exceed the maximum class size.

Families are eligible once the family has successfully completed the application process and been granted admission.

Students will be given priority for enrollment in the following order:

1. Returning DeMotte Christian Schools, Inc. (DMCS) students
2. Siblings of current DMCS students
  - a. A sibling is a brother, sister, stepbrother or stepsister of a current DMCS student or a foster child of parents of a current DMCS student living in the same household
  - b. Multiples are defined as twins, triplets, etc. In this circumstance, the parents may request that the applications be considered jointly for lottery purposes
  - c. DMCS does not guarantee that siblings will be admitted together
3. Students who are currently enrolled in a Covenant Christian High School elementary feeder school.

(07-05-2011)

#### **1.03 Background Check**

A background check is required of all staff members, board members, and all volunteers who spend at least 1 hour per week or 3 hours annually with DMCS children. These background checks will be filed in the appropriate personnel files for each individual. Board members will have a background check prior to each term of service. All employees will have a background check once every 5 years after the initial background check is performed. The school will cover the cost of all background checks. All employees must notify the administrator of any arrests or convictions occurring in between background check. Failure to notify administrator may result in a suspension or termination of employment.

(12-05-2006, 03-05-2013)

#### **1.04 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.

(04-03-2007)

#### **1.05 Charitable Benefits Policy**

Under appropriate circumstances, conducting a fundraiser for the benefit of a family or individual experiencing financial difficulty may be a fitting expression of Christian love. Nonetheless, the Board believes it is unsuitable for DMCS, as an institution, to sponsor a charitable benefit for one family or individual when there may be other comparable needs within the DMCS community. The waiver of facility rental fees for a benefit event will be subject to the prior approval of the Board.

(02-05-2008)

#### **1.06 Sexual Harassment**

*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.

(05-03-2011)

### **1.07 Media Interaction**

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 office upon entrance to the school.
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.

(07-01-2008)

### **1.08 Control of Communicable Diseases**

DMCS recognizes the importance of providing and maintaining a school environment which minimizes the risk of the transmission of any significant communicable diseases. It also recognizes the need to ensure that any student or staff member with a communicable disease remain eligible for the benefits of its educational services, as well as his or her rights and privileges provided by law. In order to balance these rights with school's obligation to protect the health of all students and staff, the following policies and procedures have been developed regarding any student who has a communicable disease. The diseases to which this policy applies include, but are not limited to the following, which have been declared by Public Health to be contagious, infectious, communicable and dangerous to the public:

**Class I:** Measles, meningitis, meningococemia, chicken pox

**Class II:** Encephalitis, salmonellosis, shigellosis, tuberculosis

DMCS will work cooperatively with local, county and state or provincial agencies as appropriate to enforce and adhere to health codes for prevention, control and containment of communicable diseases in his or her school.

**1. Immunizations**

The schools adhere strictly to state or provincial health law that mandates appropriate vaccinations for all school-age children. The Principal will exclude any child from school who is out of compliance with the required immunization schedule. One written warning will be given prior to exclusion. School personnel will complete all immunization data including the necessary Immunization Program forms.

**2. Communicable Disease Panel**

A multidisciplinary Communicable Disease Review Panel will be convened by the Superintendent as needed. The purpose of this panel is to serve as a resource and advisory body to the school for specific communicable disease instruction, and for input regarding issues of major concern with respect to epidemic control and any communicable disease occurrence.

The panel will be comprised of the following:

- a. Superintendent or designee, building principal or designee
- b. One or more physicians with expertise in the related area, selected by the Building Principal. In addition, one or more of the following may be added to the panel: A Director, parent/guardian or an affected student, student or staff member's physician, local public health official, legal counsel for the student or staff member, and legal counsel for the school.

If and when the need for a panel determination exists, the panel shall be convened by the Superintendent promptly and should make every effort to complete its review and evaluation in a prompt and timely manner.

In addition to an initial evaluation, the panel shall re-review the student's condition and situation on a periodic basis, as it deems appropriate, to make any modifications to the original recommendation.

**3. Confidentiality**

The school recognizes the importance of confidentiality. Any student or staff member's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the individual and others. The number of personnel aware of the individual's identity or condition will be kept to the minimum necessary to assure proper care of the individual and the detect situations in which the potential for transmission of the disease may be increased.

The multidisciplinary Communicable Disease Panel responsible for making initial evaluations and placement decisions will also determine which personnel need to be informed of the condition. Such determination will be in accordance with existing state or provincial laws.

**4. Medical Evaluation**

If a student or staff member has a communicable disease, or if there is reasonable cause to believe that he or she does, the parent or guardian of the student or the affected individual will provide to the school upon request documentation or an appropriate medical evaluation. Refusal to provide such information will result in the individual being excluded from school until the requirement is met. If a communicable disease is present, the information in the medical evaluation will be made available to the Communicable Disease Review Panel.

## **5. Placement**

The Superintendent may exclude students and/or personnel from school who are suspected of having a communicable disease, pending the completion of an appropriate medical evaluation. If such a condition is confirmed, continued exclusion shall be dependent on the nature of the condition and the decision, if applicable, of the Communicable Disease Review Panel. In most instances, return to school will be dependent on the written recommendation of the individual's physician.

(02-09-2016)

## **SECTION II – EDUCATION COMMITTEE**

### **2.01 Admissions Eligibility**

1. Children of Christian parent(s) who subscribe to
  - a. Statement of basic principles for Christian education listed in Article II Section 2.01 of the by-laws.
  - b. Primary purpose as stated in Article II Section 2.02 of the by-laws.
  - c. The Education Philosophy listed in Article III Section 3.01 of the by-laws.
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.

(02-04-2000, 07-05-2005, 08-06-2012, 07-01-2014)

### **2.02 Application Procedure**

Upon receipt of an inquiry from a parent requesting his or her child be enrolled in any grade at DMCS the administrator should forward to the parent(s) a parent questionnaire which shall include a statement of the reason the parent(s) wants a Christian education for his or her child. Upon receipt of the completed questionnaire (See Appendix C, D, and E), the administrator shall review the following:

1. Whether the student is academically qualified to enter the school grade level for which application is being made, that the student has no serious disciplinary or emotional problems, and if applicable, the child's transcript and objective standardized test scores. A child shall not be accepted for admission at DMCS after having been expelled for legitimate reasons from another school; however, after a waiting period of six (6) months, the Board may consider an interview with the parents and student.
2. If, in the judgment of the administrator these requirements have been met, the administrator shall arrange for the parent(s) to be interviewed by the Education Committee.

(10-02-2001, 08-06-2012, 07-01-2014)

### **2.03 Education Committee Interview**

The primary purpose of DMCS is to assist Christian families in the education of covenant children through a curriculum that openly acknowledges God's central place in all of life. The Education Committee shall consider this purpose when interviewing parents of prospective students to ensure the following requirements are satisfied for admission:

1. At least one parent / guardian of the prospective student is a Christian who attends a Christian church and who is serious about his or her spiritual responsibilities, as shown by:
  - a. A personal Christian commitment;
  - b. Active church membership including faithful attendance at public worship; and
  - c. Family devotions in the home.
2. The parent(s) must accept the nature, purpose, and program of the school; and
3. Motivation for applying for admission should be discussed. The parent(s) must demonstrate a sincere interest and desire to provide their children a Christ-centered education.

The Committee should encourage the parent(s) to enroll all of her or his children of school age in DMCS. The Committee shall ensure that the parent(s) has a definite understanding of his or her required financial

obligations to the school. If there are financial concerns, the family must meet with the Finance Committee.

After the interview, the Education Committee shall promptly review the application and make recommendation to the Board of Directors. (See Appendix F) After the Board has rendered a decision concerning the Committee's recommendation, the parent(s) will be informed as to such decision. A transferring student will be enrolled at a time the principal deems best in the educational process.

(04-04-2000, 06-04-2002, 09-03-2003, 07-05-2005, 05-02-2006, 06-08-2010, 08-06-2012, 07-01-2014)

#### **2.04 Kindergarten Probation**

The first six weeks of Kindergarten at DeMotte Christian School shall be considered a period of probation. If after the first six weeks, the child is deemed not ready for Kindergarten, the teacher and the principal will have a conference with the parents requesting that the child complete the school year in the DMC pre-school program. All paid tuition will be applied to the pre-school tuition fee.

(05-22-1972, 04-04-2000, 04-14-2009)

#### **2.05 Admission of Part-time Student**

Part-time students may enroll at DeMotte Christian School subject to the following provisions:

1. Parents of the part-time student must meet the admission requirements of the school's Admission Policy as it applies to full-time students.
2. Part-time students may only enroll in the group curricular classes of band, choir, and physical education. Other classes may be available at the administrator's discretion.
3. The fee for the group curricular classes shall be determined by a rate for professional services rendered as determined by the board.
4. That the established fee for such services shall be paid in full in advance. No refunds for missed classes or withdrawals will be made.
5. In order to prevent any scheduling conflicts, the parents of part-time students are responsible to contact the school's office to determine if any scheduled classes have been changed. The school will not be responsible to notify parents of any schedule change.
6. Current records of all health requirements must be submitted prior to admission to DeMotte Christian School.

(04/04/2000, 06/04/2002, 07/01/2014, 05/05/2015, 03/03/2020)

#### **2.06 Promotion or Retention of a Student**

Whenever a teacher and the Principal recommend that a student be promoted or retained and such recommendation conflicts with the final decision of the parents, a notice of the school's recommendation will be placed in the student's cumulative school record.

(04-25-1983, 04-04-2000, 05-03-2004)

#### **2.07 School Closing**

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 School Database System (SDS) Parent Alert emergency system and post the information on the school's website to inform parents.

(4-6-2010, 4-5-2011, 07-01-2014)

**2.08 Grading Scale**

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

(05-07-2013, 07-01-2014, 05-05-2015)

**2.09 Extra-Curricular**

At DMC 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.

	<b>Athletics</b>	<b>Student Council</b>	<b>Geography Bee</b>	<b>Spell Bowl</b>	<b>Musical</b>	<b>ISSMA</b>
<b>Academic Guidelines</b>	Student may not have a D+ or lower in any class.	Student may not have a D+ or lower in any class.	(State Qualifier Only) Student may not have a D+ or lower in any class.	Student may not have a D+ or lower in any class.	Students may not have a D+ or lower in any class to be considered for a Level 1 role or leadership position (principal, group leaders) at the time of casting.	Student may not have a D+ or lower in any class to sign up for small ensemble (3 – 6 students)  Student may not have a D+ or lower in any class to participate in ISSMA performances.
<b>Time Guidelines</b>	Grades will be checked with eligibility checks (weeks 4-5 of the quarter) and report cards.	Grades will be checked with eligibility checks and report cards.	(State Qualifier Only) Student qualifier must be eligible by one week before departure for the state contest.	Grades will be checked with eligibility checks and report cards.	Grades will be checked with an eligibility check before casting and at the March report card. Grades will also be checked three weeks prior to the first musical performance.	Small Ensemble Only: November eligibility check before sign-ups  All participants: Grades will be checked with eligibility checks and report cards.
<b>Behavior Guidelines</b>	Students must also display attitudes and behaviors that represent our beliefs as a Christian community. Expected behavior is stated in the Parent-Student handbook (2.29 Discipline Plan: Grade 6 –8).					
<b>Consequences</b>	<p>Probation period – For two weeks, if students have work completed, they may participate in practices, but not games.</p> <p>If after the two-week probation the grade or behavior issues are not improved, the student will not be allowed to attend practices or games.</p>	<p>Probation period – For two weeks students may not act as a Student Council representative.</p> <p>If after the two-week probation the grade or behavior issues are not improved, the sponsors/administrat or may choose to remove student from office.</p>	<p>Because the first rounds are part of the Social Studies curriculum, they are not extra-curricular.</p> <p>The State Qualifier round is extra-curricular, so this policy applies to this and any subsequent rounds.</p>	<p>Probation period – For one week, if students have work completed, students miss practices.</p> <p>If after the one-week probation the grade or behavior issues are not improved, the coach/administrator may choose to remove student from the Spell Bowl Team.</p> <p>The rationale for the <i>one</i>-week probation is unless the team goes to state, there is only one meet.</p>	<p>Probation period - For all students - For two weeks, if students have work completed, they may participate in practices, but may have responsibilities removed and/or roles reduced.</p> <p>If after the two-week probation the grade or behavior issues are not improved, the director may choose to remove student from certain responsibilities in the musical.</p> <p>At the three week eligibility check, if a Level 1 performer does not meet the academic requirements, s/he will be removed from the Level 1 position.</p>	<p>Probation period – For two weeks, if students have work completed, they may participate in practices, but not performances.</p> <p>If after the two-week probation the grade or behavior issues are not improved, the student will not be allowed to practice or perform at contest.</p>
<p>The administration, with the input from the faculty and parent(s)/guardians(s), reserved the right to grant eligibility to students that demonstrate excellent effort but fail to meet the academic guidelines.</p>						

(04-02-2013, 05-05-2015)

### **2.10 Reporting Suspected Child Abuse**

The school is mandated to report suspected physical abuse, sexual abuse, and neglect to the Indiana Department of Child Services, which is required by Indiana law to investigate situations meeting the criterion of abuse or neglect to children. Physical Abuse is any non-accidental physical injury. Sexual Abuse is generally defined as any physical contact with a child by an adult or older child in a position of power over the child for the sexual gratification of the adult or older child. Neglect is the failure of a parent or guardian to provide a child with adequate food, clothing, shelter, medical care, education, or supervision.

Any DMCS employee suspecting such abuse or neglect must immediately contact Indiana Department of Child Service (IDCS), and afterward notify the principal in writing that a report has been made. The report will be treated with strictest confidentiality.

(02-06-2018)

### **2.11 Corporal Punishment**

In the absence of prohibitory legislation in the State of Indiana, corporal punishment may be used to maintain proper discipline under the following conditions:

1. It is not unreasonable.
2. It is not excessive in view of the violation.
3. It is not administered maliciously.
4. Corporal punishment shall be used only in situations when parent's consent in writing to this form of punishment.
5. Corporal punishment shall be administered only after other methods of discipline have been utilized.
6. The administrator (or his authorized designee) in the presence of a witness shall administer corporal punishment.
7. Corporal punishment shall be administered to the buttocks of the student, while the student is bending forward touching a sturdy object at knee level. Striking, grabbing, or pinching other areas of the body, especially the head, neck, arms or hands are prohibited.

Since teachers are in a position where they must work closely with students, and since they are directly involved in a given discipline situation, no teacher may impose corporal punishment or any physical measure on a student to correct any act of misbehavior.

(12-17-1978, 09-26-1988, 04-04-2000)

### **2.12 Student Conduct**

An important component of an excellent school is a defined system of expectations for conduct/behavior as well as for academic achievement. All students attending DeMotte Christian School (DMC) are enrolled because parents seek an education for their children that are Christ-centered and consistent with the values taught in the home and the church. Since (DMC) is an extension of the Christian home, a curriculum has been developed which guides teachers to help students achieve at the highest level of their potential. Equally significant is developing and implementing an appropriate system of conduct compatible with parental expectations that enhances and optimizes the environment in which students learns.

DMC's Conduct Policy seeks to enable each child to deliberately and joyfully accept the responsibilities to demonstrate concern for the well-being of his fellow man, himself, and all of God's creation. By developing and encouraging the "Fruit of the Spirit" (Galatians 5:22), students are trained to be responsible under the Lordship of Jesus Christ. The fruit of the spirit is **love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control**. All expectations are rooted in attaining and practicing these virtues. Therefore our expectations are honesty, consideration of others and their property, respect for those in authority and school mates, respect for rules, diligence, wholesome talk, cooperative spirit, promptness, personal integrity and accountability. DMC has developed a discipline

plan that outlines the role of the classroom teacher in listing specific classroom expectations. The plan also outlines a systematic method for dealing with unacceptable behavior.

When families are admitted to DMC, they make a commitment to support and honor the policies and procedures that have been set by the board of trustees. The stronger the unity between parents and school, the greater the benefits the child receives. Comments, questions, or clarifications are encouraged and are to be directed to the principal.

(03-05-2013)

### **2.13 Discipline Plan: Grades Preschool - Grade 5**

Each classroom teacher is responsible for developing a plan for maintaining a well-disciplined classroom atmosphere for learning. This includes classroom rules and consequences for failing to follow these rules. Consequences may result when a child does not change behavior after repeated reminders. Discipline may include the loss of classroom privileges, loss of recess time, or other appropriate measures. Examples include:

- disruptive or disrespectful behavior
- inappropriate hallway behavior
- inappropriate restroom behavior
- inappropriate outside/inside recess behavior
- inappropriate bus behavior

More serious infractions will result in a note being sent home stating the reason for concern and the consequences to be served which consequences may include in-school suspension, out-of-school suspension, restitution for damages, ineligibility for extra-curricular activities and/or class trips, or other discipline, up to and including expulsion. Parents are to sign the note and return it the following school day. Examples of concern are:

- chronic incomplete work
- chronic violation of classroom and/or school rules
- fighting and unacceptable behavior
- blatant disregard for authority
- harassing and bullying behavior

Teachers should take into account a student's special needs to provide a modified discipline plan if needed.

(05-07-2013)

### **2.14 Discipline Plan: Grades 6-8 – DeMotte Christian**

1. At DMC 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.
  - a. To develop community and to promote and maintain consistency, most discipline matters at DeMotte Christian have been organized into four general categories.
  - b. Each category includes the usual progression in the steps of discipline.
  - c. Depending upon the severity of the infraction/violation, disciplinary measures may be handled on a case-by-case basis.
  - d. The lists of infractions/violations are not all inclusive lists.
  - e. Detentions will normally be served from 7:00 am to 7:40 am on Tuesday and Thursday.
  - f. Saturday schools will normally be served from 7:00 am to 10:00 am.
  - g. Normally SDS (school database system) will be used to record infraction.
  - h. Normally SDS (school database system) will be used to notify parents of these recorded infractions.

2. 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, etc.)
    - ii. Being properly dressed for class. (Examples: hats and coats are in the storage area in the classroom, proper clothing being worn, proper gym clothing, etc.)
  - b. Normal Discipline Progression
    - i. Verbal Warning
    - ii. Written Warning and a conference with the student
    - iii. Detention
    - iv. Detention
    - v. Detention and conference with student and parents
    - vi. Saturday school
  
3. Level II – Maintaining a Safe and Positive Learning Environment in the Classroom, Hallway, on the Playground, Busses, etc. (handled on a per quarter grading period basis)
  - a. Type of Expected Behaviors
    - i. Coming to class on time.
    - ii. Behaving properly in class (applies to each specific class period).
    - iii. Being considerate of other students and their property.
    - iv. Avoiding running and unnecessary noise in the hallways.
    - v. Using the school phones only with proper authorization.
  - b. Normal Discipline Progression
    - i. Verbal Warning
    - ii. A Second Verbal Warning
    - iii. Written Warning and a conference with the student
    - iv. Detention
    - v. Detention and conference with student and parents
    - vi. Detention
    - vii. Saturday school
  
4. Level III – Exhibiting Non-Christian Behaviors (handled on a per semester basis)
  - 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 schools 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. Written Warning and a conference with the student
    - ii. Detention
    - iii. Detention and conference with student and parents
    - iv. Detention
    - v. Saturday school
  
5. Level IV – Serious Offenses
  - 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 other 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

(04-04-2000, 07-01-2003, 07-05-2005, 03-06-2007, 05-06-2008, 05-05-2015, 11-03-2015, 06-04-2019)

### **2.15 Dress Code**

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

1. Students are expected to dress showing respect for self and others.
2. Dress should not reveal undergarments or excessive skin. This includes bare backs.
3. At a maximum, necklines should be no more than the width of four fingers below the top of the center of the collarbone.
4. Clothing should be in good repair with no skin showing through a rip or tear or hole.
5. If girls wear sleeveless tops, the shoulder straps must be at least three inches wide. Off-the-shoulder tops are not permitted.
6. Boys are not to wear sleeveless tops.
7. Pants need to be kept up so that undergarments (including shorts under jeans) should not be visible at any time.
8. Shorts and skirts are to be at least mid-thigh in length. For students in fourth (4<sup>th</sup>) grade and up – leggings, jeggings, form fitting and yoga pants, spandex pants, etc. may only be worn under skirts or shorts that conform to the dress code as stated above.
9. Clothing may not have designs or writing on the seat.
10. Sleepwear is not permitted to be worn at school.
11. Clothing or backpacks which display insignias, writing, or pictures which promote alcohol, tobacco, controlled substances, or sexually suggestive messages are not permitted.
12. Head coverings should not be worn in the school building.
13. Shoes/sandals must be worn at all times.

14. This dress code applies for all school sponsored activities or events, unless there is a stated dress code for a specific occasion or event.  
(12-04-2007, 04-06-2010, 12-07-2010, 07-01-2014, 05-05-2015, 05-05-2020)

## **2.16 Attendance and Absentee**

1. If a student is absent, please call the school before 8:15 a.m. The office will inform the teacher that the student will be out for the day and with whom we should send homework.
2. If a student is absent and the teacher has not been notified of this absence by 8:45am, the teacher is to inform the office of this absence. The office secretary will make contact with the home to determine the status of the student.
3. Parents are required to send a written excuse with students following the absence.
4. Procedure for excused absence (an injury, illness, and a family emergency):
  - a. Teachers will fill out a form listing and/or explaining work that was missed. Parents will supervise the completion of missed work.
  - b. When a student has an excused absence, it is his/her responsibility to obtain and hand in assignments and make up tests. The teacher will work with the student as time allows helping them catch up on their work. The guideline would be a minimum of one day given for each day absent to make up missed work.
5. Procedure for unexcused absences (ex: trips, shopping days, anything not listed above):
  - a. The student is expected to make up all work and tests missed.
  - b. During unexcused absences, it is the responsibility of the student and his/her parent(s) to maintain a satisfactory level of academic achievement. For the above-described absences, parents must observe and follow these procedures:
    - i. Parents must obtain an Unexcused Absence form from the office. The completed form should be returned to school at least a week before the absence.
      1. Gathering work ahead of time is at the teacher's/administration's discretion. Parents may request to have work gathered ahead of time with the intention of having it completed during absence.
      2. During the absence, any work missed will be given to the student when he/she returns.
    - ii. Parents and students need to communicate with the teacher(s) to make sure all work is completed within the allotted time. It is the parent's responsibility to make sure their child understands all material missed.
    - iii. Within 5 days after returning to school, the student should make up any tests or work missed during the absence. Teachers and administration will determine if the allotted time is changed. If work is not completed and return to the teacher within the allotted time, students will receive no credit for this work.
    - iv. Tests missed during such absences may be administered under the supervision of the teacher during non-classroom time (before school, during recess, or after school).
6. Tardy and Absence
  - a. Elementary: A student is counted tardy if the student arrives at school after the second bell has rung at 7:45 am through 8:30 am. A student will be counted 1/2 day absent if the student attends less than 5.5 hours at school. A student will be counted one day absent if the student arrives after 12:20 pm or the student arrives before 8:30 am but leaves before 11:00 am.
  - b. Junior High: A student is counted tardy if the student arrives at school after the second bell has rung at 7:45 am through 8:30 am. 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.  
(04-04-2000, 07-05-2005, 05-02-2006, 07-25-2008, 11-03-2009, 12-01-2009, 03-01-2011, 03-05-2013, 07-01-2014, 05-05-2015, 05-05-2020)

## **2.17 Acceptable Computer Use**

### **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 School.

### **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 School 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:

- Using the Internet in a way that is consistent with the mission and policies of DeMotte Christian School.
- Using the Internet for school related or staff approved educational work.
- Adhering to the rules of copyright.
- Accessing only teacher-authorized resources or entities.
- Respecting the data and privacy of other users.
- Sending e-mail or responding to web pages only with teacher permission.
- 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.
- Understanding that e-mail 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 School also requires adherence to the following:

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

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

(05-02-2000, 07-02-2013)

### **2.18 Cell Phone and Communication Devices**

Cell phones, I-Pods, Blackberries, pagers, and other personal electronic devices are popular items among young people as well as adults. Although students are allowed to have such things on their way to and from school, once the student is at school these electronic devices must be turned off and stored away from use or sight until the end of the school day unless direct permission is given from a teacher or other staff member. If a student is found to have the device turned on or found to be using the device during the school day without direct permission, the device will be confiscated and held in the school office until the end of the school day when it will be returned with a written warning to be signed by a parent. A second offense will result in confiscation of the device. It will be stored in the Principal's office until it is picked up by a parent.

When electronic devices are brought on school grounds, students are giving the school consent to access voicemails, text messages, call tags, picture galleries, memory card, etc. to determine ownership (if lost) or when there is reason to believe they contain evidence of a school-rule or law violation.

Use of electronic devices on field trips and sporting events is left to the discretion of the teacher/coach.

(07-02-2012, 05-05-2015)

### **2.19 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 Covenant 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:

- a. Parent or society member should discuss the concern with the teacher or librarian to seek a resolution. The teacher or librarian will inform the Administrator of the concern.
- b. 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 Administrator, which may or may not include the teacher or librarian.
- c. If satisfactory resolution is not reached, the parent or society member may meet with the Education Committee, Administrator, 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.
- d. 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.

(05-03-2011, 07-01-2014)

## **2.20 Employee-Student Relationships**

1. Purpose:
  - a. DMCS is committed to providing school employees (administrators, 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.)
- b. 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.
- c. Excessive informal and social involvement with individual students is unprofessional and incompatible with employee-student relationships.
- d. Concerns or allegations regarding employee-student relationships should immediately be reported to the Superintendent, Principal, or Guidance Counselor.
- e. All reports will be handled discreetly to maintain confidentiality and will be investigated immediately by school authorities.
- f. Allegations of illegal or criminal activities will be reported to government agencies as required by law.
- g. 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.

(10-2-2007, 07-01-2014)

### **2.21 Student Records**

Student records will be maintained electronically on an integrated school management database.

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.

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.

(09-04-2007, 07-01-2014)

### **2.22 Sunday Travel**

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

(07-01-2008)

### **2.23 Concussion**

1. All coaches must complete an online concussion course from the CDC or the NFHS prior to the start of the season. Upon completion of the course the coach must print the completion and turn it in to the school office. Those who fail to complete and turn in documentation of training will be under suspension of coaching duties until the Athletic Director receives notice of completion and proper documentation of training is on file in the school office.
2. Coaches should read the Sudden Cardiac Arrest Fact Sheet for Coaches and be familiar with the documentation process for symptoms of sudden cardiac arrest.
3. Each athlete and their parents will be provided with and/or have electronic access to the concussion and sudden cardiac arrest information fact sheets. Each athlete and their parent must sign and return to the school office the "Concussion and Sudden Cardiac Arrest Acknowledgement and Signature" form. The athlete will not be able to practice until this is on file in the school office.
4. If a concussion is suspected, the athlete involved may not participate in any practice, game, or contest until they have the appropriate form from a licensed medical professional releasing them to return to participation. The athlete needs to be cleared by either a MD or a DO in accordance with IHSAA concussion policy. The athlete must have their doctor complete the "Head Concussion Evaluation and Release to Play Form for Licensed Health Care Providers." The school office will provide the information to the athlete's PE teacher if applicable. The athlete will be allowed participation in sports-related activities

following the instructions and recommendations listed on the form by the physician. This form will be available online as well as in the main office. The Athletic Director, coaches, school secretary, and the Principal will have access to this document.

5. If a coach suspects a head injury, the head coach must notify the athlete's parents and the Athletic Director as soon as possible and complete a school incident report. The incident report should be kept on file in the school office.
6. The Athletic Director must notify the school Principal about any athlete suffering from a head injury so that accommodations can be made for the classroom where needed.
7. If a student is injured during the school day the teacher must complete a school incident report and the school will notify the student's parents. If a head injury is suspected and the student is involved in extracurricular athletics the school will also contact the Athletic Director.
8. If a student athlete is suspected of experiencing a symptom of sudden cardiac arrest in a practice for an athletic activity or in an athletic activity:
  - a. the student athlete shall be removed from practice or play at the time that the symptom is identified; and
  - b. the parent or legal guardian of the student athlete shall be notified of the student athlete's symptoms.
9. A student athlete who has been removed from practice or play with symptom of sudden cardiac arrest may not return to practice or play until the school has received verbal permission from a parent or legal guardian of the student athlete for the student athlete to return to practice and play. Within twenty-four (24) hours after giving verbal permission for the student athlete to return to practice and play, the parent or legal guardian must provide the school with a written statement that the student athlete has permission to return to practice and play. This form will be available online as well as in the main office.

(10-09-2012, 05-05-2015)

#### **2.24 Inclement Weather**

In the interest of health and safety, students at DeMotte Christian School will remain indoors during recess and noon hour when the wind chill temperature is 0 degrees or below.

The principal shall also enforce an "indoor policy" during rainy or inclement weather that may endanger the health and safety of the students enrolled at DeMotte Christian School.

(12-09-1996, 02-15-2000, 05-02-2006, 07-01-2014)

#### **2.25 Bibles for Third Grade Students**

A New International Version (2011) Bible will be given each year to the students in grade 3.

(10-25-1982, 04-04-2000, 04-05-2016)

#### **2.26 Bibles for Eighth Grade Students**

A choice will be given to the eighth grade graduates each year between the New International Version (2011) Bible or an English Standard Version Bible (ESV). Graduates will receive the Bible during the graduation ceremony as a gift from the DeMotte Christian Schools, Inc. School Board.

(04-05-2016)

#### **2.26 Students Riding Bicycles to School**

Student in grades K through 5 will not be permitted to ride bicycles to school. Students in grades 6 through 8 will be permitted to ride bicycles to school with written consent from parents in whom they take full responsibility.

(04-04-2000)

## **SECTION III – FINANCE COMMITTEE**

### **3.01 Tuition Sliding Scale**

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

1. A 5% discount for each additional high school student.
2. A 7% discount for each additional full-time grade school student.
3. A 3.5 % discount for each additional part-time grade school kindergarten student.

(04-10-2018)

### **3.02 Tuition for Part-Time Students**

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

1. The part-time tuition fee for a 1-credit (one semester) course is 14% of the full tuition cost for one student.
2. The part-time tuition fee for a 2-credit (two semesters) course is 26% of the full tuition cost for one student.
3. Part-time students must provide their own textbook(s) if the school does not have extras available.
4. Fees paid will not be refunded if a part-time student withdraws from a course.

(04-07-2009, 05-03-2011)

### **3.03 Tuition for Transfer Students**

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 year attended.

(04-10-2018)

### **3.04 Reduced Tuition for Students Who Repeat a Grade**

Tuition will be one-half the incremental difference in the sliding scale for students who for academic reasons must repeat a grade (kindergarten through grade 8). If a family has only one child enrolled at DMCS, tuition would be one-half the tuition for one student.

(12-27-1972, 01-28-1980, 02-15-2000, 02-05-2008, 05-07-19)

### **3.05 Registration**

1. Tuition will be assessed using an 11-month payment schedule, July through May.
2. All parents will be expected to sign a 'Tuition Payment Agreement' at registration.
3. If unable to use the 11-month billing schedule, parents must complete an alternate tuition payment plan subject to approval by the Finance Committee.

(04-07-2009, 09-06-2011)

### **3.06 Electronic Tuition Payment**

1. Parents have the option to make electronic tuition payments through the School Database System (SDS) using PayNow.
2. Parents will be responsible for the minimal per transaction ACH Service Fee.
3. Parents will be responsible for any banking fees resulting from NSF.

(07-01-2008, 04-07-2009, 05-03-2011)

### **3.07 Management of Tuition Accounts**

In order to facilitate the orderly fiscal management of DeMotte Christian Schools Inc (DMCS), all tuition accounts shall be paid by the end of the school year.

1. Tuition statements will be issued on the 1<sup>st</sup> of each month. The first monthly payment is due by July 15, then by the 15<sup>th</sup> 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.

2. An alternative payment plan shall only be approved if the plan satisfies the following criteria:
  - a. 40% of the annual cost of education (“COE”) is paid by the end of December of the current academic year; and
  - b. 75% of the annual COE is paid by the end of March of the current academic year.
  - c. Any alternative plan that does not meet the above criteria will only be approved for extraordinary circumstances.
3. 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.
4. Procedures for handling past due tuition:
  - a. At thirty (30) days past due on monthly billing, a letter will be sent to the account stating past due policy.
  - b. At sixty (60) days past due, a phone call will be made to the account requesting a meeting before the next regular Finance Committee meeting date. If there is no response to the phone call, a letter will be sent requesting a meeting with the family.
  - c. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. If the Finance Committee recommends that a delinquent account be considered for suspension of service, the Board shall approve such action.
10. 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.

(09-05-2006, 04-03-2007, 07-01-2008, 04-07-2009, 06-02-2009)

### **3.08 Tuition Assistance**

1. 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.
2. 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.
3. 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”).

4. Families requesting tuition assistance must first apply for the State of Indiana CHOICE Voucher Program. The families will submit a written request to the DMCS Finance Committee. The written request and a copy of the previous year Federal Tax Return (Form 1040) will be reviewed by the Finance Manager. The income/household size should fit within the CHOICE Program guidelines to be considered for tuition assistance. The Finance Manager will present qualifying requests to the Finance Committee for approval of tuition assistance gifts to the families.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

(01-09-2007, 04-03-2007, 04-06-2010, 05-03-2011, 05-05-2020)

### **3.09 Handling of Monies Collected**

Money collected at a school event must be counted by a committee member of the event, together with a second witness consisting of a faculty member, office personnel, a person in a leadership position (i.e. board member, PIE board member), or a second member of the event committee. The counted money shall be given to the school bookkeeper for final verification and deposit. Should a person require reimbursement for event expenses, cash shall not be taken from the money collected. Rather, proper verification of expenditures through detailed receipts must be submitted to the school bookkeeper, and a check will be issued from the appropriate fund. The school bookkeeper shall bring all questionable reimbursement requests to the Administrator for review and approval.

(11-01-2011)

### **3.10 Nick Tysen Memorial Tuition Assistance Fund**

The Nick Tysen Memorial Tuition Assistance Fund is available to help defray the cost of education ("COE") for families experiencing financial difficulties due to unexpected illness, health related hardship, and/or excessive medical bills of a DMC student or immediate family member living in the same household.

Any family requiring financial assistance from the Nick Tysen Memorial Tuition Assistance Fund shall submit a written request to the DMCS Superintendent. All written requests will be reviewed by the Finance Committee at the next regularly scheduled Finance Committee meeting.

All distributions from the Nick Tysen Memorial Tuition Assistance Fund shall be at the discretion of the Finance Committee subject to approval by the DMCS Board of Directors. No one (1) family shall receive more than forty (40%) of their annual COE in an effort to preserve the Nick Tysen Memorial Tuition Assistance Fund.

(01/05/2010)

## **SECTION IV – BUILDING AND GROUNDS**

### **4.01 Smoke Free Facility**

The DeMotte Christian Schools (DMCS) School Board has a smoke free policy for all school property. This policy states that there is no smoking 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 tobacco persuasions, about the overwhelming medical conclusions; and we wish to give visible support to what is clearly said in I Corinthians 3:16-17.

(03-07-2000, 05-02-2006)

### **4.02 Community Use of DeMotte Christian Schools Facilities**

The use of DMCS facilities are to be used for the edification and for unification of school society. A strong society finds its basis in strong homes, church congregations and a united Christian community. The DMCS facilities shall not be used for the purpose of emphasizing distinctive doctrines in such a way as to introduce disunity into our respective congregations.

### **4.03 Available for Rental**

The following items are available for rental through the office:

1. Non-padded chairs - \$1 per chair
2. Tables - \$5 each
3. Tablecloth rental - \$5 per tablecloth (includes laundering) for use in school facilities only.

### **4.04 DMCS School Use Fees**

1. All Purpose Room – DeMotte Christian:
  - a. With no chairs or tables: \$50 plus Custodian fee of \$35 = \$85
  - b. With chairs and tables: \$80 plus Custodian fee of \$65 = \$145
2. Cafeteria – Covenant:
  - a. \$60 plus \$15 custodian fee (\$75)
  - b. With tables & chairs set up - \$125
3. Classroom:
  - a. \$20 plus custodian fee of \$10 (\$30)
4. Gym – Covenant:
  - a. No tables & chairs - \$80 plus a \$30 custodian fee (\$110)
  - b. With tables & chairs set up - \$180 plus \$60 custodian fee (\$240)
  - c. This is the flat rate for the first four hours and then it is \$20 per hour after that.
5. Kitchen:
  - a. \$30 plus \$20 custodian fee (\$50)
6. Music Room – DeMotte Christian:
  - a. \$45 plus Custodian fee of \$35=\$80
  - b. With tables and chairs: \$45 plus Custodian Fee of \$55 = \$100
7. School Hall – DeMotte Christian
  - a. \$30 plus Custodian fee of \$20=\$50
  - b. with set up of tables and chairs: \$30 plus Custodian fee of \$50=\$80

No charge for DMCS functions.

The Building and Grounds Committee will make any recommendation to the School Board to reduce or waive any or all fees. The School Board will make the final determination to reduce or waive any or all fees.

(03-07-2000, 05-01-2001, 05-02-2006, 10-03-2009)

## **Section V Transportation Committee**

### **5.01 Bus Conduct**

Students using DeMotte Christian Schools (DMCS) transportation should understand that they are under the jurisdiction of the school from the time they board the bus until they are deposited at school or at the appropriate destination. The bus driver will keep order and maintain discipline. The bus driver will use every precaution necessary to ensure the safety and welfare of the students under his/her direction. The bus driver will treat the students with respect and will maintain a bus atmosphere of mutual respect so that no child is imposed upon or mistreated. Riding the school bus is a privilege, not a right, and it is imperative that safety for all students is ensured through proper courtesy and behavior. The following rules need to be addressed by each student:

1. Each student will be seated immediately upon entering the bus in the place assigned by the driver.
2. No student will stand or move from place to place during the bus trip.
3. Loud, boisterous, or profane language or indecent conduct will not be tolerated.
4. Students will not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet, or body in any objectionable manner.
5. No windows or doors will be opened or closed unless the bus driver grants permission.
6. Student will not enter or leave the bus until it has come to a full stop and the bus driver has opened the door.
7. Students should be waiting at the boarding station when the bus arrives. Students should walk to and from the bus. No "horseplay" is allowed in the loading zone.
8. Use or possession of tobacco or vaping products, alcohol, illegal drugs, matches, or cigarette lighters is not permitted on the school bus.
9. The school bus is an extension of the school and all school rules and regulations, which pertain to student conduct in the schools, are applicable to student conduct on the school bus.
10. Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct himself or herself in an appropriate manner on the bus. If a student is denied riding privileges, the parents/guardians will be responsible for transporting the student to and from school as deemed necessary. In addition, other consequences may be assigned.
11. Students are not allowed to go back into the school after dismissal unless a teacher or Administrator gives approval.
12. Unless a student has a note from a parent or guardian, the student should ride his/her regular bus home.
13. If a student misses the bus, the student should return to the school office.
14. Students may not bring the following items on the bus: skateboards, baseball bats, hockey sticks, food, radios, etc.

With the responsibility of assisting the bus driver through their behavior, students will be expected to follow the bus rules. In the event that misconduct occurs, the driver will report the incident to the principal. If the student does not behave appropriately after receiving the appropriate warning, he/she will be prohibited from riding the bus.

Please note the following steps that will be followed:

1<sup>st</sup> Offense – Parents contacted

2<sup>nd</sup> Offense – Suspension from riding the bus

3<sup>rd</sup> Offense – Parents and child meet with Bus Driver and Administrator

(10-02-2001)

**Seclusion and Restraint Plan is available in the office.**