



# DEER CREEK CHRISTIAN SCHOOL

*Parent/Student Handbook* Updated August 2016

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## General Information

### Mission Statement

Deer Creek Christian School partners with families to educate children in Academic, Faith and Character development for kingdom service.

### School Office and Administrative Information

Deer Creek Christian School  
330 W Highland Drive  
Chicago Heights, IL 60411

Office Hours: 7:30am-3:30pm  
Phone: (708) 672-6200

Ms. Jennifer Barnes – Administrative Assistant  
Mrs. Linda Salazar – Financial Office

### School Schedule

8:20a	Doors open. Students will be dropped of and welcomed by staff into the elementary building or the middle school building. On Mondays, all K-8 <sup>th</sup> grade students assemble in the gym for prayer, pledges, and announcements from the Head of School. On Tuesday through Friday, all students will go directly to their classrooms.
8:30a	Classes begin and the front doors are locked. Students arriving after 8:40 a.m. are to sign in at the school office and receive a late pass. Students arriving after 8:30 will be marked tardy. Please see <i>tardy policy</i> .
9:30a-10:00a 10:20a-10:30p	Elementary: Optional 15 minute block for recess at teacher's discretion. Middle School: Snack/Break
11:15a -12:30p	All students eat lunch at the cafeteria in scheduled shifts and attend recess.
3:00 p.m.	School is dismissed. Parents line up at designated pick-up stations with a pick-up pass and children will be dismissed to you. Children not picked up by 3:10p will be sent to Extended Care and charged accordingly.

### Emergency Closing Information

When weather conditions are extreme and/or dangerous we want to ensure that every family is receiving emergency closing information in a timely manner. We will always post information on our website ([www.dccsonline.org](http://www.dccsonline.org)) and [Facebook page](#), but the best way to receive notifications is to sign up for e-mails at [www.emergencyclosings.com](http://www.emergencyclosings.com). Click on *e-mail notification* then enter our school and city. An e-mail will be sent to you whenever the status of the school schedule changes. We will also notify families on our e-mail list by a mass e-mail and Mr. Verwolf will send you a text if you have signed up to receive them.

To receive reminder texts, text @dccsparent to the number 81010. [Specific Instructions](#).

## **Staff and Faculty List**

<b>Deer Creek Christian School</b>	Revised 8/11/16
<b>Staff</b>	<b>Role</b>
Arnold, Kelly	PM Extended Care Worker
Barnes, Jennifer	Administrative Assistant
Bevan, Kelsey	3rd Grade (multi-age) Teacher
Blom, Steve	Director of Development
Brunson, Kim	K4 Teacher
Chambers, Randi	Middle School Math and Science
Chaney, Latara	Hot Lunch Coordinator
Deur, Elizabeth	5th Grade Math/Sci/LA, 6-8th Grade LA
Dooley, Carol	Kindergarten Teacher Aide
Dornhecker, Kathy	PE Techer
Esparza, Kasey	K3 Teacher Aide and Director of Extended Care
Galloy, Erica	K3 Teacher
Horta, Juanita	AM Extended Care Worker
Johnson, Marty	Student Teacher in grades 3-4
Kuiper, Ronald	Middle School Math and Science
Lileikis, Gwen	Floating Aide and Hot Lunch Assistance
Lindahl, Ileana	K-8 Spanish Teacher
Miller, Linda	K-8 Music, Middle School Bible, and Director of Spiritual Life
Mosel, Kim	Extended Care Billing and 1st-2nd grade Floating Aide
Natale, Nanci	4th Grade (multi-age) Teacher
Oprondek, Kendra	1st Grade Teacher
Rivera, Tammy	IT, K-8 Computer and Art Teacher
Rodriguez, Renee	K-4 Full-time Teacher Aide
Salazar, Linda	Financial Officer
VanRegenmorter, Tricia	2nd Grade Teacher
Verwolf, Brian	Head of School
Villalba, Veronica	AM Extended Care Worker
VonThaden, Robin	Kindergarten Teacher
Walls, Rennel	K-3 Part-Time Teacher Aide
Wroughton, Julie	Middle School Math and History Teacher, Athletic Director
Flores, Danny	Head Soccer Coach
Rauwolf, Nicole	Assistant Soccer Coach
Smith, Victoria	Head Volleyball Coach
Walls, Rennel	Assistant Volleyball Coach
Smith, Nate	Head Basketball Coach
Chambers, Ben	Assistant Basketball Coach

## **School Board Meetings**

The DCCS School board meets the second Thursday of each month with very few exceptions. Check the [Master School Calendar](#) for specific dates. If you would like to address the School Board, please call the Head of School on the Monday before the board meeting to secure a time. Meetings begin at 6:00 pm.

## **Admission Policy**

Admissions are subject to class size limitations.

### **Admission Requirements for New Students**

Admission at DCCS requires the following:

- Completed enrollment form.
- Paid application fee. (Non-refundable)
- Submission of student records from prior school.
- Submitted medical record.
- Signed financial policy.
- Completion of an entrance test for all new students, kindergarten through eighth grade.
- Completion of a family interview with Head of School.
- All students entering kindergarten must be at least five years of age on or before September 1<sup>st</sup> of the school year. K4 students must be four years of age on or before September 1<sup>st</sup> of the school year. K3 students must be three years of age and potty trained on or before September 1<sup>st</sup> of the school year.
- Once accepted, the enrollment fee must be paid.

Students enrolled during open open-enrollment will be prioritized according to the date and time of the submission of their application and paid enrollment fee. After the maximum number of students has been enrolled for a class, prospective students will be placed on a waiting list.

### **Admissions Decisions**

Admission will be granted to a student upon review by the Head of School. In some cases, the Head of School will consult a team usually including the entrance test coordinator, a teacher, and a member of the school board.

### **Enrollment for Returning Students**

The first week of registration is reserved for returning students.

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

- Signed financial policy.
- Paid enrollment fee.
- Student account balance must be current.

## **Academic Policies**

### **Class Size**

It is our intent to limit class sizes for the Preschool to 18, and Pre-Kindergarten and Kindergarten classes to 20. The maximum classroom enrollment for first through eighth grades is 24 students. Our 3/4<sup>th</sup> grade multi-age classroom is unique. We will keep grade 3 enrollment to 12 and grade 4 enrollment to 12 to account for a 24 student maximum/classroom.

### **Grading Standards**

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

**Kindergarten and First Grade:**

E – Excellent progress in acquiring skill

G – Good progress in acquiring skill

S – Satisfactory progress in acquiring skill

N – Needs more time to acquire skill

**Second through Eighth Grades:**

Letter Grade	Percentage Range	Grade Point Average (GPA)
A	= 92-100	4.00
A-	= 90-91	3.67
B+	= 88-89	3.33
B	= 82-87	3.00
B-	= 80-81	2.67
C+	= 78-79	2.33
C	= 72-77	2.00
C-	= 70-71	1.67
D+	= 68-69	1.33
D	= 62-67	1.00
D-	= 60-61	0.67
F	= 59 & below	0.00

The report card will also reflect the level of effort and attitude of the student.

The following marks will be used:

E – Exceptional

G – Good progress in acquiring skill

S – Satisfactory

N – Needs improvement

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

**Awards**

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

**Principal’s Award:** Students with a 4.00 GPA (no A-’s)

**High Honor Roll:** Students with a 3.50-3.99 GPA

**Honor Roll:** Students with a 3.00-3.49 GPA

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

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

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

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

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

**Academic Probation**

A student with less than a 2.00 GPA at the end of a quarter will be placed on academic probation. A conference will be held with the student, parents, and Head of School to discuss the probation. During the probationary quarter the student will not be eligible to participate in extra-curricular activities. At the conclusion of the probationary quarter, a

conference will be held with the student, parents, and the academic team to determine the status of the probation. If the student has not achieved the required grades, an additional probationary quarter may be granted or the student may be denied continued enrollment. No student will be on academic probation for more than two quarters. A student may be put on probation at the discretion of the school for behavioral issues including, but not limited to, disrespect, poor effort and/or attitude, lack of participation, excessive tardiness, and absences.

### **Promotion**

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

### **Homework**

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

### **Student Responsibilities**

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

### **Parent/Home Responsibilities**

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

### **Tutorial Services**

Students, who need short term help in a subject may arrange a mutually convenient tutorial time with the teacher. Students who need long term help in a subject may arrange for the services of the teacher or an outside tutor. The parents will be required to pay the cost for the service. Any tutoring should coordinate objectives and methods with the child's teacher.

### **Parent/Teacher Conferences (Grades K-8)**

Teachers will write e-mails, make phone calls, progress reports and report cards, etc. to communicate with parents. Either the teacher or the parent may call a formal conference whenever a need or concern is identified. A phone call or informal meeting may be all that is needed. Parent/teacher conferences are held after the first quarter.

### **Handling Concerns**

Matthew 18 offers the best method in which to settle a complaint against another. The steps for handling a parent concern about a teacher or a teacher concern about a parent follow the same Biblical pattern:

- The parent meets privately with the teacher to seek a resolution in a spirit of reconciliation.
- If there is no resolution, the parent takes another neutral adult and meets with the teacher in the spirit of reconciliation.
- If there is no resolution, the parent meets with the teacher and the administrator to seek a resolution in a spirit of reconciliation.
- If there is still no resolution, the problem may be presented to the entire school board, which then calls upon the parties involved as seems warranted, all in a spirit of reconciliation.

### **Computer Use**

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

Computer access conditions:

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

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

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

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

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

It is to be understood that Internet access for students is a privilege, not a right. The Internet user is held responsible for his/her actions whenever using the Internet. Unacceptable uses of the Internet will result in the suspension or revoking of these privileges. Some examples of unacceptable use include but are not limited to:

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

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

The Internet user and his/her parents must understand that he/she uses the Internet at his/her own risk. Considering the provisions mentioned above, DCCS cannot assume responsibility for:

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

## **Attendance Policies**

### **Absences**

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

When a student is absent due to personal illness or family matters, it is the responsibility of the parent to **notify the school office by 9:00 a.m.** on the day of the absence. If notification has not been received, the school will make every effort to contact the person responsible for the student in order to determine the reason for the absence. A doctor's note is required if a student has missed school due to illness for 3 days. The students will have a period of time equal to the number of days of the absence to complete missed work. Work or tests that were announced before the absence may be due the first day of the student's return, at the discretion of the teacher.



When an absence is known ahead of time, it is the responsibility of the parent/guardian to notify the teacher and obtain the work the student will miss. The assigned work will be due when the student returns. Cooperation between the parent, teacher and school is very important. We suggest family vacations be scheduled around the school's calendar. Unexcused absences may not exceed 5 days per quarter or the student may be in danger of failing the current grade.

### **Field Trip Attendance Policy**

All field trips are considered part of the academic school year at DCCS. If a student has knowledge they will not be attending a field trip, a two day written notification will be required from the parent that their child will not be attending the designated field trip in order for an assignment to be arranged. This written notification will be given to the teacher and filed with the office. The student may be given an assignment to complete by the teacher. If a student misses a field trip because of sickness the assignment will be at the discretion of the teacher. The Timber-lee Outdoor Education program and eighth grade class trips are part of the curriculum and attendance is required.

### **Tardiness**

Students should arrive between 8:20 a.m. and 8:30 a.m. Students who arrive after 8:30 a.m. will be considered tardy. These students will be marked tardy when they report to their classroom.

The tardy policy is as follows:

1-3 tardies per quarter  
4<sup>th</sup> and beyond

Verbal/Written warning  
\$10 fine placed on the account per tardy

### **Truancy and Cutting**

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

## **Student Behavior Management**

### **Student, Parent, and Teacher Expectations**

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

## **School Rules**

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

## **Classroom rules and procedures**

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

## **Consequences of Behavior**

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

Here is a list of possible consequences. It is not an exhaustive list. Teachers and the Head of School may apply other disciplinary measures that are not listed below.

## **Explanation of Consequences**

### **Before-School Detention**

Before-school detention will be from 7:30–8:20 a.m. as assigned. The parent/guardian will be contacted and will be required to sign a form acknowledging the detention. The student is required to serve the detention on the assigned day. If the student is late or fails to appear, he/she will be required to serve an additional before-school detention. If a student fails to appear for a before-school detention two consecutive times, they will automatically serve a one-day suspension. The student will be able to return only after a conference has taken place with the administrator, student, and parents. The student will not be allowed to communicate with other students serving detention. The third and subsequent before-school detention in a quarter will require a meeting with the principal and parents.

### **In-School Suspension**

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

### **Out-of-School Suspension**

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

### **Expulsion**

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

### **Extreme Behaviors**

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

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

### **Harassment, Intimidation, and/or Bullying**

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

### **Plagiarism or Academic Cheating**

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

Academic Cheating means the attempt to obtain knowledge, information, or material from another person or source of information and to submit such work as the work of the student. For example: giving or receiving aid during a testing period, lending one's own work, or acquiring the work of another for the purpose of submitting all or part thereof as the work or product of the student. Penalty: Student will receive a "0" grade and disciplinary action.

## Standards of Dress (Uniforms)

The standard of dress at Deer Creek Christian School reflects the Christian values we strive to instill within our students: modesty, respect for self and others, unity and pride, and positive self-esteem. Uniforms are to be worn by all students (K-8). Uniforms must be laundered and pressed, presenting a neat appearance at all times. Uniform clothing should always maintain their original color. Holes or rips in uniform clothing must be patched or sewn. Shoes must be tied. Shirt tails must be tucked in.

2016-2017 is a transition year for DCCS uniforms. Students will be given the option of wearing current or new uniform clothing. We simply ask that new purchases be made with regard to the changes. **New options for clothing are written in this color.** Following this transition year, we will expect that all students abide by the new uniform policy for the 2017-2018 school year.

### Girls (Kindergarten-3<sup>rd</sup> Grade)

- Khaki** or Navy *Uniform jumper* (knee length)
- Khaki jumper must be paired with navy polo w/ school logo**
- Navy jumper must be paired with white polo, blouse or turtleneck
- Blouse must be short sleeved or long sleeved (no sleeveless)
- Tights, knee socks, or crew socks (white, red, navy blue, or black)
- Khaki** or Navy blue dress slacks with belt loops (pants need to fit and be worn properly)
- Khaki dress slacks must be paired with navy polo w/ school logo**
- Navy blue dress slacks must be paired with white polo, blouse or turtleneck . Solid black shoes



### Options for girls (Kindergarten-3<sup>rd</sup> Grade)

- . May wear solid red or navy cardigan sweaters
- . **Khaki dress shorts may be worn with navy polo w/ school logo from the beginning of school until October 15<sup>th</sup> and from April 15<sup>th</sup> until the end of the school year.**

### Girls (4<sup>th</sup>-8<sup>th</sup> Grade)

- . **Khaki** or Navy *Uniform skirt or split skirt* (knee length)
  - Khaki skirt must be paired with navy polo w/ school logo**
- Navy skirt must be paired with white polo, blouse or turtleneck
  - Blouse must be short sleeved or long sleeved (no sleeveless)
  - Tights, knee socks, or crew socks (white, red, navy blue, or black)
- . **Khaki** or Navy blue dress slacks with belt loops (pants need to fit and be worn properly)
  - Khaki dress slacks must be paired with navy polo w/ school logo**
  - Navy blue dress slacks must be paired with white polo, blouse or turtleneck.
  - Solid black shoes

### Options for girls (4<sup>th</sup>-8<sup>th</sup> Grade)

- . May wear a solid red or navy sweater or vest with white top
- . **Khaki dress shorts may be worn with navy polo w/ school logo from the beginning of school until October 15<sup>th</sup> and from April 15<sup>th</sup> until the end of the school year.**

### Boys (Kindergarten-8<sup>th</sup> Grade)

- Khaki** or Navy blue dress slacks with belt loops (pants need to fit and be worn properly)
  - Khaki dress slacks must be paired with navy polo w/ school logo**
- Navy blue dress slacks must be paired with white polo, shirt or turtleneck
- Black, brown or navy belt
- White, navy blue or black socks
- Solid black shoes

### Options for boys (Kindergarten-8<sup>th</sup> Grade)

- May wear a solid red or navy blue sweater or sweater vest
- Khaki** or navy dress shorts **may be worn with navy polo w/ school logo (khaki shorts) or white polo (navy shorts) from the beginning of school until October 15<sup>th</sup> and from April 15<sup>th</sup> until the end of the school year.**

### All Students (Kindergarten-8<sup>th</sup> Grade)

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

### Gym Uniforms

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

### Uniform Violation Policy

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

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

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

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

## **No-Uniform Days**

On occasions where DCCS has a no-uniform day, the following guidelines apply:

- Students are to help maintain a proper testimony for the Lord by wearing clothing that is neat, clean, and modest.
- Students may not wear objectionable pictures or writing on their clothing. This would include provocative, offensive, violent, drug or alcohol related pictures or slogans.
- Skirts and shorts are to be no higher than 2” above the top of the kneecap.
- Students are not to wear tank tops, half shirts, spaghetti straps, or any article of clothing that exposes their undergarments or midriffs.
- Students are to wear pants that do not have holes, do not sag, or give the appearance of sagging. Pants should be worn at the waist with a belt when necessary.
- Flip-flops are not to be worn as they are a safety hazard on the playground and during PE.
- When a student's dress is objectionable under any of the above rules, students will be provided a uniform to wear from the office, or asked to wear alternate clothing they have available.
- Parents who allow their child to participate in no-uniform days will ensure they comply by the no-uniform standard of dress.

Any dress code decision not addressed above will be made at the discretion of the Head of School.

## **Financial Policy**

### **Tuition Discounts**

- Pre-Payment Discount: Families paying tuition in full by August 1 will receive a 2% discount.
- 2<sup>nd</sup> Child discount: \$500.00 off full tuition
- 3<sup>rd</sup> Child Discount: \$1,500 off full tuition
  - *For multiple child discounts, all children must reside in the same household*
- Referral Rebate: Families who refer a new family to DCCS will receive a \$500 credit to their account when the new family has been enrolled for one semester.
- Parent Participation Rebate: \$200 will be reimbursed upon the completion of 10 hrs. of service at DCCS.

### **Tuition Payments**

Tuition payments may be made using cash, check, or credit card in the school office or by credit card online through our website. All tuition payments are due on the first day of the month. Payments received after the 10<sup>th</sup> of the month will be assessed a \$45 late fee. Report cards, transcripts and diplomas will be withheld if there is an outstanding balance. Outstanding accounts require a meeting within 15-days of being late. Any outstanding balance past 30 days without a meeting may result in the student being removed from school. All accounts must be paid in full before a student may re-enter. Any NSF check returned will result in a \$25 charge. After one NSF check, tuition must be made using cash, money order, or credit card.

### **Tuition Assistance**

DCCS offers tuition assistance through FAST services. Go to [www.dccsonline.org](http://www.dccsonline.org) and click the *Admissions* tab. Scroll down and click on *Financial Aid application*. All financial aid applications need to be filled out by June 1, 2016, for the 2016/2017 school year. If you have any questions about financial aid, please call.

### **Tuition Refunds**

A two-week notice is required for any student withdrawing from DCCS. Students who withdraw before the first day of school will be refunded 50% of the July tuition payment. Students who withdraw after the first day of school will not receive a refund from the July tuition payment. For withdrawal between the 1<sup>st</sup> and 15<sup>th</sup> of every month, the student will be given a 50% refund for that month. For withdrawal between the 16<sup>th</sup> and the end of the month, no refund will be given for that month.

### **Student Activity and Athletics Fees**

Students participating in athletics or other extracurricular activities will submit their fee prior to the first day of the activity.

### **Tardies and Late Pick-up Fees**

After three tardies in a quarter, each subsequent tardy will result in a \$10 fine. Any student not picked up within 10 minutes of the end of their school day or after school activity will be sent to extended care and assessed the appropriate fee.

## **Health Policies**

### **Immunizations**

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

### **Dental**

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

### **Illness**

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

### **Communicable Diseases**

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



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

### **Prescriptions**

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

### **Medical Emergency Procedure**

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

### **First Aid**

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

## **Spiritual Life**

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

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

### **Bible Version for Classroom Use**

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

## **Prayer**

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

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

## **Non-Discriminatory Policy**

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

## **Modifications**

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

## **Deer Creek Christian School Athletic Philosophy**

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

The objectives of the extra-curricular sports program include:

- Glorifying God through the use of our gifts.
- Providing a Christian environment for players to develop their athletic talents.
- Instilling in the players Christian sportsmanship toward coaches, officials, players, and fans.
- Encouraging participation, and building individual and team skills.
- Developing competitive skills and an understanding of the different roles in team play.
- Providing a Christ-like witness to others.

## **Athletic Eligibility Requirements**

### **Athletic Academic Eligibility:**

A student athlete must maintain satisfactory progress in all courses of study. A student will become ineligible if they are earning an "F" in any class or a "D" in two or more classes. Grades received in special classes, P.E., Art, Computer, and Music, will be averaged and reported as one grade. Eligibility shall be cumulative from the beginning of the grading period, and will be reported on a weekly basis. Each week during the season, the Athletic Director will obtain and review all athletes' grades. Any student who does

not meet the standards outlined above will immediately be put on academic probation and become ineligible to participate in any games or practices. The student will remain on academic probation until their work meets the standards at the time of the weekly review. The Athletic Director and/or Coach reserve the right to remove a student from the team for the remainder of the season if academic ineligibility continues. Athletic fees will not be refunded.

### **Discipline Eligibility**


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

### **Attendance Eligibility**


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

## Pick-Up/Drop-Off Procedures

### Drop-off in the Morning for K3 - 8<sup>th</sup> Grades

1. All vehicles are to enter from the East, off of Highland Drive.
2. K3-4<sup>th</sup> grades follows **Yellow**, and 5<sup>th</sup>-8<sup>th</sup> grades follows **Red**. Drop-off at the 
3. Families who have multiple children in K3-4<sup>th</sup> and 5<sup>th</sup>-8<sup>th</sup> follow **Yellow**. The Middle School student(s) will walk to the Middle School building after being dropped off.
4. On Monday Mornings, **all students** follow **Yellow** as we meet in the gym for our schoolwide Monday Morning Meeting.

### Pick-up for K3 - 8<sup>th</sup> Grades

1. All vehicles are to enter from the East, off of Highland Drive.
2. K3-4<sup>th</sup> grades follows **Yellow**, and 5<sup>th</sup>-8<sup>th</sup> grades follows **Red**. Pick-up at the 
3. Families who have multiple children in K3-4<sup>th</sup> and 5<sup>th</sup>-8<sup>th</sup> follow **Yellow**. The Middle School student(s) will walk to the Elementary building to be picked-up with their sibling(s).
4. If students are not picked up by 3:10pm, they will be escorted to Extended Care and can be picked-up at the EC door. 