



# **DILLON CHRISTIAN SCHOOL**

## **PARENT/STUDENT HANDBOOK**

P.O. Box 151  
1325 Commerce Drive  
Dillon, SC 29536

(843) 841-1000 Phone  
(843) 841-0810 Fax  
[www.dillonchristianschool.org](http://www.dillonchristianschool.org)

Member of and Accredited by the  
South Carolina Independent School Association (SCISA)

Accredited by Southern Association of Colleges and Schools Council on  
Accreditation and School Improvement (SACS CASI), an accreditation  
division of AdvancED

2017-2018

School Colors:  
Maroon and Gold

School Mascot:  
Dillon Christian Warrior

## Table of Contents

Introduction.....	3	Extracurricular Activities and Student Absences.....	11
Welcome.....	3	College Visitation.....	11
Mission Statement.....	3	Perfect Attendance.....	11
Philosophy of Education.....	3	Academics.....	12
Core Values.....	3	South Carolina Graduation Requirements.....	12
Statement of Faith.....	4	Course of Study at DCS (Grades 7-12) .....	12
History.....	4	Grading Scale .....	13
School Sponsorship and Affiliations.....	4	Exam Exemption Policy.....	13
School Spirit.....	4	Uniform Grading Policy.....	14
Registration Requirements.....	4	Homework Philosophy (Grades 1-12) .....	15
Registration Procedures.....	5	Progress Reports.....	15
Financial.....	5	Report Cards.....	15
Policies.....	5	Academic Recognition.....	15
Tuition.....	5	Beta Club.....	15
Tutorial Program.....	5	High School Class Rank (Grades 9-12) .....	16
General Policies.....	5	Highest Academic Average.....	16
School Hours.....	5	Academic Awards Day.....	16
School Cancellation .....	5	Promotion – Retention.....	16
Parental Involvement.....	6	Grade Exemption.....	16
Parent Visitation.....	5	Standardized Testing Program.....	16
Drop-off and Pick-up Procedures.....	6	Guidance Program.....	16
Student Supervision Before, During, and After School.....	6	Transcripts.....	17
Holiday Parties.....	6	Extracurricular Activities.....	17
Pledges.....	6	Required Service Hours.....	17
Class Enrollment Cap.....	6	Student Elections.....	17
Student Placement Guidelines.....	6	General Guidelines for Student-Athletes.....	18
Textbooks.....	7	Student Conduct and Discipline.....	18
Library Books.....	7	Philosophy.....	18
Lunchroom.....	7	Discipline Records.....	19
Specific School Procedures.....	7	Senior Privileges.....	20
Cell Phones.....	8	Substance Abuse Policies.....	20
Hats, Rags, Sunglasses.....	8	Search and Seizure.....	20
Communicable Diseases.....	8	Suspension, Probation, and Expulsion.....	20
No Lice/No Nit Policy.....	8	Couples/Public Display of Affection.....	21
Communication.....	9	Hazing.....	21
Philosophy.....	9	Academic Honesty.....	21
Sending Papers Home.....	9	Dress Code.....	22
E-Mail.....	9	Philosophy.....	23
Parent-Teacher Conferences.....	9	Guidelines for All Students.....	23
Technology.....	9	Dress Code for Girls.....	23
Acceptable Use Policy.....	9	Dress Code for Boys.....	23
Attendance.....	10	Lower School Dress Code (K5-4th grade) .....	23
Philosophy.....	10	Dual Credit.....	24
Parent/Student Responsibilities.....	10	Student Council.....	25
Tardy Policy to School.....	10	Preamble.....	25
Tardy Policy Between Classes.....	10		
Early Dismissal.....	11		
Make-up Work.....	11		

## Introduction

### Welcome

We enthusiastically welcome each student and his or her parents to the Dillon Christian School (DCS) family. This Handbook is provided to help you understand our ministry and its commitment to Christian education.

### Mission Statement

Dillon Christian School exists to provide spiritual leadership to our community by partnering with parents to train children to glorify God and enjoy Him forever.

### Philosophy of Education

Dillon Christian School believes the Bible is the holy, inerrant, and authoritative Word of God. We further hold that all truth is God's truth. Biblical standards are an integral part of our school life. We joyfully and enthusiastically teach and promote the biblical perspective in all subjects and activities of the school. DCS has the responsibility to provide the best possible education for its students while equipping students to develop a biblical viewpoint in all areas of life. Our objective is for each student to be thoroughly prepared to pursue any vocation, higher education, or any profession.

As a Christian school, we believe that parents are the primary educators of their children and we are to partner with parents in this process. We work alongside parents to train each student to accept individual responsibility to God for his/her actions and challenge him/her to glorify God in every facet of his life. *Train up a child in the way he should go, and when he is old, he will not depart from it (Proverbs 22:6).*

We desire for each student to benefit:

1. Spiritually - The spiritual life of our school drives everything we do, including the staff we hire, the curriculum we use, and how we teach. We desire that each student see Christ in staff members and develop his/her own biblical worldview that influences each decision that he/she makes.
2. Academically – Academic excellence should characterize a Christian school. We desire that each student be challenged to his/her potential and be given opportunities to excel. We desire that each student learns to think critically in the context of a biblical worldview and is prepared for college and/or the vocation that God has for him/her.
3. Socially – It is important that each student be afforded opportunities to develop socially, including the area of leadership. We desire that each student see godly relationships among staff members and develop positive relationships with others.

### Core Values

**Biblical Philosophy:** We strive to integrate biblical truth and the character of God into all education at DCS. We believe that God is absolute truth and is the final authority in all matters of life. We believe that the Word of God is the standard for all decisions. We believe that each individual, being created in the image of God, is of supreme worth and is created for the purpose of glorifying God. We value integrity in all relationships as we demonstrate communication, obedience, and accountability, as well as mercy and forgiveness.

**A Personal, Active Relationship with Jesus Christ:** We desire that each student have a personal relationship with Jesus Christ. We are committed to providing a safe, nurturing environment where students and staff members can actively grow in their faith.

**Development of the Whole Person:** We value each student as a unique creation by God, and our mission is to equip each student academically, spiritually, socially, and physically to his/her fullest potential. We desire that each student will love and pursue truth, live honorably, think critically, communicate persuasively, and be physically active. We endeavor to provide opportunities for every student to use his/her unique, God-given gifts.

Academic Excellence: We provide teachers who see their role as helping each student reach his/her full potential. Our curriculum is designed to provide an education that is comprehensive and challenging. Students are taught to think critically in the context of a biblical worldview.

Building of Community: We believe that God holds parents responsible for the education of their children. We seek to glorify God by partnering with families and Bible-believing churches in educating future generations through a Christ-centered approach to teaching and learning. DCS holds a sacred trust to partner with parents, churches, and the Holy Spirit in molding the lives of its students from a Christ-centered perspective.

Great Commission: Our goal is to prepare our students to be servant leaders in the world. Characteristics of a servant leader include humility over pride, taking time to listen rather than being judgmental and modeling behavior versus demanding it. We desire that our student leaders be equipped with a strong biblical faith, moral courage, spiritual discernment, and academic integrity to impact society for Christ. We desire that our students take action in fulfilling the Great Commission by challenging them with opportunities to serve locally, regionally, and overseas.

## Statement of Faith

1) We believe in personal salvation by faith in the blood of Jesus Christ which He shed on the Cross of Calvary for remission of sins for all who believe. 2) We believe that the entire Bible is the inspired, inerrant Word of God. 3) We believe that the Lord Jesus Christ was raised bodily from the tomb and now sits at the Father's right hand in heaven making intercession for all born again people. 4) We believe that Christ will return bodily to call His church unto Himself. 5) We believe in the eternal security of the born again believer.

## History

The guiding hand of God marks the history of Dillon Christian School. In the spring of 1991, several members of the community met, sharing a dream - a school that would provide a solid Christian education. Through prayer and God's provision, Dillon Christian School became a reality in the fall of 1991 with 22 students enrolled. In years since, enrollment has grown to over 325 students in grades K5-12. The DCS campus is located on a 35-acre site on Commerce Drive in Dillon, South Carolina.

## School Affiliations

Dillon Christian School is a ministry of the First Presbyterian Church (PCA) of Dillon, S.C. Dillon Christian School is a member of and is accredited by the South Carolina Independent School Association (SCISA). SCISA offers numerous benefits to our students, parents, staff members, and board members. Dillon Christian School is also accredited by Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), an accreditation division of AdvancED.

## School Spirit

Students have numerous opportunities to be involved in activities that promote school spirit. We are the "Warriors" and our school colors are maroon and gold. Be a part of "Warrior Pride!"

## Registration Requirements

A student application for admission is available at the school office. Application forms must be completed and returned with a registration fee. The registration fee is non-refundable. The following are the registration requirements for admission to DCS:

1. Students enrolling in kindergarten must be five years old on or before September 1 of the upcoming school year.
2. Students from the Dillon Christian Preschool have priority in being admitted to the DCS kindergarten program provided their applications have been received by the deadline.
3. Each student seeking to re-enroll must have a completed re-enrollment form submitted to the school office by the deadline with a \$250 non-refundable registration fee. Placement in a class will be based upon class size and available spaces.
4. For each new student seeking enrollment, the following guidelines apply:
  - a. The applicant must be making satisfactory academic progress, which includes positive behavior from his/her immediate school. Any student expelled from his/her present school, including being sent to an alternative program and unable to return at the time of application with DCS will not be considered for enrollment with DCS.
  - b. Admission will be denied to any student who has failed two or more grades prior to their enrollment at DCS.

- c. All students are admitted on a nine-week trial basis contingent upon academic progress, behavior, and parental cooperation.

Attendance at Dillon Christian School is a privilege. The school administration may at any time request the withdrawal of a student who, in the opinion of the administration, does not submit to the school's philosophy and/or regulations. DCS has an open admissions policy without regard to race or sex and will not permit discrimination against any student.

## Registration Procedures

The following information must be submitted before the Admissions Committee makes a final decision on acceptance of a student.

1. The signed, completed Application Form, Statement of Cooperation, and Intent to Enroll (grades 5-12) should be received. All parents who enroll their children at DCS are to sign the Statement of Cooperation which indicates to the school their willingness to support the school in all endeavors. Should there come a time that the support of the parent can no longer be given, then we would ask the parent to withdraw the student from the school.
2. A copy of the most recent report card and/or school transcript including achievement test results for children in grades 1-12.
3. A state certified copy of the child's birth certificate for children in grades K5-12.
4. A State of South Carolina Certificate of Immunization for children in grades K5-12 should be in the office on file on or before the first day of school.
5. Completion of any required testing that may be necessary.
6. Attendance at an orientation session with the Head of School for children in grades 1-12.

## Financial

### Policies

DCS does not ask for nor accept government funds; therefore, it is necessary that fees and tuition be paid on time. **Payments are due the first of each month. If payment is not received by the 10<sup>th</sup>, there is a \$25.00 late fee. It is our policy to request withdrawal of any student whose account is 60 days in arrears.** Any funds received for special activities will be applied to past due tuition. Progress reports, report cards, and permanent records will be withheld until all fees and penalties are paid in full.

### Tuition

Please refer to your current Tuition Contract to determine annual tuition, discounts, and payment options. If full payment in advance is not possible, one may pay tuition in monthly installments for 12 months beginning in June of the upcoming school year. For families with more than one child enrolled, a discount is given on the tuition of additional children. A substantial tuition reduction is offered for the fourth child and additional children within the immediate family.

### Tutorial Program

A program is available after school from 2:45-5:45 P.M. for the purpose of helping with homework or providing care after school hours. Parents must notify the school in advance of their desire to leave the student in the tutorial program. **This is a service for which parents must pay as they participate in it.**

## General Policies

### School Hours

School hours are 8:10 A.M. until 2:45 P.M. for grades K5-4 and 8:10 A.M. until 2:55 P.M. for grades 5-12. School doors open at 7:30 A.M. to care for students who arrive early; please do not leave students at school prior to this time. Any student who is not in his/her homeroom at 8:10 A.M. is marked absent, then tardy when he/she checks into the school office. Parents or their designated pick-up person have 15 minutes after school to pick up their child. Any child through 8<sup>th</sup> grade remaining at the school and not in a supervised activity will be taken to Tutorial at that time. **Parents will be charged for use of the Tutorial Program.**

### School Cancellation

In case of inclement weather, Head of School will notify parents via Renweb email and Dillon Christian School's website. Please check television stations and school communications for details.

## Parental Involvement

We strongly encourage parents to be involved in the life of our school. There are numerous opportunities to be engaged through our parent organizations: Parent-Teacher Fellowship and Booster Club.

**Booster Club:** The purpose of the DCS Booster Club is to organize and generate support for all DCS athletic programs.

**Parent-Teacher Fellowship:** The purpose of the DCS Parent-Teacher Fellowship (PTF) is to uphold the philosophy and objectives of education at DCS and to provide funds beyond the school budget to be used for the academic enhancement of the school.

## Parent Visitation

Parents are always welcome at DCS and should feel free to visit the school and classrooms. Parents who come to the school during normal school hours are asked to go to the school office, identify themselves, and pick up a visitor's pass.

## Drop-off and Pick-up Procedures

Please follow drop-off and pick-up procedures carefully. The safety of our children is of utmost importance. Students in K5-4 pick-up will be directed by the teachers. If you wish to drop off your student in the morning and walk him/her inside the main building, please do not park in the drop-off lanes. Please park beyond the flagpole in the front or beyond Warrior Hall in the back by the football field.

Parents of students in grades K5-6 are asked to call the school office if someone is picking up your child who is not a regular driver.

## Student Supervision Before, During, and After School

When students arrive at school, they should go directly to their designated location. No student should remain in the parking area without permission from a teacher or administration. After school, students waiting for their rides or after school activities are not allowed to leave campus without permission from their parents.

Students with a valid driver's license and parental permission are eligible to drive to school. Any student that demonstrates careless or reckless driving will forfeit the privilege of driving on campus. Any student that drives to school and has excessive tardies may lose his/her driving privilege. Once a student has parked his/her vehicle in the morning, he/she is not permitted to return to the car until the end of the school day. No loud and/or inappropriate music is allowed on campus.

Student participants may not drive to athletic events or field trips. Students may not leave campus during the school day without permission from their parents. Students may not leave campus for lunch, except those seniors who qualify for this senior privilege.

## Holiday Parties

Parties are permitted at DCS for classrooms in the elementary school. Contact your child's teacher for information. Birthday parties are not permitted in the classroom.

## Pledges

The recitation each morning of the words of the pledges given below is a consistent and continual reminder of the honor and privilege we have as American citizens and Christians.

**Pledge to the Bible** – I pledge allegiance to the Bible, God's holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

**Pledge to the Christian Flag** – I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.

**Pledge to the American Flag** – I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands. One nation, under God, indivisible, with liberty and justice for all.

## Class Enrollment Cap

The class cap varies according to the grades of the students. The maximum class sizes are: K5 is 18 students; grades 1-2 are 20 students; and grades 3-4 are 24 students. There is a recommended cap of 24 students per section in grades 5-12.

## **Student Placement Guidelines**

In cases where DCS has more than one class per grade level, students are placed in the classes by the drawing of names. However, the administration does reserve the right to place students in a particular section when special circumstances need to be considered.

## **Textbooks**

Hard backed textbooks and some of the soft backed textbooks are the property of DCS. Other soft backed texts are the property of the students. Teachers will inform the students as to whether they may mark or write in a given text. A charge will be assessed on any school owned text which is lost, defaced, or damaged.

## **Library Books**

Library books are a precious resource and their use is a privilege, not a right. Parents are responsible for repair or replacement costs of library books which are damaged, lost, or destroyed.

## **Summer Reading**

In order to maintain current reading levels, as well as to enhance reading skills, we encourage students to read during the summer months. The books for Kindergarten and Grade 1 are suggestions for parents and students to read together. For grades 2-12, students will read the assigned books and complete the required assignment(s). Summer Reading Book List and Assignments are sent home with Report Cards and can also be found on our website. Summer reading assignments are mandatory and will count as the first test grade in the student's English class.

## **Lunchroom**

DCS provides a hot lunch program for all families. There is a flat fee of \$400.00 or a monthly fee of \$40.00 for the 10 months that school is in session. The fees are due at the beginning of each month and should be given directly to the front office. There is no partial payment available for the plan. Parents of students who have special dietary needs and/or restrictions are asked to contact the front office for clarification and the possible exemption from the program. In this event, parents are responsible for sending lunch with the student to school. Parents are discouraged from bringing fast food lunches to DCS. Students are expected to leave the floor, tables, and seating area clean before leaving the lunch area.

## **Specific School Procedures**

1. Students are expected to keep the school grounds, their classrooms, cubbies, and halls clean and neat at all times.
2. A student, who wishes to enter a classroom other than his/her own, should seek permission from the teacher.
3. Objects left in school rooms and on school grounds should be turned into the school office. Students may redeem lost items from the Lost and Found areas.
4. Students may use the school telephone only in cases of emergency and may not use cell phones during the school day.
5. Students are expected to be prepared for class, be attentive, and promptly obey the teacher's instructions. Disrespect, disobedience, and insubordination will not be tolerated.
6. Students are to address adults as Mr., Mrs., Miss, Coach, etc. and never by their first name.
7. A student, dismissed from class for disciplinary reasons, is to report to the office immediately.
8. The gymnasium is off limits to students except when under the supervision of a PE teacher, coach, or other teacher. Please do not walk on the gym floor without proper shoes.
9. Students are not to stick anything to the inside or outside of their cubbies or on the walls and classroom doors. Students who deface or destroy school property will be assessed the repair cost and will be subject to disciplinary action.
10. Students are to use restrooms during breaks and between classes.
11. Children may not bring toys to school except for "Show and Tell." Teachers will keep any toys brought without permission and return them only to the parent. No pets or animals of any kind may be brought to school without the expressed written permission of the teacher.
12. No gum chewing is allowed on campus.
13. During assemblies, students should be attentive and courteous. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, and talking during a program
14. During class time, students in the halls must have hall passes. While in the halls, students are asked to be courteous and keep to the right when moving. Running and shouting in the halls is never permitted.
15. The copy machines in the school are not for student use.

16. Solicitation by parents or students is forbidden at DCS without administrative approval. This policy includes the selling of tickets, candy, etc.; the distribution of political or religious materials; and the circulation of petitions.
17. Parents in grades K5-6 are asked to notify the school if you have someone picking up your child other than those listed on the Information Sheet provided at the beginning of the school year.
18. All fund raising and donation based projects are to be approved by the Head of School. Projects may be sponsored by administration, classes, clubs, and parent or student organizations.
19. All food and drinks are to be consumed outside of school buildings except Warrior Hall.
20. Chapel occurs one day each week. During that time, a message will be presented that is challenging, encouraging, and interesting to our students. Parents are always welcome to attend these services.
21. Student lockers or other storage areas are subject to search, upon reasonable suspicion for prohibited or illegally possessed substances or objects. Student vehicles may be subject to search, if there are reasonable grounds to believe that drugs or alcohol, weapons, stolen property, or other contraband might be present in that vehicle. The school is not responsible for any items left in cars or for any damage to vehicles while on school grounds or school areas adjoining the campus. For your protection, vehicles are to remain locked when parked. Students may go to the parking lot only if they have permission from the administration or from the front office if neither administrator is available.
22. By attending DCS, a student and his/her parents acknowledge the school's right to search his/her cubby, car, possessions, or person, at any time he/she is on campus participating in a school activity, or otherwise representing DCS.

## **Cell Phones**

Cell phones are not to be used, seen, or heard from 8:05 until the final bell rings, with the exception of seniors under the guidelines of their Senior Privileges. A violation of this policy will result in the student's phone being confiscated. The confiscated item will be returned to the student after a consultation with administration on the first offense. The confiscated item will be returned only to a parent or guardian after school of the following day on the second offense, after seven calendar days for the third offense and at the end of nine weeks for the fourth offense. The confiscated item will be held until the end of the semester for the fifth offense. Repeated offenses will result in additional disciplinary actions.

## **Hats and Sunglasses**

These are not to be worn in the buildings. Hats and sunglasses may be worn outside but must have the bill of the hat facing forward. Students choosing to wear these items inappropriately will have them taken away.

## **Communicable Diseases**

While it is not the desire of DCS to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care. Our purpose is to protect our students from exposure to a significant illness.

If a child is vomiting or has a temperature more than 100 degrees the child must be sent home. Any child taking medicine must bring signed and detailed written instructions concerning the proper administration of the medication to the teacher or office.

We also recognize that DCS, with its limited finances, is not equipped to care for the needs of very ill students or any student with a serious chronic or communicable disease. Therefore, because we are concerned with the sick child and well children, it is the policy of DCS to deny admission or to require dismissal from the school for a child with a serious, chronic, or lethal communicable disease. First, we do not want our students to become infected with any serious, lethal, or chronic disease from a current or potential student. Second, we do not want any sick child at DCS to be further infected with other diseases transmitted by fellow students or others within the school family. Students who meet these criteria will not be allowed to enroll or re-enroll in regular DCS classes until they have been medically diagnosed as no longer carrying the stated disease.

This policy applies to diseases such as, but not limited to: syphilis, gonorrhea, acquired immunodeficiency syndrome (AIDS), etc. Students who test positive for antibodies of Human Immunodeficiency Virus (HIV), AIDS Related Complex (ARC), or tuberculosis will not be admitted or will be asked to withdraw if already a student.

## **No Lice/No Nit Policy**

A student who is found to have lice or nits will not be admitted to class for at least one full day after a student has been sent home (e.g., A student sent home Wednesday may return on Friday). When a student returns to school,



he/she may not be readmitted to class until a school official has determined that the student is free of both lice and nits.

## Communication

### Philosophy

Dillon Christian School is in partnership with the parents and guardians of our students. God provides the biblical mandate for educating children in Deuteronomy 6:4-9. As partners in the educational process, it is important that we communicate on a regular basis sharing the positives and concerns about your children/our students.

### Sending Papers Home

In grades K5-4, teachers send papers home on a weekly basis. Parents should sign and return necessary papers. In grades 5-12, teachers may send home tests and other papers for parent's signatures.

### E-Mail

E-mail is one of our primary means of communication with parents. Please keep an updated e-mail address on file with the school. Please check your e-mail on a regular basis.

### Parent-Teacher Conferences

Parent-Teacher Conferences should be scheduled with the classroom teacher at a convenient hour, not during normal classroom hours. Parents should feel free to contact the office or the teacher directly and make an appointment with their child's teacher(s). Face-to-face conferences help eliminate misunderstanding and provide the opportunity for teachers and parents to give full attention to the conversation.

### Technology

Using Dillon Christian School's computer network and accessing the internet through DCS computers is a privilege which comes with many responsibilities. DCS administration and faculty believe that the information available to students through computers and the internet can provide students with a global perspective and can be an invaluable research and learning tool. **Students who choose not to follow the guidelines of the Acceptable Use Policy will be subject to disciplinary consequences.** However, as there are countless pages of inappropriate material available to any user of the internet, the school has procedures in place to restrict access to such materials and limit inappropriate use.

It should be noted that control of all online activities is impossible. Therefore, all users who access the internet through DCS are required to adhere to strict ethical and legal guidelines. The policies which follow address many areas of technology and its use and misuse. These must be adhered to by all DCS students; lower, middle, and high. There are also many "gray" areas; students must learn to exercise common sense and apply high standards of conduct to ensure compliance with the letter and spirit of these provisions. If DCS users violate any of these rules and regulations, their actions will be reviewed by the administration and appropriate consequences will be enforced. These may include suspension or expulsion.

### Acceptable Use Policy for Computers, Hand Held Devices, and Internet Access

The school provides to its students access to computers and other technology, including resources such as the internet, for educational purposes. The following acceptable use policies apply:

- The use of technology to create, access, or use offensive or illegal material is prohibited. Students must have specific permission from an administrator to load or download any programs on a school computer.
- Students must not interfere with the work of others which may be located on a school computer.
- Students must not illegally copy software, text, music, pictures, or graphics from any internet or software source.
- Students must not change or modify system configurations or control panels or knowingly deface, damage, or render inoperable a computer or its components
- Students must not record any personal information, such as name, address, etc., about himself or herself or anyone else on an internet site.
- Students must not attempt to undermine or avoid the security restrictions Dillon Christian has put in place to protect its computer and network resources.
- Students must not use a teacher's computer.

- All of these rules apply to the use of any personal computer and/or hand held device on campus.
- Using the internet and e-mail is not private. The computer instructors and technology staff have access to all internet sites visited and e-mail sent or received by students.
- E-Readers, such as Kindles and Nooks, are acceptable devices. They must be approved by the teacher and administrator to be utilized during class. While utilized during class, only assigned, approved books may be read during class. iPhones, Notes and other cellular devices that connect to the internet are NOT approved, acceptable devices.

## **Attendance and Tardy Policies**

### **Philosophy**

Irregular attendance is disruptive to students' academic progress. Students who are ill should not be sent to school, but parents are asked to avoid unnecessary absences. While the school realizes there will be unusual circumstances which arise from time to time, vacation plans and regular medical appointments should not interfere with school if it can be avoided. In the event of an absence, parents are asked to notify the school office by 8:30 AM. Also, the school should be notified in advance of pre-arranged trips.

### **Parent/Student Responsibilities**

Parents should encourage prompt and regular attendance.

- If a student is kept at home for an extended time, but is able to do school work, parents should contact the appropriate teacher to arrange for assignments.
- Excessive absenteeism is grounds for the school to retain a student at grade level or to refuse granting credit for course work. Excessive is defined as more than 10 absences in a semester.
- Each case of excessive absenteeism will be reviewed by the Head of School.
- Parents are asked to contact the school to notify the Administrative Assistant when students are absent.
- Students arriving late to school must report to the office before being admitted to class. Students who drive themselves and are leaving school early must present a note to the front office upon arrival at school. Parents should not write notes of dismissal for students unless there is a legitimate medical or other reason. All students who are leaving early must sign out in the office just before departure.
- Once a student arrives on campus, he/she is not permitted to leave campus without specific permission. If given permission to leave, students must sign out in the office; this requirement also applies to senior privileges.

A student, who is not present in school, unless involved in an activity sponsored by the school, shall be counted absent from school. All absences shall be considered when determining excessive absences. Students who miss more than 20 days (K5-4) or 20 classes (5-12) of a full year's course may be retained at the same grade level or may not receive credit for the course. Such cases will be reviewed on an individual basis.

### **Tardy Policy to School and Class**

Students are expected to be in their seats, ready to work, when the tardy bell rings. In order for a tardy to be excused, the student must have a note; however, a note does not automatically excuse a student's tardiness. In grades 5-12, the administration will regularly review tardy cases for disciplinary consequences. Tardies will reset each semester.

#### **Consequences for Tardies:**

Five Tardies - One Detention

Eight Tardies - Two Detentions

Nine Tardies - Three Detentions and Parent must accompany student back to school and meet with an administrator. If a student drives, he/she will lose driving privileges for the duration of the semester.

Ten Tardies - One day Suspension

### **Early Dismissal**

Students will not be dismissed from school without permission from their parents for legitimate and reasonable purposes, generally meaning a medical appointment or family emergency. Students must either bring a written note

from home or parents must call the school notifying us of your child's early dismissal. If a student is sick, he/she must come to the office and someone from the office must speak with a parent of the sick child before he/she will be dismissed. A student will be counted absent from any class from which he/she is absent more than half the period.

If a student leaves school, even temporarily, without permission and school authorization, regardless of the reason, an administrative consequence will be issued. All unauthorized departures and absences may result in that student being deemed ineligible for any extracurricular activities for that day.

## **Make-up Work**

- If a student is absent from class for illness, a one-day extension will be granted for each day absent, if necessary. The student is responsible to get the notes and announcements from the class missed during the illness and is responsible for:
  - any material given during the absence including homework, quiz, test, project, etc.
  - knowing of any future assigned quiz, test, project, etc. and taking them on time.
- If a student is absent from class for a preapproved absence, or a school function the day before a quiz/test is scheduled, he/she is responsible to:
  - collect all assignments and make arrangements for the quiz/test before the scheduled absence.
  - take the quiz/test on the day that he/she returns unless prior arrangements have been made with the teacher.
- Students should not ask for an extension from the teacher after a previously approved absence.
- If a student leaves school and returns during the same day and misses a test, he/she should make up that particular test that school day, unless the teacher gives permission otherwise.

## **Extracurricular Activities and Student Absences**

A student who is absent on a particular day will not be permitted to engage in any school activity including practice that is held that day or evening. Students must be present three of the six classes to be eligible to participate in any school related activity.

## **College Visitation**

Students are encouraged to visit the colleges they are interested in attending. Contact with the college should be accomplished through bulletins or catalogs, personal contact with college representatives, and through visitation on weekends and summer months. Visiting the college on a regular school day is discouraged. Juniors and seniors are allowed the opportunity to miss two days during school to visit on campus. The proper procedures to use are as follows:

1. Discuss plans with the College/Career Counselor.
2. Make an appointment with the Admissions Office at the prospective college.
3. Inform each teacher one week before the appointment to avoid any assigned tests and conflicts. Make arrangements ahead of time for making up work.
4. Inform the Administrative Assistant in writing of the appointment prior to the date of absence.
5. Take the appropriate paperwork from the College/Career Counselor to the college representatives indicated and have them fill out the documentation of your visit.

## **Perfect Attendance**

1. For students in grades K5-4, an accumulation of no more than 180 minutes can be missed during the year in relationship to absences, tardies, and/or early dismissals. Minutes out of school will be calculated within the official school day from 8:10 A.M. – 2:45 P.M.
2. For students in grades 5-12, if a student is absent more than one-half of a class period, he/she is not eligible for perfect attendance.

## Academics

### South Carolina Graduation Requirements

<b>Core Area of Study</b>	<b>Units Required</b>	<b>—</b>
English / Language Arts	4.0	
Mathematics	4.0	Alg. 1, Geometry, Alg. 2, Pre-Cal.
Science (Laboratory)	3.0	Biology, Chemistry, Chemistry 2, Biology 2
Social Studies	3.0	World History, U.S. History, Government, Economics,
Physical Education	1.0	
Computer Science/Keyboarding	1.0	
Foreign Language	2.0	
Fine Arts	1.0	
Electives	<u>5.0</u>	Spanish 3, Physical Science, World Geography
	24	Bible, Consumer Math, Calculus, Teacher Cadet

### Course of Study at DCS (Grades 7-12)

7th	English Bible Life Science Pre-Algebra American History PE/Health/Art/Computer/Music	8th	English Bible Physical Science* Algebra 1* South Carolina History PE	9th	English 1* Fine Arts Bible Biology* Geometry* World Geography* (.5) American Government* (.5)
-----	---	-----	---	-----	---

10th	English 2* Bible Chemistry* Algebra 2* Spanish 1 Computer Science	11th	English 3* Bible Chemistry*II/BiologyII Pre-Calculus* Spanish 2 U.S. History	12th	English 4* Bible Biology 2/Chemistry 2* Calculus* Economics World History Consumer Math Spanish III* Teacher Cadet*
------	--	------	---	------	---

### College Preparatory (CP) – Basic Core

Curriculum designed to prepare our students for university, college, or technical degrees. All courses 9<sup>th</sup> - 12<sup>th</sup> grade are CP and 8<sup>th</sup> grade Algebra 1, Physical Science and P.E.

### Honors Course (H)\*

Curriculum designed for students exhibiting superior abilities in the course content area. Honors courses have published syllabi that verifies rigor beyond the College Preparatory curriculum requirements. Classes marked by \* indicate that honors credit is available, but optional.

### Honors Course Placement

Students will be placed in College Preparatory or Honors Courses based on their previous year's academic performance. To qualify for an Honors Course, students must meet the criteria listed below:

- (1) The student must have a 92 average in each course.
- (2) There will not be any waivers into the Honors Courses.
- (3) Once accepted into the Honors Program, the student must maintain an 85 average in each course to remain in the Honors Program.
- (4) If the student does not have an 85 average at the end of the year, he/she must take courses the following year at the College Preparatory level. Students may enter the Honors Program again the following year if they have a 92 average in each course.

Students must qualify for all Honors Courses to be eligible for the Honors Program. Our schedule does not offer flexibility to take only one Honors Course.

## **Grading Scale**

The academic year consists of two semesters of two nine-weeks each. Each semester is divided into two nine-week grading periods. The purpose of the reporting system is to give parents and students an indication of progress or lack of progress being made by the student. The letter grade system is as follows:

A	90 – 100
B	89-80
C	79-70
D	69-60
F	Below 60

An incomplete (“INC”) is given when requirements are lacking for completion. Typically, the student is given two weeks to complete the incomplete work; otherwise zeros will be averaged in with the nine-week grades.

## **Exam Exemption Policy**

Students in grades 9-12, with teacher and administrative approval, may exempt a number of exams each semester according to the information below by earning a semester average of 93 or better in the course. Middle School students may not exempt exams.

Freshmen: one exam	Sophomores: two exams
Juniors: three exams	Seniors: all exams

The decision of which exam(s) an eligible student wishes to exempt must be made by the published deadline. Students may be denied the opportunity to exempt exams in cases of excessive absence, tardiness, or checkouts. Excessive is defined as being absent, tardy, or checking out five times per semester. Also, any teacher may choose to make his/her exam ineligible for exemption. South Carolina Virtual School Courses and Dual Enrollment courses must follow the course outline and students must take exams as outlined by the relative schools.

Note:

1. All students must attend review classes.
2. When exemption applies, seniors do not need a note for missing an examination period. Seniors must sign in and out. All underclassmen will need a tardy note or early dismissal note and sign in and out.

## Uniform Grading Policy

The Uniform Grading Policy adopted by the State Board of Education in 2016, applies to all DCS students who receive Carnegie units beginning August 15, 2016. Any course taken before August 15, 2016, will be locked and saved at the 7-point scale. For current juniors and seniors, at the end of the 2016-2017 school year, we will average the quality points scored on the 7-point scale with the quality points earned on the 10-point scale to determine a student's GPA.

10 Point Grading Scale  
South Carolina Uniform Grading

Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000

59	F	.900	1.400	1.900
58	F	.800	1.300	1.800
57	F	.700	1.200	1.700
56	F	.600	1.100	1.600
55	F	.500	1.000	1.500
54	F	.400	.900	1.400
53	F	.300	.800	1.300
52	F	.200	.700	1.200
51	F	.100	.600	1.100

## Homework Philosophy (Grades K5-12)

The goal of homework is two-fold. First, the student has the opportunity to practice previously taught material. Second, the parents have an opportunity to see what their child is learning and provide assistance, if necessary.

1. Homework may be given Monday-Friday nights, with a light load on Wednesday night. We use a Test Schedule in grades 5-12. To spread tests out over five days, tests may also be assigned for Thursday meaning that there will be occasions where students will have to prepare for a test on Wednesday evening.
2. Homework is to be done by the child, who takes responsibility for its completion and the assignment being turned in on time.
3. If a student repeatedly chooses not to complete homework, a parent contact, parent conference, or consequence may be necessary.

## Progress Reports

At the midpoint of each nine-week grading period, progress reports are e-mailed home to the parents. If parents do not have e-mail, the reports will be sent home with individual students.

## Report Cards

Each nine weeks, students are issued a report card which contains academic grades for all applicable subjects, conduct grades for all applicable subjects, attendance, and teacher comments. Students need to return their report cards on the day following their issuance, complete with a parent's signature. If report cards are not returned within three days, disciplinary action will be followed by the Dean of Students.

When a student transfers from another school, DCS will use a combination of the former school's grades and DCS grades if the student has attended DCS for less than 20 school days in the marking period. If the student has attended DCS for 20 days or more, we will use grades only received at DCS. Parent-Teacher conferences may be scheduled as needed through the classroom teacher, or by the front office.

## Academic Recognition

**Headmaster's Honor Roll** -- In order for a student to be eligible for the Headmaster's Honor Roll, all grades for a nine-week period must be 93 or above, 92.50 will be rounded to 93.

**Honor Roll with Distinction** -- Honor roll with Distinction will be published at the end of each nine-week period. For honor roll eligibility, a student's overall average must be at least 92 with no individual subject being less than 85 (91.50 or 84.50 overall average will be rounded off to 92 or 85.)

**Honor Roll** -- A student will receive this recognition if all grades for a nine-week period are B (85) or better. An 84.50 will be rounded to an 85.

## Beta Club

**Jr. Beta Club** (Grades 6-8): Students enter the Jr. Beta Club at the end of the fifth grade based on the yearly average of 93, with no grade lower than an 85. All students will have their averages re-evaluated each year. If students fail to maintain academic standards, they will be placed on probation for one year. If, after this probationary period, students still do not meet academic standards, their membership will be revoked. Students may reapply at the end of their ninth grade year.

**Sr. Beta Club** (Grades 9-12): Students are eligible to enter the Sr. Beta Club after the first semester. Students must have a cumulative GPA of 4.5 to enter and continue as a Beta Club member. All students will have their cumulative averages re-evaluated each year. If students fail to maintain academic standards, they will be placed on probation for one year. Parents will receive written notification when their child goes on probation. If, after this probationary

period, students still do not meet academic standards, their membership will be revoked. Parents will receive written notification when their child's membership has been revoked. A student may not apply for reinstatement.

## **High School Class Rank (Grades 9-12)**

Class rank will be based on a student's cumulative grade point average, which begins with their first official high school course, which may be taken in the eighth grade. College Preparatory, Honors, and Dual Enrollment courses will all be calculated into a student's cumulative grade point average.

All subjects are included except chorus at DCS, weightlifting and courses taken outside the typical fall and spring semester courses at DCS or public school. Dual Enrollment Courses are included in High School Class Rank. A student may repeat up to two courses in summer school. If he/she passes, these courses will automatically count for a grade of "60". The failing grade will be replaced with a 60.

## **Highest Academic Average**

The highest academic award at Dillon Christian School is the Valedictorian Award, which is given to the graduating senior who has obtained the highest class rank beginning with the first semester of ninth grade and will include any grade received for a Carnegie Unit earned in the eighth grade. The graduating senior with the second highest class rank will receive the Salutatorian Award. The member of the Junior Class that has obtained the highest class rank through the end of second semester of his/her junior year will be declared the Head Junior Marshal.

To qualify for Valedictorian, Salutatorian, or Junior Marshal, a student must have been enrolled as a full-time student, taking a minimum of six classes, six consecutive semesters prior to the date of recognition. During these six consecutive semesters, all academic work leading to the DCS diploma requirements must be successfully completed at Dillon Christian School. Summer school or home school units and grades obtained to complete requirements would automatically eliminate the student from the top academic honors stated above. Dual Enrollment courses that are acceptable in GPA calculations are outlined on page 24 of handbook.

## **Academic Awards Day**

An annual Academic Awards Day is held for the purpose of recognizing students for academic and achievement accomplishments earned throughout the year.

## **Promotion – Retention**

- K-6: Students must have a passing grade in language arts, math, and two other academic subjects to be promoted. If a student fails math or reading, the student will be retained. If a student fails the same course two consecutive years, the student will be retained.
- 7-8: Students must pass all core subjects (Bible, English, math, science, history) in order to be promoted. A student may make up one class in an approved summer school setting. If the student fails two classes, he/she will not be promoted.
- 9-12: Students receive one credit for each 180-day academic course passed at the end of the academic year. A student may make up one course in an approved summer school course.
- Any courses retaken during an approved summer school setting will earn a grade of "60" if passed.

## **Grade Exemption**

Each student that attends DCS in grades one through twelve will not exempt any grade. It is the philosophy of the administration that each grade has its academic and social value and that a student exempted from the particular experience will miss an opportunity offered only once in a lifetime. However, this may be waived with the approval of the School Board.

## **Standardized Testing Program**

Armed Service Vocational Aptitude Battery	11
Scholastic Aptitude Test (SAT)	11 and 12
American College Test (ACT)	11 and 12
Primary Scholastic Aptitude Test (PSAT)	10 and 11
Primary American College (PLAN)	10
Explore	9
Stanford Achievement Test	K-8
Otis Lennon IQ Test	1, 4, and 8



## Guidance Program

The purpose of the Guidance Program is to help each individual student achieve his/her potential academically, spiritually, socially, and physically. We strive to accomplish these goals by doing the following:

- Help each new student feel at home in the school with new teachers and friends.
- Individual conferences are available to each student when he/she or a teacher deems it necessary.
- A testing program designed to help students learn as much as possible about his/her capabilities is performed.
- Any teacher, administrator, or the College/Career Counselor welcomes the opportunity to speak with any student or parent.

## Transcripts

Parents of current students may request transcripts if their account is current and students who have graduated from DCS may request transcripts.

## Extracurricular Activities

Extracurricular activities are a daily component of any well rounded school. Recognizing this, the school offers a variety of academic and athletic opportunities to the student. Dillon Christian School students participate in literary meets, spelling bees, art shows, student government, Fellowship of Christian Athletes, math meets, Beta Club, Anchor Club, Chess Club, Art Club, Drama, and chorus. DCS students are also able to assist in the creation of the yearbook, "The Warrior."

A class or sports related trip that is 30 minutes or more one-way from DCS should transport students by bus or van provided by the school. All drivers must meet the approval of the State Highway Department, our insurance carrier, and the Head of School. Under no circumstances are students allowed to drive to or from a school sponsored activity in a vehicle not approved by the school. DCS strongly discourages siblings accompanying other siblings on field trips. If a parent chooses to take a DCS sibling on a field trip, the student will be counted absent and miss academic instruction. The sibling will not be allowed to ride DCS transportation.

Dillon Christian School has several active student organizations and activities available for student participation.

- Beta Club, Spelling Bee, Anchor Club (Pilot Club), Fellowship of Christian Athletes, Student Council, Math Teams, "The Warrior" (Yearbook), Athletic teams (B-Team, Junior Varsity, and Varsity), Computer Lab (5-7<sup>th</sup> grade) Library class (K5-4<sup>th</sup> grade), Art class (K5-7<sup>th</sup> grade), Physical Education class (K5-8<sup>th</sup> grade), Music class (K5-4<sup>th</sup> grade), Pep Club (K5-6<sup>th</sup> grade cheerleaders), and Chapel (K5-12<sup>th</sup> grade).

## Required Service Hours

Students in grades 8-12 are required to complete bona-fide community or school service hours each year in order to be promoted to the next grade level and/or for graduation. Hours must be completed and reported between June and May to be eligible for the current school year. Please report service hours within 5 days of completion. Qualifying service hours are services that students complete without receiving pay or during school hours. Examples of service hours are working at VBS, mission trips, and helping the elderly.

Seniors	20 hours
Juniors	20 hours
Sophomores	15 hours
Freshmen	10 hours
Eighth Grade	5 hours

## Student Elections

1. Student Council
2. High School Homecoming Court and Queen: Candidates are to be elected by their homeroom or class (All senior girls are eligible; Juniors select two; Sophomores select two; Freshmen select two). The Junior or Sophomore girls chosen cannot have previously represented the class. If there are two home rooms per class, elect one girl from each home room. Only senior girls are eligible to be elected Queen, First Runner Up and Second Runner Up. Students in grades 9-12 will vote at the discretion of the faculty advisor. Votes will be tabulated by the Faculty Advisor and Head of School. The senior girl with the most votes will be declared the winner and will be announced at half-time of the homecoming game. Each girl will choose a male escort from her class or a family member to present her at the school assembly. Each girl's father or male guardian will escort her at the half-time ceremony during the homecoming game.
3. Middle School Homecoming Court and Queen: Candidates are to be elected by their homeroom or class (All eighth girls are eligible; seventh grade students select two; sixth grade students select two; fifth grade

students select two). The seventh or eighth grade girls chosen cannot have previously represented the class. If there are two home rooms per class, elect one girl from each home room. Only eighth grade girls are eligible to be elected Queen, First Runner Up and Second Runner Up. Students in grades 5th-8th will vote at the discretion of the faculty advisor. Votes will be tabulated by the Faculty Advisor and Head of School. The eighth grade girl with the most votes will be declared the winner and will be announced at half-time of the homecoming game. Each girl will choose a male escort from her class or a family member to present her at the school assembly. Each girl's father or male guardian will escort her at the half-time ceremony during the homecoming game.

## General Guidelines for Student-Athletes

DCS has a separate *Athletic Handbook* that thoroughly explains all guidelines relevant to our athletic program.

Please note the important points listed below.

- Athletic Philosophy – The primary goal of the athletic program at DCS is to use athletic competition as a positive tool in the lives of our student athletes to bring glory to God through our participation and to develop within those who participate in athletics the character traits of Christ.
- DCS student-athletes and students new to DCS are required to pass all subjects the first, second, third and fourth quarters to participate in the following quarter's athletic opportunities. In addition, they are required to pass all subjects for the year to participate in athletic opportunities for the first quarter of the following school year.
- DCS student-athletes are to conduct themselves with respect for their coaches, fellow teammates, fans, property, equipment, officials, the sport, and the event they are competing in. Representing your school as a student-athlete carries a great deal of responsibility **on and off the field or court**.
- Transportation: Student-athletes are to ride to the game and back to campus in transportation provided by DCS. A student may ride home with another student's parents only if his or her own parents have turned in a signed permission form to the Athletic Director or coach. At no time is a student to ride back with another student.
- Assignments: Student-athletes who miss classes are responsible for all class work missed. Homework assignments are due the next scheduled class period and all assigned tests are to be completed before leaving for any match or game. Student-athletes are responsible for seeing their teachers and getting their assignments prior to leaving for athletic contests.

## Student Conduct and Discipline

### Philosophy

DCS expects students to exhibit norms of behavior that are consistent with Biblical standards and conducive to a healthy educational environment. DCS thus places a strong emphasis upon the following: whole-hearted devotion to God, unselfish regard for others, and consistent respect for those in positions of authority. In matters of student conduct and discipline, DCS acts as a partner with parents by means of adequate and timely communication.

DCS is for students who are sensitive to the many principles of Christian living that are found in the Bible. Therefore, DCS has expectations that students will refrain from certain activities that are not in accordance with Biblical principles. Although such man-made regulations cannot improve our standing in Christ, they can strengthen the life and testimony of both the individual and the school.

Each member of the school community must assume responsibility for his or her own actions and must conform to the rules established by the school, as well as the laws of society and the law of God.

Students are expected to be punctual and to take responsibility for their own appearance and that of the school campus. Dishonorable, abusive, or disruptive behavior is unacceptable. Behavior standards apply both on and off campus. The school reserves the right to implement disciplinary actions whenever it is deemed necessary by the administration and to refuse continued enrollment to a student whose behavior is unacceptable.

A progressive disciplinary policy is followed which begins with warnings and counseling by the teachers. If inappropriate behavior continues, the student will be brought to an administrator. Detention will be the next step followed by suspension. Ultimately, the school reserves the right of expelling any student for not complying with the rules of DCS. At the point of detention, the classroom teacher will notify the parents and Dean of Students. Detentions are served by students at the convenience of the teacher or administrator in charge and failure to attend a detention will result in further disciplinary action. The school reserves the right to exclude students from participation in off-campus trips and activities in cases of excessive inappropriate behaviors.

Out-of-school suspension results in an academic penalty. Students whose absence is due to disciplinary suspension are not allowed to make up missed work.

At any grade level, dismissal from school may be the result of major disciplinary infractions, continued refusal to obey the rules of the school, or when a student's activities out of school are determined to be potentially detrimental to the name of Christ, the school or the student body. While it is not the intention of the school to monitor student conduct during non-school times, the school reserves the right to make its own investigation of incidents involving enrolled students and to determine whether continuation of the student's attendance is in the school's best interest. The administration may suspend or dismiss a student for actions made on or off campus which reflect unfavorably upon the school.

#### Specific Guidelines

Violation of the following guidelines may result in disciplinary action. Since no list of behaviors can anticipate every possibility, this list is not meant to be all-inclusive. The school may take disciplinary action for some behaviors which are not listed here, but which are inappropriate in the opinion of the administration.

All students shall

- fulfill their responsibilities in reporting to all classes, being on time, and completing their assignments.
- show proper respect for all persons.
- respect school and individual property, including other students' lockers, book bags, etc.
- adhere to the dress code.
- avoid behavior which could lead to the injury of others.
- avoid racial, ethnic, sexual, or any other form of harassment.
- avoid bringing onto campus any item which may be perceived as a weapon.
- refrain from chewing gum on campus.
- drive slowly and park automobiles in only designated student parking places.
- avoid areas which are off-limits during the day, such as the wooded areas around campus and the student parking lot (except seniors with off-campus privileges).
- avoid eating and drinking outside of approved areas.
- avoid any form of gambling.
- behave safely and obey the drivers in school vehicles.
- avoid possession or use of any form of tobacco, alcohol, drugs, drug paraphernalia, any intoxicating substance, etc.
- avoid obscene language or threatening statements or actions directed at any other person.
- remain on campus during school hours unless they have specific permission to leave.
- avoid fighting or horseplay.
- avoid borrowing or using another person's property (books, clothing, etc.) without permission.
- refrain from texting or emailing teachers' personal email accounts.
- refrain from using social media with teachers.
- Additionally, the following items specifically are not permitted at school: playing cards, knives, guns, explosives of any kind (including firecrackers), lighters, skateboards, water guns, radios, tape players, beepers, electronic games, and pornography of any type.

#### Consequences for Behavior:

##### Level One:

First Infraction - Teacher assigns after school detention and parent will be notified by teacher.

Second Infraction - Student and write up are sent to Administration. Two after school detentions are assigned unless severity of offense elevates it to level two.

Third Infraction - One day suspension and a parent must accompany student back to school for conference with Administration.

Fourth Infraction - Three day suspension and a parent must accompany student back to school for conference with Administration.

Fifth Infraction – Five day suspension and student is placed on probation. Student and parent must meet with Administrators and Board of Directors Discipline Committee.

##### Level Two:

Some infractions will necessarily bypass after school detention and be subject to immediate suspension and expulsion. The following is not all-encompassing but this would include: fighting, possession of a weapon, possession of drugs or intoxicants, flagrant disrespect, direct disobedience, verbal threatening of staff and other behaviors that the Administrators deem worthy of a level two action.

Depending upon the severity of the action, suspension will range from one to five days and possibly recommendation for expulsion.

## **Senior Privileges**

DCS seeks to help with the transition to college by extending freedoms and privileges during the senior year which are similar to those experienced by college students. With written permission from parents, seniors are allowed to have lunch off-campus on specified days; however, they must sign out and back in at the front office. Seniors may use their cell phones only at break and at lunch in Warrior Hall.

Seniors who do not fulfill their obligations will have senior privileges revoked for such time as determined by the Head of School. These obligations include meeting academic and behavioral standards, class attendance, required meetings, and completing the requirements of the College Counseling Office.

## **Substance Abuse Policies**

Substance Abuse/Search & Seizure: To help insure a safe, healthy, and productive educational environment for our students, staff, and employees, the school has adopted a strict policy with regard to the possession, use, or distribution of controlled substances and alcohol. Students under the influence of drugs and/or alcohol pose serious safety and health risks not only to themselves, but to all those who come in contact with them. Accordingly, the possession, use, consumption, distribution, or sale of alcohol or controlled substances, or having controlled substances in one's system without medical authorization during school hours, on school property, or while a participant or spectator at a school-sponsored event, or at any time when the student represents the school, will result in disciplinary action up to and including expulsion. Drug related paraphernalia are also prohibited.

The school reserves the right to search any student's person on campus or off campus while participating in a school-sponsored event, or while representing the school, and to search property belonging to the student, including without limitation the student's vehicle, equipment, clothing, personal effects, lunch and equipment boxes, lockers, bags, purses, cases, or other containers. Such searches may be conducted upon such cause as shall be deemed reasonable by the Head of School or designee; and, furthermore the school reserves the right to engage in random searches of a student's property without the requirement of notice and without the existence of reasonable cause. A refusal to submit to testing and/or inspection may be grounds for dismissal.

No student is allowed to possess or use a weapon at any time. This rule pertains to buses, school grounds, inside the school, field trips, special school events, and any place or situation where the image of the school may be threatened or degraded. A weapon is defined as anything that can be used to inflict harm on another person. Students found guilty of possession, or use of a weapon, on or off campus, are subject to suspension or expulsion. The school reserves the right in instances where there is potential imminent danger to the members of the school community, such as the discovery of a lethal weapon, to involve law enforcement officials.

## **Suspension, Probation, and Expulsion**

Suspension, probation, and expulsion are severe consequences at DCS. A student may be suspended from attending DCS for a period of time to be determined by the administration. Parents will be notified of all such actions. Any student suspended from school automatically becomes ineligible for participation in or attendance at extracurricular activities such as sports, field trips, social events, etc. during the time of suspension.

A student may be placed on probation for three reasons: academic, attitude, and disciplinary. Academic probation is for students with insufficient academic progress. Attitude probation is for a student with a rebellious spirit, which is unchanged after much effort by the teachers or a continued negative attitude and/or bad influence upon the other students. Disciplinary probation is for students with continued deliberate disobedience or committing a serious breach of conduct, which has an adverse effect upon the school's testimony. The student will generally be placed on probation for a nine-week period but if the issue is significant, the time may be lengthened.

Probation will last for nine weeks beginning the Monday following the conference with the parents and student. While on probation, the student's activities will be limited and all positions of authority must be relinquished. At the end of nine weeks, the student will be taken off of probation, given a second probationary period, or asked to withdraw from the school. A student may not be placed on probation more than twice during his/her tenure at DCS.

## **Couples/Public Display of Affection**

Physical display of affection between students is not allowed on the DCS campus or at any school activity. This includes, but is not limited to the following: holding arms or hands, hugging, kissing, etc. Serious inappropriate physical or sexual conduct may result in suspension or expulsion of students. Married students and/or pregnant students are not allowed to attend DCS. Students who live with someone outside the home and are involved in an inappropriate physical relationship may not attend DCS.

## **Hazing**

Hazing is defined as repeated physical or verbal abuse of another student, such that the student no longer feels safe at school. Sexual harassment is considered an act of hazing. DCS complies with all state and federal statutes regarding harassment. Hazing will normally result in suspension or expulsion.

## **Academic Integrity Policy**

At Dillon Christian School, we partner with parents to develop the whole child. We strive to integrate biblical truth and the character of God into all education at DCS. Our dedication to the development of the whole student and belief in biblical standards for our students is the basis of our Academic Integrity Policy. God's commandment is clear. He instructs us in Exodus 20:15, "Thou shalt not steal." If a student is cheating, in any form, then that student is stealing work that is not his/her own work. We take this commandment very seriously and integrity is a vital component in developing the whole student.

### **I. The Honor Code**

Dillon Christian School values and strives to uphold biblical principles and the truth and character of God in all aspects of the educational process.

### **II. Honor Code Violations**

It is a fundamental assumption that any work presented by students will be their own. Cheating on a test, project, homework assignment, or examination includes any case of assistance solicited, received, or offered without the prior approval of the teacher. It also includes possession or viewing of notes or other materials which could give the student an unfair advantage. Violations include, but are not limited to, the list below:

- **Plagiarism:** Any use of someone else's ideas or words without proper recognition of the source constitutes intellectual dishonesty. The methods of acknowledgment instructed by the MLA (or APA) style manual will serve as guidelines, unless a teacher provides other specific instructions.
- **Self-Plagiarism:** Submitting the same piece of work in more than one course without the explicit permission of the instructors involved.
- **Non-compliance of Dillon Christian School's Testing Environment:** Failure to comply with Dillon Christian School's testing environment will result in an Honor Code Violation.
- **Cheating:**
  - Giving or receiving assistance from written material, electronic devices, another person, or another person's paper, prior to or during an examination, test, quiz, or any other assignment which is to be the product of one individual.
  - Having another student's homework, test, quiz or workbook, or allowing a student to copy or have access to the same materials without permission from the subject teacher.
  - Discussing test or quiz questions and answers in advance. For example, discussing a quiz or test during lunch when other students still have to take the quiz after lunch or when a student has been absent from school and missed assignments.
  - Utilizing, without prior approval from teacher, Cliff's notes or other assistance.
  - Storing or obtaining unauthorized information on a calculator or phone to use for cheating purposes.
  - The use of cheat notes, writing material on hands, or other such methods.

- Students are not allowed to take quizzes or complete other assignments together unless approved by teacher. It is our expectation that all work completed would be a student's own work.

### III. Personal Statement of Verification of the Honor Code

It is Dillon Christian School's expectation that students will verify that all work is their own by writing a statement of verification on academic work that they will submit for a grade. Students will write, "I have neither given nor received any unauthorized assistance on this assignment." They will sign their name to the statement. Refusal to do so will result in an Honor Code Violation.

### IV. Honor Code Violation

The teacher will notify the student, parents, and Head of School as soon as the violation is discovered. Students may also anonymously report violations. Forms are located in the main office and must be turned in to the Head of School. Although it is Dillon Christian School's intention for the report to remain anonymous, it is not guaranteed. All violations of the Honor Code, whether teacher or student reported, will be fully investigated by the Head of School.

### V. Honor Code Appeal Process

Once a report has been made against a student, the student will have the right to appeal the reported violation. An appeal request must be completed and turned into the Head of School within five school days. Once the appeal has been submitted, the Head of School will meet with the student and parents to explain the appeal process. At that meeting, the student and parents will be provided with a copy of the violation, teacher statement, and any additional materials.

### VI. Honor Council

The Honor Council will hear all student appeals. They will carefully evaluate all of the evidence presented and then decide if the Honor Code will be upheld or overturned. The Honor Council is comprised of five members of the faculty and will remain anonymous.

### VII. Sanctions

All Honor Code Violations will be entered in the student's discipline record as an academic violation. Honor Code Violations can be reported to post-secondary institutions. In addition, students may be ineligible for awards, scholarships, and participation in school organizations and leadership roles.

## **DRESS CODE**

### **Philosophy**

We strive for modesty, neatness, and wholesomeness in our dress code. We feel that the way a person dresses influences his/her performance and self-concept. Our dress code reinforces the standards that we have for our students, and we believe that the benefits will be far reaching into the future. It is for these reasons; we have established the following dress code standards. It is our intent to follow biblical guidelines and principles in our dress code. It is imperative we have full parental support with the dress code and all the policies/procedures of the school. When dress code requirements are not met, it takes attention away from the educational process. The DCS Administration reserves the right to decide if a student is in violation of the philosophy of this dress code. The school requests that parents help enforce the dress code by ensuring that students are appropriately attired before leaving home. Your support of the administration's decisions regarding a questionable dress situation is important. If a student comes to school dressed inappropriately, the parent may be called to bring appropriate clothes.

### **Guidelines for All Students**

Students are not to wear clothes that are oversized, baggy, dirty, or extremely tight. Pants that sag below the waist are not to be worn. Students are not to wear clothing advertising alcoholic beverages, tobacco, drugs, or those with

offensive, obscene, or questionable printing on them. All clothing should be clean, not torn or tattered and undergarments should not be visible. No hats, caps, head coverings, or sunglasses are to be worn in the building. Hats (bill facing forward) and sunglasses may be worn outside of the buildings. Hair should be neat, clean, and without unnatural dyes or colors with no unnatural additions to the hair (no pinks, oranges, or greens, etc.). Hair must be of a naturally occurring color and must not be styled in a “fad” style. Long wallet chains may not be worn. Inappropriate or obscene tattoos are not allowed. Pants and jeans may not have holes, cuts, or frizzled pant legs. Accessories must be neat and appropriate. Pajama pants, bedroom shoes and other night clothes are not allowed unless at designated times during Spirit Week. Shoes must be worn at all times.

### **Dress Code for Girls**

Shorts, dresses, and skirts can be worn, but must be no shorter than 6 inches above the knee (including splits). The length is determined measuring from the floor to the hem of the garment while the student is kneeling. Tops should fit across the shoulder from the neck to the edge of the arm. Tops must be long enough to cover midriff while raising both arms. Tops should be loose fitting with modest coverage over the chest. No tank sweaters or tank tops are to be worn without an appropriate shirt covering. Earrings must be limited to one or two rings worn in the ear lobes only. Rings worn in body parts, besides the ear, are not to be displayed. However, SCISA regulations require that all jewelry be removed for athletic practices and events. Proper undergarments must be worn at all times and must be completely covered by outer garments. No see through, transparent or sheer fabrics through which undergarments can be seen may be worn on campus. Leggings and jeggings are not considered pants. If a student wears leggings or jeggings, then the requirements for dress length must be met.

### **Dress Code for Boys**

Shorts may be worn, but must be no shorter than 6 inches above the knee. The length is determined measuring from the floor to the hem of the garment while the student is kneeling. Tank tops and muscle shirts are not allowed. Tops should fit across the shoulder from the neck to the edge of the arm and should not be cut out under the arm. Tops must be long enough to cover the midriff when raising both arms. Boys may only wear boxer short style bathing suits when taking a class trip to a pool or to the beach. Boys are not allowed to wear earrings while representing the school. Other exotic body piercing is not permitted. Shoes must be worn at all times. Hair must be worn above the collar, off of the eyebrows and not over the ears. Hair must meet dress code without the assistance of a rubber band or other hair accessory. Facial hair is discouraged, but may be worn in a becoming manner that is subject to the opinion of DCS administration.

### **Lower School Dress Code (K5-4<sup>th</sup> grade)**

1. Tank top straps must be at least two inches wide.
2. All tops must be long enough to cover appropriately with no bare midriffs showing.
3. The hem of shorts must be at or below a student’s fingertips while their arms are held at their sides.
4. Tennis shoes (running shoes, sneakers, etc.) must be worn during PE classes.
5. No clothing should be tight enough to reveal any undergarments.

#### *Special Note*

If a student breaks dress code, he/she must change clothes. If no change of clothes is available, one will be provided.

This dress code is representative for all school hours and extracurricular activities, practices and dressing out. Since fads and clothing styles change almost yearly, the administration reserves the right to make rulings on any new fads or changes in style that may occur. Prevailing fashion may not always reflect what the school considers appropriate.

## **Dual Credit**

One benefit of attending DCS is the opportunity for juniors and seniors to take dual credit. Students may earn up to 12 semester hours in each of their 11<sup>th</sup> and 12<sup>th</sup> grade years. To do this, a student must take the “Honors” track and follow the guidelines listed below.

1. Students are allowed to take 12 hours of dual credit in an academic year. This term will begin the summer prior to fall classes.
2. Whatever course the student takes, the grades will stand. If a student duplicates a course at a technical college that has already been taken on the DCS campus, both grades will be incorporated into their GPA.
3. At least 6 hours of the 12 taken must be core courses. (Or one-half of the hours taken must be core classes.) Students do not have to duplicate classes on our campus. (If they take English 101, they do not have to take English

IV on our campus or if they take government/economics at tech, they do not have to take these classes at DCS, etc...)

4. Numeric grades from the technical schools will stand beginning with the 2010-2011 academic year.

5. A student's tuition will not be discounted at DCS if he/she takes dual credit courses.

6. Students may not take a course, including dual credit, to replace the grade of a course already taken.

- Junior Marshal's grade point average will be calculated at the same time as Valedictorian and Salutatorian.
- The two week drop time period will be extended to the first "Drop Add" Date for the course as dictated by the college or university offering the course.
- Core Subjects will be defined as:
  - Science
    - Biology 101 (or course equivalent at an accredited university/college/technical college)
    - Chemistry 101 (or course equivalent at an accredited university/college/technical college)
  - Math
    - Math 110 "College Algebra" (or course equivalent at an accredited university/college/technical college)
    - Math 130 Calculus (or course equivalent at an accredited university/college/technical college)
    - Math 140 Calculus (or course equivalent at an accredited university/college/technical college)
  - English
    - English 101 (or course equivalent at an accredited university/college/technical college)
  - Social Studies
    - Economics                      0.5 credit
    - Government                      0.5 credit
    - United States History      1.0 credit
    - Western Civilization        1.0 credit

• Core Classes MUST replace a DCS Course and meet a Graduation Requirement.

• Electives will be defined as:

- Psychology                                      1.0 unit
- Art History                                      1.0 unit
- Economics                                      1.0 unit
- Political Science                              1.0 unit
- Sociology                                      1.0 unit
- World Geography                              1.0 unit
- English 102 or equivalent                      1.0 unit
- United States History 201                      1.0 unit
- Teacher Cadet                                      1.0 unit
- Computer Science                              1.0 unit

• In a student's junior year, at least half of all hours taken must be core. If you exceed 6 core hours, they will then be applied your Senior Year.

• In regards to Economics (Macro and Micro) and Government (Political Science 101 and 102), the first course taken will count for a half credit for high school graduation requirement. The second course taken will count for the one credit.

## Student Council



# Election

Any student wishing to run for a Student Council office will sign his or her name at the designated time. It will be the duty of the faculty sponsor of the Student Council to check the grades and potential of the candidates. To be a candidate for Student Council, a student must have an overall B average, no more than five (5) tardies and five (5) absences per semester, no disciplinary concerns, and all positive teacher and administrative recommendations. Any negative evaluations will result in candidate disqualification.

## Preamble

We, a committee representing the Dillon Christian School body, in order to form a firm and workable Student Council Constitution, are submitting our Constitution as the official approach to the planning of a direct and reliable Student Council school organization, to promote cooperation with the administration and to secure the amendments of the Constitution.

## Constitution of the DCS Student Council

### Article I – Officers

Section 1. It shall be the duty of the student body to elect Student Council officers and to strive at all times to uphold and preserve the provisions of the Constitution in every department of school life.

Section 2. The student body shall elect the following officers: President, Vice-President, Secretary, and Treasurer.

Section 3. The seventh through twelfth grades shall elect the following officers: President, Vice-President, Secretary and Treasurer. A sign-up sheet shall be available for any student interested in running as an officer. The candidate list shall then be screened by the Headmaster, the Student Council faculty sponsor, and the homeroom teacher for eligibility. The remaining candidates shall then be voted on by their fellow classmates. If only one student signs up to run for an office, he/she will still be required to participate in the campaign process; if he/she meets candidate criteria, he/she will automatically hold the office.

Section 4. Each homeroom in the seventh through twelfth grades shall elect one homeroom representative in the fall semester. This representative shall have voting power on the Student Council.

### Article II – Eligibility

Section 1. To be eligible for any student office, a student must have an overall average of eighty-seven (87) in his/her immediate past semester's average. If elected and he/she fails a course during a nine (9) week period, he/she will be given a grace period of nine (9) weeks in which the student will be inactive. At the end of this time, if his/her grades are not up to the required average, he/she must give up his/her office. If the office of President becomes vacant, the Vice-President will assume the President's duties, and an immediate election will be held to fill the vacancy of the Vice-President. If any of the other offices become vacant, then an election will be held to fill these vacancies.

Section 2. No student shall hold more than one major and one minor office. The major offices shall be Editor of the yearbook, Editor of the newspaper, Class President, and President of the student body.

Section 3. Student Council officers shall be elected with the President from the rising Senior class, Vice-President from the rising Junior class, Secretary from the rising Sophomore class, and Treasurer from the rising Freshman class.

### Article III – Election

Section 1. The election of the President of the student body and the new council shall take place during the first week in May.

Section 2. Any student wishing to run for a Student Council office will sign his or her name at the designated time. It will be the duty of the faculty sponsor of the Student Council to check the grades and potential of the candidates. If the Student Council feels for any reason that the student is not eligible for office, the student will be notified. Otherwise, he will be eligible to campaign for office.

Section 3. Each student running for office shall have one (1) campaign manager from any grade he selects (7th-12th). The campaign shall last three (3) days. On the first day, posters shall be displayed. Each student is limited to three (3) posters. On the third day of the campaign, speeches will be made to the student body and faculty. The voting shall take place on the fourth day.

Section 4. The polls will close with the bell that rings that completes the class period used for voting on the designated voting day. The counting of the votes will take place immediately following school on this day. The ballots shall be counted by the sponsor of the Student Council, Dillon Christian School's Headmaster, and the President of the Student Council. The candidates with the largest number of votes shall win. The winners of the election shall be announced the following day. The inauguration shall take place on this day. These officers, elected for a term of one (1) school year, shall assume their duties immediately upon inauguration.

Section 5. Should any one of the above offices become vacant for any reason, the vacancy shall immediately be

filled according to the plan of election.

Section 6. At the time of the inauguration, the officers of the Student Council shall tap in the newly elected officers and charge them with the duties of the office. After accepting their charge of duties, the newly elected officers shall subscribe to the following oath, administered by the outgoing President:

“I do solemnly swear that I will do the best of my ability to perform the duties of the office to which I have been elected; that I will neither charge anyone, so far as I know, encourage anyone to escape the proper judgment of the Student Council for fear, favor, reward, or hope of reward, so help me God.”

#### **Article IV – Duties of Officers**

Section 1. It shall be the duty of the President of the Student Council to call emergency meetings to report any violations of any provision of the Student Council Constitution that comes under his/her observation; to preside at school assemblies under the direction of the school administrator, to appoint necessary committees, to work with the Student Council faculty sponsor as a preliminary advisor before consulting the administrator, to strive at all times toward the improvement of conditions within the school and on the campus. The President shall vote only in case of a tie.

Section 2. It shall be the duty of the Vice-President of the Student Council to preside at meetings of the Student Council in the absence of the President.

Section 3. It shall be the duty of the Secretary to keep accurate minutes of all Student Council meetings and to preside at meetings of the Student Council in the absence of both the President and the Vice-President.

Section 4. It shall be the duty of the Treasurer to collect all Student Council funds and to keep an accurate record of all money given over to his/her care.

#### **Article V – Student Council Meetings**

Section 1. The Student Council shall meet at least once every four (4) weeks and at such other times as provided in Article V; each Council setting itself a definite time and place for meetings.

Section 2. No Student Council officer shall be absent from Council meetings without permission from the President of the Student Council and the Student Council faculty sponsor. Any officer having three (3) unexcused absences shall be asked to resign from his/her office.

#### **Article VI**

Section 1. No student shall be guilty of lying, stealing, or bringing disrespect to Christ, DCS, or to one's self.

Section 2. No students shall be guilty of drinking alcohol or taking illegal drugs, or having the same in his possession.

Section 3. No student shall be guilty of missing a scheduled class or activity without permission from the proper authorities.

Section 4. No student shall leave the school campus without permission from the proper authorities.

Section 5. No student shall be guilty of forging the name of parents or guardians.

Section 6. No student shall be guilty of borrowing or using without permission any property that belongs to another.

Section 7. Every student shall be honor bound to refrain from cheating either on recitations, review, examination, or any other pledge work.

Section 8. Daily attendance to school and to classes is essential.

#### **Article VII**

Section 1. Any major violation of this Constitution or of the Student Handbook observed by a student officer should be brought to the Student Council and reported to the administration.

Section 2. If any minor violations are observed by a Student Council officer, it shall be his/her responsibility to uphold regulations by way of individual contact with the violator.

#### **Article VIII**

Section 1. The desired amendment shall be read before the Student Council, after which it shall lie on the table for fourteen (14) days; at the end of which time a vote by Student Council shall be taken. A three-fourths ( $\frac{3}{4}$ ) majority of all present and entitled to vote shall be necessary for an amendment to be adopted. An amendment adopted in this manner by the Student Council shall immediately become part of this Constitution.

#### **Article IX**

Section 1. This Constitution shall be in effect during school hours and during any student activities or functions.

\*Clarification of School Policy (July 2006)