

Delavan Christian School



Student and Parent Handbook

2017-2018

- A. **General Information**
 - a. Mission Statement
 - i. Philosophy of Education
 - 1. The Foundation
 - 2. The Home
 - 3. The Student
 - 4. The Christian School
 - ii. Why does Delavan Christian School exist?
 - iii. Statement of Educational Purposes
 - 1. Intellectual Growth
 - 2. Moral Growth
 - 3. Creative Growth
 - 4. Physical Growth
 - 5. Emotional Growth
 - 6. Spiritual Growth
 - b. Member Organizations
 - i. Christian Schools International
 - ii. Christian Schools International of Wisconsin
 - iii. Wisconsin Council of Religious and Independent Schools

- B. **Student Policies and Procedures**
 - a. Administrative Prerogative
 - b. Academics
 - i. Books and Supplies
 - ii. Evaluation
 - iii. Grading
 - iv. Homework
 - v. Honor Roll
 - vi. Physical Education
 - vii. Testing
 - viii. Textbook Policy
 - c. Admissions
 - i. Financial Policy
 - ii. Registration
 - d. Attendance
 - i. Attendance Policy
 - ii. Tardy Policy
 - iii. Communicable Diseases Policy
 - e. Athletics
 - i. Student Eligibility
 - 1. Academic Standards
 - 2. Behavior Standards
 - 3. Attendance Standards
 - ii. Parent Expectations
 - iii. Purpose
 - iv. Programs
 - v. Structure
 - f. Communication

- i. Publications
 - ii. Announcement Policy
 - iii. Mandatory Reporting Law
- g. Daily Schedule
 - i. Arrival and Dismissal Procedure Policy
 - ii. Calendar
 - iii. Chapel
 - iv. Computer Room
 - v. Extended Day Program (EDP)
 - vi. Playground Supervision
 - vii. Recess
 - viii. Supervision
- h. Discipline
 - i. Discipline Policy
 - ii. Playground & Gym Rules
 - iii. Discipline Procedures and Definitions for 5th – 8th Grade
 - 1. Definitions
 - 2. Procedures
 - iv. School Wide Discipline Procedures
 - 1. Suspensions
 - 2. Discipline Action Plan
 - 3. Expulsion
 - 4. Tardies
 - 5. Complaint Policy
- i. Dress Code
- j. Emergency
 - i. Injuries
 - ii. Emergency Closings
 - iii. Emergency Plan
- k. Field Trips
 - i. Volunteer Chaperone Responsibilities
- l. School Wide Drill
 - i. Fire Drill
 - ii. Tornado Drill
 - iii. Safety Drill
- m. Storm Watch/Warning
 - i. Watch
 - ii. Warning
- n. Hot Lunch
- o. Individual Student Health Action Plan
 - i. Forms
 - ii. Medications
- p. Medication Administration to Students
 - i. Procedures
 - 1. Training of Designee
 - ii. Consent to Administer
 - 1. Prescription Medications
 - 2. Non-prescription Medications

- iii. Self-Administered Medication
 - iv. Medication Storage
 - v. Documentation
 - vi. Rights and Responsibilities
 - vii. Distribution of Policy and Liability Waiver
 - q. Non-Custodial Parent Policy
 - r. Library
 - s. Lost and Found
 - t. School Property
 - i. Acceptable Use Policy
 - ii. Search and Inspection
 - 1. Search of Students
 - 2. Maintenance Inspections with Notice
 - 3. Inspections without Notice
 - 4. "Weapons at School" clause
 - iii. Smoke Free Campus Policy
 - u. Transportation
 - i. Bus Conduct
 - ii. Transportation Reimbursement
 - v. Visits and Calls
 - i. High School Visitation
 - ii. Telephone Use
- C. Faculty 2017-18
- a. Support Staff

General Information

Mission Statement

The mission of Delavan Christian School is to provide for the children of the Christian community a quality education firmly rooted in God's Word.

Our Philosophy of Education

The Foundation

The Bible, God's special revelation, is infallible and without error. It provides the criteria for truth. The facts of general revelation must be seen in light of special revelation.

God is the creator and sustainer of all things and the source of all truth. He has revealed himself to mankind through creation in a general way and through the Bible in a special way. He has revealed himself finally in our Redeemer, Jesus Christ, Son of God.

Human life in its entirety is religious. The Christian life is the total life of a human being created in the image of God; it is a life that responds to the gift of salvation through faith and service to God. It is the life of the redeemed serving God in a whole range of cultural tasks.

The Home

As Christians, we believe that the task of education is given to the parents and not to the state or church.

"These commands that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."

Deuteronomy 6:6-7

"...Bring your children up in the training and instruction of the Lord"

Ephesians 6:4

Finally, one of the great leaders of the Reformation movement, Martin Luther, had the foresight to see that education with the wrong perspective would be harmful:

"I am much afraid that schools will prove to be great gates of hell unless they diligently labor in explaining the Holy Scriptures, engraving them in the hearts of youth. I advise no one to place his child where the Scriptures do not reign paramount. Every institution in which men are not increasingly occupied with the word of God must become corrupt."

Martin Luther

Accordingly, Delavan Christian School seeks the cooperation and support of the home and church in order that the child will see a well-rounded, yet unified picture of God and His world.

The Student

The student is viewed as a whole person who needs to grow for service in God's kingdom. The child must develop a disciplined life; making full use of the abilities God has given him. Delavan Christian School recognizes the uniqueness of each student as one created in God's image with varying gifts and talents, each one having a particular place and calling in God's kingdom. It is the purpose of Delavan Christian School to educate children for lives of obedience to their calling in this world as God's image-bearers. This calling is to know God's Word and his creation, to consecrate their lives to God, and to love their fellow man.

The Christian School

The basic premise of Delavan Christian School is that the ultimate responsibility of a child's education lies with the parent(s). God has provided Delavan Christian School to assist parents in fulfilling their God-given task to teach their children in the fear and nurture of the LORD. It is proper that children in the most formative period of their lives should be educated through objectives formulated by a God-centered philosophy, educational objectives which include not only the cognitive domain, but also the affective domain, realizing it is impossible to instill values apart from Christ.

Christian education consists of viewing the natural revelation of God and all of life through the perspective of his special revelation. No area of living and thinking may be divorced from God and Christ for the covenant child.

Man has been given the cultural mandate to subdue and have dominion over the world, and therefore, Delavan Christian School seeks to build in the covenant child a Christian world and life view. It must guide youth in discovering a Christian perspective on all areas of life.

Therefore, it is the task of each teacher at Delavan Christian School to analyze and interpret his/her subject area through God's special revelation, the Bible.

Delavan Christian School seeks to expose the students to the teachings and mind of the world in order to understand and cope with a society that is usually hostile to the things of Christ, and to be better equipped to witness to it.

"We demolish arguments and every pretension that sets itself up against the knowledge of God, and we take captive every thought to make it obedient to Christ."

II Corinthians 10:5

Delavan Christian School seeks the development of the whole person for service in God's kingdom. The child must be led to develop a life of discipleship, making full use of the abilities God had given him. Delavan Christian School recognizes the uniqueness of each student as one created in God's image, yet each one having a particular place and calling in God's kingdom with specific talents to offer the group.

It is the purpose of Delavan Christian School to educate children for lives of obedience to their calling in this world as image-bearers of God. This calling is to know God's Word and His creation, to consecrate their human life to God, to love their fellow man, and to be good stewards in their God-given cultural task.

Why does Delavan Christian School exist?

To develop and confirm in the student a true love for God by showing His Excellencies as Creator, provider, and Savior. "You shall love the Lord your God with all your heart and soul and mind and strength."

To develop the student's concern for loving service to others, and his/her capability of evaluating others' successes and failures in present and past cultures. "You shall love your neighbor as yourself."

To develop each student's God-given ability in the natural sciences, language, history, and fine arts so that he/she may be a productive and well-rounded person, exercising a faithful stewardship to God's glory. "Whatever you do, do all to the glory of God."

To create and foster a living, working partnership between the parents, students, and staff in the development of the whole child.

Statement of Educational Purposes

Delavan Christian School has six educational purposes that the school seeks to accomplish in each student.

Intellectual Growth

Students will experience growth in their intellectual insight and knowledge. They will thirst for knowledge that teaches them how to analyze, to sort out, to appreciate, to comprehend, to see relationships, and to imagine in God's world.

Moral Growth

Students will experience growth in moral development. They will internalize God's Law, they will make choices, and they will develop healthy attitudes. Students will grow according to the Fruits of the Spirit outlined in Galatians 5:22-23.

Creative Growth

Students will un-wrap their God-given creative gifts in all areas of the school curriculum. Students will appreciate each individual's uniqueness and develop their creative expression.

Physical Growth

Students will discover physical growth through kinesthetic and athletic experiences. They will see their bodies as temples of the Lord (1 Corinthians. 6:19).

Emotional Growth

Students will discover their wide range of emotions and learn to share them appropriately in social and academic settings.

Spiritual Growth

Students will discover God at work in the lives of all staff and students through his Holy Spirit. Students will seek to grow in the wisdom and knowledge of the Lord.

Member Organizations

Christian Schools International

The Delavan Christian School is a member of Christian Schools International (CSI). It has a membership of over 450 Christian schools in North America. Its purpose is:

- To promote the establishment of Christian schools.
- To provide a medium for a united witness regarding the role of Christian schools in a contemporary society.
- To assist its members to function more effectively in areas of promotion, organization, administration, and curriculum.
- To administer appropriate programs for the economic well-being of member Christian school personnel.
- To prepare, publish, and distribute instructional, promotional and other materials, including periodicals for membership use.

Christian Schools International of Wisconsin

Wisconsin CSI schools hold a traditional friendship with each other that is maintained through a variety of inter-school events. They are Brookfield, Delavan, Oostburg, Racine, Randolph, Sheboygan, and Central Wisconsin (Waupun) Christian Schools.

Under the direction of the area principals and teachers, several district-wide student activities are carried out each school year. These include:

Speech Contest: The Speech & Spelling Contest is held in early November every year. It rotates among the Delavan, Racine, and Randolph schools. It is open to students in 5th-8th grades.

Writing Contest: Writing material is turned in on the third weekend of February for judging. It is also open to students in grades 5th-8th. This is facilitated through Sheboygan Christian School and Concordia College.

Basketball Tournament: This is held the third Friday and Saturday each February, and alternates between the Oostburg-Sheboygan and Randolph-Waupun Schools. This is an A team tournament which requires an overnight stay. Parents can have their children stay at "host" homes (encouraged), or parents can stay at a hotel where rooms have been reserved.

Music Festival: A Band/Choir and Solo/Ensemble Festival is held in April or May. This festival includes the judging of vocal, piano, and instrumental solos and groups. Individual school choirs and bands are adjudicated in the afternoon, and a band and choir concert is held in the evening. Students in 6th-8th grade attend this wonderful event located in Brookfield.

Track Meet: The CSI Track Meet is held the second or third Friday in May in either Delavan or Randolph. All the 5th-8th graders are required to participate in this all day event. Besides the traditional track events, there are events such as tug-of-war, sac relays, etc.

Math Olympics: This event is held in April or May at Trinity Christian College in Palos Heights, Illinois. It is a one-day event. A selected math team from the Junior High attends.

Wisconsin Council of Religious and Independent Schools

This organization, of which we are a member, is a network of over 600 schools in Wisconsin, formed from the Lutheran, Catholic, Seventh Day Adventists, Independent, and Association of Christian Schools.

Mission: Promotes understanding of educational issues, and supports students and the schools their parents choose.

The Council: Advocates for parents, children and member schools; Seeks equitable access to educational opportunities; Consults with government officials to ensure public policies which advance fairness and justice; Facilitates communication and collaboration between schools, their leaders and the communities they serve.

Student Policies and Procedures

Administrative Prerogative

The intent of this handbook is to inform students and parents of the general rules and policies of Delavan Christian School. Sometimes new situations or circumstances, not specifically covered by this handbook will occur. The administration reserves the right to exercise its prerogative in responding to such situations.

Academics

Books and Supplies

The school furnishes the basic books. The parents must purchase extra supplies and accessories. Students are responsible for the care of their books. A list of school supplies for each grade is provided on the school's website or in the office.

Evaluation

The third through eighth grade will operate according to the grading scale below. Grades K - 2 will operate with a "satisfactory," "outstanding," "improving" and "needs improvement" system.

Grading

GRADING SCALE

99 - 100	At
95 - 98	A
91 - 94	A-
87 - 90	B+
84 - 86	B
81 - 83	B-
77 - 80	C+
73 - 76	C
70 - 72	C-
66 - 69	D+
63 - 65	D
60 - 62	D-
59 or lower	F

All student report cards have areas for constructive comments from the teachers.

Homework

Homework increases with the grade levels and will be necessary at times, especially for tests or projects. Teachers in the middle school (5th—8th grade) try to avoid "piling it on" by coordinating days to avoid giving more than two tests on a given day. Obviously some students want to do better than others, while some need more time to do an assignment, each of which can contribute to "more

homework". Parents should notify teachers when homework is becoming a problem. Without your input, sometimes it is difficult to know how much a child is studying at home. Generally, in the upper grades, one-half hour to two hours an evening is an average for many students. Again, we need your help when you feel your child has "too much" homework.

Honor Roll

Students who have an average of 91%-94% in grades 5-8 will be designated on the Honor Roll. Students who have an average of 95%-100% in grades 5-8 will be designated on the High Honor Roll.

Recipients' names will be published in the school Green Note and the local newspaper. The grades of the non-core subjects of Music, Art, PE, Computer Class, and Spanish will not be given the same weight as the core subjects when determining the students' average grade.

Physical Education

Every student is expected to participate unless they have a note from a parent for Day 1-2 and a doctor's note after Day 3. Appropriate clothing is expected to be worn for each particular activity. Students in grades 5th – 8th grade must wear T-shirts and gym shorts during P. E. class. Proper athletic tennis shoes are also required. Substantial points will be deducted from their P.E. grade when not dressed appropriately.

Testing

Achievement tests are given to all students in grades 3-8. The 5th- 8th grades take the Iowa Test of Basic Skills (ITBS) in the spring of each year. The 3rd and 4th grades will take either the ITBS or another test in the spring. The purpose of these tests is to evaluate the student's progress in his or her studies, and to help evaluate the school's strengths and weaknesses. Report cards are distributed four times during the school year. Progress reports go out early in the school year to parents of students in grades 1 through 8.

8th Grade students should be aware that area high schools may desire testing in the spring for advanced placement.

Textbook policy

Every textbook purchased will have a number on the inside cover.

Teachers will be responsible for documenting the number of each textbook assigned to a student.

At the end of each school year the teacher will rate the condition of each textbook. If a student loses or damages a textbook, that student is required to pay the replacement cost of the textbook.

Students in grades 3-8 are required to cover any hardcover textbooks that are assigned to them.

Admissions

Financial Policy

Tuition costs and Policies for 2016-2017:

Students	Yearly Rate
1 preschool 3-year-old	\$950.00
1 preschool 4-year-old	\$1,500.00
1 Kindergarten	\$2,985.00
1 student 1 st -8 th Grade	\$4,950.00
2 students 1 st -8 th Grade	\$8,970.00
3 students 1 st -8 th Grade	\$12,140.00
4 students 1 st -8 th Grade	\$14,995.00

Registration

Each family will pay a \$100 per child registration fee each school year if they register during the designated registration period. A \$125 per child fee is required if they register after the deadline. New families who enroll in the spring or summer will only be required to pay the \$100 per child fee, regardless of any registration deadline.

Parents may choose to pay semester payments, payment in full, or pay with EFT (Electronic Check Transfers). EFTs are drawn the 10th day of each month, beginning August 10 and ending July 10. All questions should be addressed to the school treasurer.

The cost of education per pupil is much higher than the cost parents pay to the school. The cost per pupil figure is determined by dividing the number of students into the total budget for the school. That amount changes every year; it is presently about \$5,500 per child in grades 1-8. The difference in tuition and the actual cost per pupil is made up through fund-raisers and private donations. Therefore, families are required to sign up for fundraising events when called upon.

Delavan Christian School is also a business. We pay salaries, order supplies, and develop programs in order to offer a quality educational product. In order to be a business we require parents to pay their tuition in full each year. If a family falls behind one semester in payments, that amount must be paid in full before the family can send their children to the school for the next semester.

The Finance Committee reviews each family's payment schedule as the year progresses. Tuition assistance is available through the New Family Discount, the Delavan Christian School Tuition Reimbursement Incentive Program (TRIP), busing reimbursement (for those living outside the Delavan-Darien School District), and tuition assistance through the Financial Aid for School Tuition (FAST) program. Please contact the administrator for information on these programs.

It is the parents' responsibility to notify the school secretary if your family wishes to apply for the out of district busing reimbursement.

All unpaid fees from the previous school year will be added to the parents' current bill. Examples: unpaid cleaning fee, EDP charges, lost or damaged book fees, hot lunch or other costs incurred.

Attendance

Attendance policy

State Law requires regular school attendance. The school has no authority to excuse students for anything other than illness or other legitimate causes, such as a death in the family. If your child is going to be absent, please call the office before 8:20am, or send a note.

Please resist the temptation of taking your child out of school for family vacations because of the disruption of the educational process. If you must do this, the teacher must be notified in writing and arrangements for homework made. Teachers are not responsible to provide students with homework ahead of time due to a family vacation.

The following steps will occur if your child comes into the school past 8:10am. (The classroom doors will close at 8:15am.)

- The student must report to the office. Even if the child has a note from home, they must report to the office if they are late.
- The student cannot enter the classroom unless the office form is handed to the teacher with the secretary's signature.

The school secretary will receive a list of any missing students from the classroom teacher in the morning before 8:40am.

After attendance has been taken, parents will be called to verify absences. If a student is absent and the office has not received any parent notification, the secretary will call the home and, if necessary, the work place of the parent(s) to determine why there is an absence.

Tardy Policy

If a student has a pattern/habit of being tardy, the Administrator will contact the parents to discuss how to encourage/maintain being on time.

Communicable Diseases Policy

Children with head lice, chicken pox, strep throat, impetigo and any other contagious diseases must be kept home. Parents should notify the school when these diseases are identified in their child. After the child has been isolated for the necessary period and is free from any symptoms, he/she may return to with permission from the physician. Whenever these diseases are detected at school, the office will contact the parent. A warning of head lice will be made to the school community if a case is discovered, to prevent further spreading. Delavan Christian School maintains a "no nit" policy concerning head lice and their eggs.

Athletics

Student Eligibility

Students must meet the academic, behavioral, and attendance standards to participate in extra-curricular sports programs.

Academic Standards

Delavan Christian School believes that all of life is under God's rule. Events that take place after school are an opportunity to return well-deserved praise back to our Father. Certain requirements must be met in order for the student-athlete to step onto the playing field. Students will be placed on a one-week academic probation if the student has an average cumulative grade lower than 72% at any given time. During the week of probation, three outcomes are probable:

- Student's cumulative grade rises above the 72% and they go off probation and are back to good standing.
- Student's grades are above 72% for the week yet the student's cumulative grade is still below 72% - they will remain on probation for another week.
- Student's grades during the week of probation are not above 72%. They then will become ineligible to play on their team. They will remain ineligible until their grade again reaches 72%.

Behavioral Standards

A student who receives a detention will serve that detention regardless of a scheduled practice or game. The administrator, coach, teacher, and parents will meet when we feel that there is a problem with behavior.

Attendance Standards

If a student is absent due to illness, he/she may not participate in the extra-curricular sporting event of that day. We don't want students too sick for school but healthy enough for sports. We also do not want students coming to school when they are sick just so they can participate in the sporting event of that day. Please consider the health of your child and others before participation in athletics.

Parent Expectations

Parents are required to abide by the following requirements:

- Parents must transport their child to home and away games or make other arrangements. A sports maps handbook is available in the office. You may also check the website for the location and address of away games.
- Parents are responsible for the behavior and whereabouts of all of their children at home and away sporting events.
- Parents must pay an athletic fee for each sport per child. The fee is \$15.00 for soccer, \$15 volleyball and \$20 for basketball. The fee is \$10.00 for track. Students may not begin participating in a sport until the athletic user fee is paid. This money is used to

help offset the costs of running athletic programs, which include the purchase of new uniforms, equipment, and paying referees.

- Parents must sign up for a prescribed number of hours per athlete in each sport to help with concessions and cleaning the gym during home events.
- Parents must fill in and sign the Athletic Parent Contract and hand it in to the Athletic Director.

Purpose

The overall purpose of having an athletic program in our school is:

- to give students an opportunity to glorify God with their athletic gifts
- to celebrate and praise God in their play
- to develop team players who seek to glorify God through sports, not themselves
- to model Christian sportsmanship with self-control (Gal. 3:22-23)
- to learn basic skills and rules of the game
- to fellowship with, and witness to other schools.

Programs

Girls' Volleyball: A and B teams, September—mid-October

Boys' Soccer: one team, September—October (girls may request to play soccer)

Boys' and Girls' Basketball: A and B teams, November—February

Coed Track and Field: One team, mid-April—May

Structure

B Team:

- Any student in fifth or sixth grade is encouraged to play on this team
- Every player receives playing time as fairly as possible provided they come to practices regularly.
- Coaches focus on teaching basic skills, rules of the game, and giving players' opportunity regardless of ability.

A Team:

- Students in fifth through eighth grade with the strongest abilities play on this team
- Players will be played in games according to the coach's discretion
- Coaches focus on developing team players and seek to praise God with the students' athletic talents.

Communication

Publications

Alumni Newsletter: The Delavan Christian School Alumni Association publishes a newsletter annually. Every school family and alumnus will receive this newsletter. Please contact the school if you would like to receive a copy or know of an address they may be looking for.

The Green Note: This Green Note is distributed weekly and is an in-house communication to parents dealing with weekly issues, schedules and information regarding the day-to-day school operations of Delavan Christian School. Parents will choose to receive the Green Note via student, e-

mail, or both at the beginning of the year. If you would like a copy of the Green Note mailed or e-mailed to friends or relatives, please call the school office.

Announcement Policy

Delavan Christian School will not, in any official manner, disperse or promote the literature of any outside organization, in particular political organizations and lobbyists. Announcements from churches and Christian organizations with ties to the school may be included in the Green Note at the administrator's discretion.

Mandatory Reporting Law

- Any teacher suspecting child abuse or neglect shall notify the Principal in writing.
 - The teacher must report suspected abuse or neglect to Social Services.
 - The following information will be reported to Social Services: Alleged victim's name, date of birth, address, directions to home if possible, telephone number, parent's name, others in home, school hours, grade, parents' work site, work number, emergency contact name and number.
 - A description of the alleged incident is to be filed by the teacher in the administrator's office with the following information: 1) name, address, age, and relation to alleged victim. 2) Describe in detail as much as known. 3) Just one time, or ongoing 4) Jurisdiction. 5) Others involved.
- Reporting of alleged child abuse or neglect must be kept in strict confidence.

Daily Schedule

Arrival and Dismissal Procedure Policy

Student safety is the primary objective during school arrival and departure. Students may enter the school building at 8:00am. There is no outdoor teacher supervision of students before school. All students must be picked up by 3:40pm. Any students remaining after this time must report to the Extended Day Program (see supervision policy for more information).

- Drive slowly and with caution at all times.
- Be considerate and keep the line moving. If you need to enter the school or speak with someone, please park in the Church parking lot.
- Prepare students to be dropped off and picked up quickly, or if you need more time, use the Church parking lot to allow for more time. Please note that students must be escorted in the parking lot by an adult at all times.
- The bus will arrive at 3:15pm. It will drive into the church parking lot, turn around and park on the grassy edge of the parking lot. The bus line teacher will escort students across the parking lot entrance to the bus door.
- When picking up your child, please drive all the way around the circle to the church entrance. Form a line and wait for your child. Children who do not take the bus will be dismissed at 3:20pm. Pull out and exit after your child/children are secured.
- No vehicles may be parked and left unattended in the circle during the times specified on by the sign posted by the City of Delavan (7:00am-5:00pm). This ordinance is enforced by the City of Delavan and violation may result in a parking fine.

- Parking is allowed only in the marked area in the Church parking lot. Do not park or wait along the grassy edge of the parking lot.
- In order for traffic to move efficiently and safely, please avoid parking and leaving your vehicle unattended on the street north of the teacherage or south of the Pastor's house during arrival and departure times.
- During the departure process, a teacher will supervise students and a traffic monitor will assist with boarding. If a student is not ready to enter the vehicle, please pull ahead as far as possible.

**Preschool parents please refer to preschool guidelines for additional information regarding arrival and departure procedures.*

To arrive before 8:00am or to remain at school after 3:40pm, students must be involved in a school event or the Extended Day Program. See supervision policy for more information.

Calendar

Accreditation Standards require a school calendar of 1,050 hours for Grades 1-6 and 1,137 hours for grades 7-12 of direct student instruction, aligning with the Wisconsin Department of Instruction. In addition, teachers are required to attend seven professional development days (teacher conventions, safety training, curriculum writing, skills training and specific workshops).

Weather related school closings will be deducted from the school calendar. "Snow days" may be deducted from professional development days, vacation days or may be added to the school calendar at the end of the school year.

Chapel

The student body comes together each week to sing praises to our God. This singing assembly is each Monday at 8:25am. A more formal Chapel is held monthly in the Church sanctuary next door.

Computer Room

The door to the computer lab will be locked before and after school hours. Students may not go into the computer lab during school hours unless they are directly supervised by their classroom teacher or another designated adult.

Extended Day Program

Morning EDP is offered to students from 7:30-8:00am. There is a \$3.00 charge per student for this supervision. Students at school after 3:40pm will be brought to a supervised classroom for a 50-minute supervised time until 4:30pm. There is a \$3.00 charge per student for this supervision. All students not picked up by 3:40pm will be placed under the Extended Day Supervision.

Playground Supervision

Teachers are assigned to supervise students at all recesses. A symbol is hung in the school hallway, which indicates the area of play for the upcoming recess. Students are only allowed to play out of this area with permission from the teacher on duty. It is the responsibility of the supervising

teacher to make sure that these students are observing the playground rules.

Recess

The students at Delavan Christian School will be expected to be outside for recess unless the temperature drops to below 0°F or the wind chill factor is -10°F. A student wishing to stay in for recess, must have a signed note from a parent that indicates that illness is the reason the child needs to stay inside. Students in grades K-4th grade not dressed for outside weather will sit along the wall just inside the school doors. It will not be an indoor playtime.

Supervision

The staff will supervise your child at the following times only:

Regular hours (M-F): 8:00am—3:40pm

Extended Day Program (M-F): 7:30—8:00am and 3:40—4:30pm

Please refrain from discussions with the supervising teacher, as he/she will need to have his/her full attention on the students.

All other times we require that you, the parent, assume responsibilities for your child's behavior at school events that is not during school hours.

Discipline

Discipline Policy

At Delavan Christian School, we recognize the need for a comprehensive policy that allows students, parents and staff to work together. We seek an atmosphere of trust and understanding between home and school, for the common goal of bringing glory to our God.

As a school, we acknowledge the importance of cultivating an environment in which discussion, discovery, learning, and acquiring necessary skills can effectively occur. We appreciate the importance of students knowing what is expected of them. As parents, you can appreciate the need to support teachers in the "training of your children" when they are in school. In order to accomplish these goals, the staff and the school board adopted the disciplinary policies stated in the following section.

We believe that our students must reflect Christ in their behavior. The policies and expectations that we have drawn up are based on the fact that ours is a Christian school that honors God and His Word and requires respect:

- Respect of authority
- Respect for fellow classmates
- Respect for school property
- Respect for the educational task

In a positive manner, we expect of students what God expects of us all: a demonstration of the fruits of the Spirit. Because we are His children, students will show respect to staff members and fellow students. Because students have a responsibility to learn, we expect assignments to be completed on time. In summary, classroom conduct is based on the following assumptions:

- All students have the right and responsibility to learn and must accord others that privilege.

- All students have the right to be safe at school and the responsibility to make our school safe for others.
- All students have the right to be respected as children of God and the responsibility to respect others as children of God.

Playground & Gym Rules

- Questions and arguments should be settled by participants in a peaceful and cooperative manner.
- Wrestling or tackle games are not allowed.
- Swings are to be used by a single person and in a "normal" way. No jumping from swings.
- No re-entering the school building during recess time without a valid reason.
- GYM: Use only designated gym equipment. No reckless kicking of balls.
- No throwing snow.

Administrative Prerogative

The intent of this handbook is to inform students and parents of the general rules and policies of Delavan Christian School. Sometimes new situations or circumstances, not specifically covered by this handbook will occur. The administration reserves the right to exercise its prerogative in responding to such situations.

Discipline Procedures and definitions for 5th – 8th grades

Definitions

Demerit: a notification of a wrongdoing, in class or hallway, given by any middle school teacher or the principal.

Detention: the student will stay in a room for a thirty or sixty-minute period, unaccompanied by any other student and under the supervision of a teacher.

In-School Suspension: the student reports to the principal at 8:15am with supply of books and materials and remains in “isolation” until 3:40pm. Student does not have recess or lunch privileges with any students.

Procedures

Demerit 1: Letter will be mailed to the parents notifying them that their child has received a demerit, what the demerit was for, and the teacher who issued the demerit. The student will serve a noon hour detention for Demerit 1.

Demerit 2: Letter will be sent home indicating a second demerit has been issued and the child must serve a 30-minute detention within a one-week period from the date of the notification letter at the parent’s discretion from 3:40—4:10pm secluded from any other students.

Demerit 3: Letter will be sent home indicating that a third demerit has been issued and the child must serve a 60-minute detention, from 3:30—4:30pm secluded from any other students within a one-week period from the date of the notification letter.

Demerit 4: Child must serve a 60-minute detention from 3:30–4:30pm. They will serve this detention the day after the demerit was received. A parent-administrator meeting is scheduled to discuss the situation. A “Discipline Action Plan” will be written.

Students who have accrued three or less demerits in a semester start over with a clean slate at semester break. Record keeping will be kept in the office by the administrator. Cheating in any form is an offense resulting in disciplinary action.

**The board/administration reserves the right to alter these procedures in certain circumstances.*

School Wide Discipline Procedures

Suspensions

In or out of school suspensions for all grades are given by the school principal. Depending on the violation or student misconduct, suspensions will generally occur immediately. A Discipline Action Plan may be required. A parent teacher/principal meeting will be required.

Discipline Action Plan

A student is placed under a defined Discipline Action Plan written by the principal with input from the parents and applicable teachers. In this action plan, it will state desired student behaviors and actions as well as consequences of misbehavior. Such plan will be placed in the student’s file and a copy given to the Executive Committee of the School Board. Failure to comply with the Discipline Action Plan may result in suspension or expulsion from the school.

Expulsion

The School Board or the Executive Committee of the School Board decides if a child is expelled after due-process has been followed.

It is the intention of the school to notify the police of any incident which may break the law. Delavan Christian School will let the law authorities take the normal proper steps that are under their control.

Tardies

Students who arrive late to class will receive a tardy. If a consistent pattern of tardiness occurs, a parent meeting will be called.

Complaint policy

If you have a concern or complaint with any member of the Delavan Christian School community, follow these steps (see Matthew 18:15-17):

- Get all the facts first. Talk with the person directly involved or responsible.
- If the problem is not resolved, or reoccurs again, contact the principal. A meeting will be arranged with the three individuals. (If the problem is with the principal, visit with him/her first. If unresolved, contact a board member.)

- If a resolution is not reached, the matter will be brought to the school board. You will be requested to put your complaint into writing, with copies being provided to the staff person, principal, and School Board. The School Board will work toward a final resolution.

Dress Code

The manner in which we dress is an individual way of being a witness for our Creator. The goal of this dress code is that the children are clean and neat in appearance, and that they set examples of Christian character and not worldliness.

By avoiding extreme fads of the world, our children will make better representatives of our Christian School. We need the cooperation of all parents in these matters. Please pay attention to what your children are wearing to school and school activities, and work on this together with them.

- Jeans may be worn, but must be clean and have holes patched.
- Printed T-shirts and sweatshirts are acceptable as long as the logos are non-offensive and consistent with Christian values.
- Muscle shirts, mesh athletic shirts, grossly oversized shirts, midriffs, halter-tops, tube tops; low-cut neckline, large armholes, spaghetti straps, and shirts of that nature are not permitted.
- Shorts, sandals, and flip flops are permitted between April 1 and November 1. Please keep shorts modest - not too short, too tight, or grossly oversized. Athletic “gym type” shorts are permitted.
- Shoes that leave black scuffmarks on the floor are not allowed.
- In 5th – 8th grades, students must change into appropriate gym clothing for gym class. All students must have a non-scuffing shoes for gym. Substantial points will be deducted from their PE grade when a student does not have proper footwear and clothing.
- During the winter months, hats, mittens, snow pants, and boots are required for grades preschool–4th grade.
- Children in 5th—8th grade are responsible, along with their parents, to decide on their own winter outerwear.
- No hats are to be worn during class or in the school hallways.
- Visible body piercing (other than ears) is prohibited.
- T-shirts and sweatshirts of athletic teams are allowed as long as they are not oversized.
- Any clothing that is deemed immodest or inappropriate and interferes with the learning atmosphere of the classroom as determined by the teacher is not allowed.

Any disagreement on the dress code can be brought to the Administrator or the Education Committee. A Dress Code violation will result in parental notification. Parents may be required to bring appropriate clothing to school before the child will be allowed to return to class if students do not have any other clothes to change into. In summary, we ask students to dress appropriately.

Emergency

Injuries

Whenever a student becomes injured, first aid will be given to the child. When there is a more serious injury, the school office will contact the parents regarding further treatment. When parents are not available, the emergency number provided at registration will be called. An accident

report form will be filled out for each serious injury that occurs at school. It is the parent's responsibility to inform the school of any changes to telephone numbers for home, work, or emergency contacts.

Emergency closings

If the Delavan-Darien School District closes due to weather emergency, then Delavan Christian School will close also. Emergency closings are based on the Delavan-Darien Public School District decision. The following stations will carry Delavan-Darien School District closings:

Radio and Television:

- 620 AM, WTMJ - Milwaukee
- Channel 12, WISN – Milwaukee
- Channel 4, TODAY'S WTMJ4 – Milwaukee
- WNWC 102.5 - Madison

Emergency plan

In the actual case of an emergency which requires evacuation of the school, all the students will be evacuated and sent to St. Andrew's School on the corner of Racine Street and Highway 50. The telephone number for St. Andrews is 728-6211. Delavan Christian School has an Emergency Management Plan which is reviewed once every five years. Fire and tornado drills are documented and inspected by the Fire Marshall. The emergency plan is on file at the school and available upon request.

Field Trips

Field trips are recommended by faculty, and approved by the administrator. They are developed in light of the curricular objectives of Delavan Christian School and the school's curricular goals. Teachers inform parents of upcoming field trips in their weekly teacher memos (paper or teacher web page). Information will also be sent home on special salmon colored field trip paper.

All students will be seat-belted in vehicles used for field trips and sporting events. Wisconsin law requires booster seats for the appropriate age and weight. Delavan Christian School has some child safety seats available, but students will be asked to bring their own, if possible. Students twelve and under are not allowed in the front seat of a vehicle.

Volunteer Chaperone Responsibilities

- Consult with the teacher regarding any special needs he/she may have on the outing.
- Special equipment or clothing may also be necessary.
- Be primarily concerned with student behavior and safety.
- Make sure students stay with the group.
- If problems occur on the bus or at the outing site, contact the teacher.
- Refer first aid concerns to the teacher.

School Wide Drills

Fire Drills

Fire drills are held monthly, weather permitting. Safe areas have been designated outside the school. Each room in the building has instructions posted of where to go in the event an alarm is sounded. If an alarm is sounded, students should follow the evacuation plan, which is posted inside the classroom, next to the door.

Tornado Drills

Tornado drills take place during tornado season. Safe areas have been designated inside the school. Each room in the building has instructions posted of where to go in the event an alarm is sounded. If an alarm is sounded, students should follow the evacuation plan, which is posted inside the classroom, next to the door.

Safety Drill

Safety drills will be practiced during the year. There are three safety codes for danger; “White”, “Yellow”, and “Red” along with the all clear signal. White: Danger outside, do not evacuate. Yellow: Children need to be out of the hallway. Red: Danger in building, evacuate or hide for safety.

Storm Watch/Warning

Watch

When a storm watch (tornado, thunder storm, snow) is issued, students may be allowed outdoor recess and PE activities. Teachers and Delavan Christian School staff will monitor the weather conditions closely.

Field Trips/Sporting Events: It will be left to the discretion of the athletic director, principal, or teacher whether the scheduled event will occur.

Warning

When a storm warning (tornado, thunder storm, snow) is issued all field trips and sporting events will be cancelled or postponed. No outside activities are allowed. When a tornado warning is issued, all students will proceed to the designated safe area.

If the emergency sirens go off, students and staff will take emergency cover in the designated safe area. They will be released with an 'all clear' signal.

Hot Lunch Program

Hot Lunch

Students may bring their own lunch or order a reasonably priced hot lunch provided by the public schools. The menu for each month will be printed in the Green Note the week before the first of

each month. Hot lunch and milk money can be sent to school in any dollar amount at any time. All money received will go in to your family's account. All lunches and milks will then be deducted from the account, but once the account is \$40 overdrawn the students will not be allowed to take hot lunch until the account has been paid in full, this includes those families using the reduced price program. If those students come to school without a lunch, the parents will be required to bring one. Statements will be sent home monthly to keep you informed of your family's balance.

For those students bringing a lunch from home, milk is available at a reasonable cost. The cost per lunch for the 2017-18 school year will be \$2.90 for a student and \$3.65 for an adult lunch. Milk will cost \$0.35 per carton. Free and reduced priced hot lunch tickets are available. All information for applying for free or reduced price hot lunch is available in the school office.

The information provided by the household on the application is confidential. Public Law 103-448 does authorize the release of student free and reduced price school meal eligibility status to persons directly connected with the administration and enforcement of federal or state educational programs.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Individual Student Health Action Plan

The health and safety of the students at Delavan Christian School is of utmost importance for both ethical and legal reasons. Parents are required to submit the proper Individual Student Health Action Plan if their child receives medications, requires special accommodations for allergies or physical health conditions. Legally, Delavan Christian School staff members cannot administer medications or provide special constraints in the classroom for the student unless parents submit an Individual Student Health Action Plan signed by their Physician.

Forms

There are four different types of forms concerning the student health action plan:

- Prescription Medication Form
- Non-Prescription Medication Form
- Asthma Inhaler Form
- Allergy Action Plan Form

Forms are located in the school office and on the school website.

www.delavanchristianschool.org

Forms on File: Delavan Christian School staff members are required to adhere to the instructions stated in the Individual Student Health Action Plans. It is the parents' responsibility to notify the school of any changes or modifications in their child's Student Health Action Plan – most Student Record Forms need to be submitted annually.

Medications

Medications are given to students in the school setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis.

The Delavan Christian School shall administer medication in accordance with Wisconsin State Statutes 118.29, 118.291, and Wisconsin Administrative Code PI 8.01 (2) (g). The school may administer any prescription medication to a student in compliance with the written instruction of a practitioner and written consent from the student's parent or guardian. Substances which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and written consent from the student's parent or guardian. Students with asthma may possess and self-administer a metered dose or dry powder inhaler with the written approval of the student's physician and parent or guardian.

Medication administration may be delegated by the school administrator to any school employee with proper training, supervision, and evaluation as defined in Wisconsin Administrative Code N.6.01 and DPI training guidance. The school employee who is authorized to administer medication is immune from civil liability for his or her acts or omissions in administering medication to a student unless the act or omission constitutes a high degree of negligence. The Delavan Christian School administrator or principal who authorizes an employee or volunteer to administer a drug or prescription drug to a student will be immune from civil liability for the action authorized, unless a court determines that the action constitutes a high degree of negligence. No school employee, except a health care professional, may be required to administer medication to a student by any means other than oral ingestion.

Medication Administration to Students

Procedures

Training of Designee

The school administrator has the authority to delegate medication administration to a school employee in compliance with Wisconsin State Statute 441.06(4) and Wisconsin Administrative Code N 6.03(3) if the following are met:

- The task must be commensurate with the education, preparation, and demonstrated abilities of the delegate.
- The school administrator provides direction (training) and assistance to the delegate.
- The delegate's administration of medications is periodically observed, monitored, and documented by the school administrator.
- The delegate completes the online Department of Public Instruction training course for the medication(s) to be administered and submits certificate of completion to the Health and Wellness Committee.
- School Personnel will be informed on a need to know basis when a student is taking medication for serious or chronic health conditions, so that they can observe for side effects to the medications.

Consent to Administer

Prescription Medications

A written, signed statement from the parent/guardian and a written, signed instruction from a practitioner must be on file at the school authorizing school personnel to administer any medication.

The statement must include:

- Student name, date of birth
- Medication name, dose, route, frequency, time/conditions, duration
- Reason for medication
- Precautions, possible untoward reactions, and/or interventions
- Name of practitioner
- Parent/guardian signature, practitioner signature, date

Requests must be renewed each year or more often if changes in dosage occur. All changes will be noted on the medication administration record, dated and initialed by the designee. Prescription medications must be supplied in a pharmacy-labeled container indicating the correct dosage and administration instructions.

The school meds coordinator shall be informed by school personnel of all students receiving medication and any changes in dosage.

The meds coordinator will review the medication record periodically and use professional judgment in contacting the practitioner, school personnel, or parents to resolve inconsistencies in administration directions.

Non-prescription Medications

Non-prescription medication (over-the-counter) which is FDA approved can be administered. A written, signed statement from the parent/guardian must be on file at school authorizing school personnel to administer. Non-prescription drugs must come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose. Non-prescription medications must be supplied by parent in the original container with the student's name affixed. Any non-prescription medication intended for long-term use on a daily basis must be accompanied by a practitioner's signature.

Food Supplements, Natural Products

For the safety and protection of students, food supplements and natural products will not be given in the school setting unless approved by the FDA or prescribed by a practitioner. Parents/guardians may come to school to administer natural products. The following criteria must be met:

- An original container is provided.
- Use for student is indicated.
- Appropriate dosing for student is clearly stated on the label/packaging insert.
- Possible side effects are listed.

- Signed parent/guardian statement.
- Signed practitioner consent if non-FDA approved.

Self-Administered Medication

Students with asthma may possess and self-administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have the written approval of the student's physician and the written approval of the student's parent or guardian. A copy of this approval will be in the student's file and maintained in the medical records. The medical record is to be updated annually.

Responsible students as determined by the parent, school medicine coordinator, and administer, may possess and self-administer medications other than the above without practitioner approval.

Factors to be considered will be:

- Type of medication
- Reason for medication
- Age of student
- Responsibility of student

It is recommended that a written statement identifying the medication and granting permission for self-administration be signed by the parent/guardian. This statement should be carried by the student or maintained in the school's medication file.

Medication Storage

Medication will be stored in a secure location. Medication which needs to be accessible to the student will be stored in an appropriate location per student need (i.e. emergency medications). Medication will be stored to maintain quality (i.e. refrigeration). The parent/guardian shall pick up unused portions of medication within seven days after the completion of the school year or when medications have been discontinued. After written/verbal notification, medications will be destroyed.

Documentation

An accurate individual student record of administered medication will include:

- Demographic data such as name, birth date, level/grade, school year.
- Medication name, dose, date/time given.
- Signature of person administering.
- Dose changes, dated, with the signature of designee and cosigned by the school
- Medications coordinator.
- Documentation of medication must be completed immediately after the administration to the student to assure accuracy and safety.
- Documentation of medication errors must be completed immediately. An incident report should be completed along with phone notification of parents and health care provider of student involved.

The Student Medication Record(s) will be maintained in the student medical record after discontinuation of the medication.

Rights and Responsibilities

Designated school personnel have the responsibility to:

- See that the medication is given within 30 minutes before or after the time specified by parent and practitioner.
- Maintain the medication administered at school in a secure place which also maintains medication quality (i.e. refrigeration for liquid antibiotics).
- Report to the school medicine coordinator any dose changes, inconsistencies, or medication side effects.
- Keep a copy of the Medication Policy in an accessible spot for immediate reference.
- Document all medication administered or reason medication may not be administered (absent, refusal).
- Report errors and or missed medications to the medicine coordinator immediately.

Designated school personnel have the right to refuse administration of medication(s) to students when the medication administration procedures have not been completed.

The professional school medicine coordinator has the responsibility to:

- Review medications and any changes in medications administered at school.
- Use professional judgment in carrying out the policy.
- Provide information on medication side effects.
- Provide training, supervision, and evaluation of the administration of medication in the school.
- Maintain records of staff completion of medication administration.

Distribution of Policy and Liability Waiver

All school employees or volunteers who are authorized to administer drugs to a student shall receive a copy of this policy and shall be advised that, pursuant to the provision in Wisconsin State Statute 118.29, they are immune from civil liability for any acts or omissions in administering a drug or prescription drug to a student in accordance with this policy unless the act or omission is found by a court to constitute a high degree of negligence.

The school administrator who authorizes an employee/volunteer to administer a drug or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence. Refer to procedures for administering medication and accompanying forms.

Non-custodial parent policy

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

Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school related affairs, or access to the parent's child or the child's records unless the school is presented with a court order, or comparable legal document, which restricts such involvement or access. The school will not "choose sides" between parents.

A non-custodial parent may not take custody of a child or remove the child from the school premises, unless the parent presents either a written court order, or a written authorization signed by the custodial parent, which permits such custody.

If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other reasonably necessary actions.

Concerning student activities, which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

These guidelines will be applied to further the mission of the school and the best interest of its students.

Library

The Delavan Christian School library exists to provide research resources as well as literature for class work and enjoyment. The library serves students in all grades.

The teaching staff, principal, and the Library volunteers recommend library books. The criteria for selection are based on relevance to the school curriculum and enrichment for the students.

The school principal makes the final decision for library books. Much care is required in selecting literature, which enhances the Christian perspective of all of life. Excessive bad language and content which advocates lifestyles in opposition to Biblical teachings, should not appear in a Christian school library. When a book is questioned as to its appropriateness for our library, a letter must be written and submitted to the Education Committee of the School Board.

The library is staffed by volunteer adults who are in charge of the following:

- Keeping order in the library
- Processing and cataloging new books
- Checking books in and out
- Keeping the library clean and orderly

Books may be checked out for a two-week period and then renewed for an additional two-week period. The cost of any lost books must be paid by the last person to check it out.

Lost and Found

Articles that are left behind are put in the lost and found box. Students may look for misplaced items during free time and before or after school. Throughout the year students are given the opportunity to purchase unclaimed items for 25¢; remaining items are then donated. Before this

happens parents will be notified in the Green Note.

School Property

Acceptable Use Policy

Delavan Christian School has been richly blessed with several monetary donations that have enabled us to purchase needed equipment. As a Christian school, we recognize the need for technology education, but as with all areas of our curriculum it is taught in light of God's Word. We use technological tools with which we accomplish God's work, seeking His will. Students are taught to use such technology tools in such a way to please God. Students who choose to use computers and other technology in destructive or inappropriate ways will be dealt with severely.

Any student found tampering with, making changes, or inappropriately using computers or other technology will be immediately suspended from computer class and banned from using school computers. At the discretion of the teacher and the administrator, that student's academic grade for the class may be altered and/or failed if warranted. If costs are incurred to correct the problems, the student may be held responsible for payment. The administrator and teacher will then draw up a second offense policy, which will be implemented before the student will be allowed to return to computer class and given any other use of computers.

Search and Inspection

Search of Students

A student's person and/or personal effects (e.g., purse, book bag, clothing, pockets, etc.) may be searched when school officials have reasonable cause to believe that the student is in possession of alcohol, controlled substances(s), tobacco, pornography, weapon(s) and/or anything else which is a violation of the law or a school rule. The search will be conducted under the authority of the principal with at least one adult witness present.

Maintenance Inspections with Notice

Although school lockers, desks, and computer files are temporarily assigned to individual students, they remain the property of the school at all times. The school has a reasonable and valid interest in insuring that its property is properly maintained. For this reason, periodic inspections are permissible to check for cleanliness and vandalism. School authorities may conduct general maintenance inspections at any time. This inspection will be conducted in the presence of at least one other adult.

Any contraband (weapons, pornography, controlled substances, alcohol, tobacco, or anything else which is a violation of the law or a school rule) shall be confiscated by the administration, who will advise the student's parents. Also if vandalism is discovered during such inspections, disciplinary action could also be a consequence.

Inspections without Notice

Lockers, desks, computer files, and other facilities owned by the school are provided as a courtesy

to the student. These school facilities may be searched without notice when school officials have reasonable cause to believe that the school facility contains a weapon, pornography, controlled substance, alcohol, and/or tobacco, or anything else, which is a violation of the law or a school rule or has been subject to vandalism. Such searches will be conducted in the presence of another adult. Any contraband (weapons, pornography, controlled substances, alcohol, tobacco, or anything else which is a violation of the law or a school rule) or vandalism discovered during such inspections shall be confiscated by the administration, which will advise the student's parents. Disciplinary action could also be a consequence. If appropriate, law enforcement will be notified.

“Weapons at School” clause

It is the right of all students to feel safe and in a loving environment while at the Delavan Christian School. The student body and staff of the school should not have to worry about their personal safety because of the possible rash and very serious sudden behavior on the part of any student. Due to the climate of the times, the Delavan Christian School feels it is necessary to adopt a firm policy regarding the possession of any item that may be generally construed to be a weapon. If any student is discovered to have brought such an item to school or near school, then that student will be immediately suspended and will not return to the status of a student at Delavan Christian School until the following have occurred:

- The parents and student have been involved in appropriate counseling.
- The school board, administration and family have had a meeting, which, in the eyes of the board, brings a satisfactory result.

It is also the intention of the school to notify the police of any such incident and let the law authorities take the normal proper steps that are under their control.

Smoke free campus policy

Delavan Christian School is a smoke free campus. Smoking or the dropping of cigarette butts on school property is prohibited. We find support for our decision in the following reasons:

- In our school curriculum we teach and discuss the dangers of smoking.
- Biblically, we urge students to treat their bodies as temples of the Holy Spirit.

Transportation

Bus Conduct

The school district of Delavan-Darien provides safe, efficient transportation for students attending public and private schools. In order to protect the safety and welfare of the children while on the bus, parents are asked to review bus rules with their children on a periodic basis. Students riding the buses, whether on a daily basis to and from school, or for field trips and sporting events, are expected to know and follow these rules. Parents are responsible for the behavior of pupils on school buses. If a child's behavior is not acceptable, the privilege of riding the bus may be withdrawn, and it becomes the responsibility of the parent to transport the child. A complete listing of school bus rules is available at the school office and will be provided upon request.

Transportation Reimbursement

Any student whose residency is outside of the Delavan Darien School District may be entitled to a monetary reimbursement from the public school district they reside in; however, parents should contact the public school district in which they reside for specific parameters. Typically, parents will receive a transportation payment from their local school district in June after the school year ends. However, parents of Delavan Christian School must apply for this transportation reimbursement in May before the school year begins.

Visits and Calls

High School Visitation

Delavan Christian School supports Christian Education and strongly encourages families to actively seek information and have responsibility for their child's high school placement. Delavan Christian School 8th grade students will be allowed up to two excused absences per year for visit and testing with local high schools. It is the parents' responsibility to coordinate the visits and testing at the prospective high school(s). The family will inform Delavan Christian School of the student's absence per the Delavan Christian School guidelines. In the event prospective high schools extend invitations for visits, send information on placement testing, or provide any other information to Delavan Christian School, it will be made available to all 8th grade students. Parents and students will then have the option whether or not they would like to take advantage of the opportunity provided by the prospective high school.

Telephone Use

Students are discouraged from using the telephone during school hours. Students must receive permission from a teacher for phone use. Routine type phone calls such as play dates, car rides, etc. should be arranged before or after school. If school events are postponed or cancelled, students will call their parents.

The school secretary or teachers will receive all incoming calls. Parents are asked to refrain from calling to speak with their children, except in case of an emergency.

Cell-Phone Use

All cell-phone use during school hours is prohibited. All cell-phones will be checked in at the office each morning and picked up at dismissal time. Students are allowed to use cell phones before and after school hours on school grounds. Students involved in after-school extra-curricular activities must request use of personal cell- phones from their coaches/directors. Any violation during school hours will result in confiscation of cell phone and a demerit. Parents will need to personally pick up the phone from the school office.

Faculty 2017-18 Delavan Christian School

Mrs. Marie Bertacchi Administrative Assistant
Mrs. Maria De Jong Transitional Kindergarten
Mrs. Brenda Flikkema..... 1st grade; 1st & 2nd grade afternoons
Mrs. Grace Hirte Administrator/Principal
Mrs. Beth Hutson..... 2nd grade; 4th grade Math; 1st & 2nd art
Ms. Sarah Kieffer Special Education
Mrs. Kasey Musser Middle School; 5th – 8th Technology
Mrs. Sue Olson Preschool
Mr. Luke Taylor Middle School; Athletic Director; Technology Coordinator
Mrs. Elaine Vegter Art Grades 3-8
Mrs. Janet Versweyveld 3rd and 4th Grades
Mrs. Suzette Wilson..... Middle School; Music; Spanish; K-4th Technology

Support staff

Mrs. Christina DeBoer Hot Lunch Server
Mrs. Kelly Hawkins Band
Mr. Don Hiemstra Janitor
Mr. Jeff Hiemstra..... Janitor
Mrs. Becky Maddix Speech Therapist
Miss Jan Olson Librarian
Mrs. Sarah Yakes..... Piano
Ms. Michelle Zwerling Reading Specialist