

DCS

**DADE
CHRISTIAN
SCHOOL**

"Where Christ Makes The Difference"

2019

2020

PARENT-STUDENT HANDBOOK

DADE CHRISTIAN SCHOOL

6601 N.W. 167th Street

Miami, FL 33015

305-822-7690

www.dadechristian.org

**LET ME TELL YOU ABOUT
Dade Christian School**

Dade Christian School, a ministry of New Testament Baptist Church, offers a program for students in two-year-old kindergarten (2K) through 12th grade.

Dade Christian School is noted for its high academic achievement. Our students test above the state and national averages. Some reasons for this are the highly developed curriculum and textual materials, a consistent standard of conduct, and a dedicated Christian faculty.

Dade Christian School is accredited by the Middle States Association of Colleges and Schools, and the Florida Association of Christian Colleges and Schools.

All faculty members at Dade Christian School maintain certification through the Florida Association of Christian Colleges and Schools. With a few exceptions, our teachers hold at least a four-year college or university degree and teach in their field of study.

Dade Christian School was selected by the United States Department of Education as an exemplary school in 1985. Schools were selected for providing programs of excellence in education.

We make a consistent determination to put the Lord first in our teaching, discipline, and character training. We are convinced that the following spiritual admonition is still true: "Train up a child in the way he should go: and when he is old, he will not depart from it." Proverbs 22:6.

Dade Christian School admits students of any race, color, or ethnicity.

Dade Christian School
PARENT/STUDENT HANDBOOK 2019-2020
A ministry of New Testament Baptist Church
6601 NW 167 Street
Miami, Florida 33015
(305) 822-7690 FAX (305) 826-4072
www.dadechristian.org

PURPOSE OF HANDBOOK

The purpose of this handbook is to explain to the parents and students of Dade Christian School our basic philosophy of education and discipline and to state the policies which will direct our relationship throughout the year. If any problems or situations arise which are not discussed in the Handbook, the administration and faculty will determine the course of action necessary to address the situation. We trust that this Handbook will provide you with the information you need for a successful school year.

Dade Christian School has the right and duty to make regulations as it deems necessary for the well-being of each student and the common good of all. The school reserves the right to amend the contents of this Handbook at any time.

MISSION STATEMENT

Dade Christian School, a ministry of New Testament Baptist Church, exists to challenge students in grades 2K-12 to become well-balanced, Christ-like persons by educating in the mental, physical, social, and spiritual realms.

EDUCATIONAL PHILOSOPHY

The educational philosophy of Dade Christian School is based on the Word of God. The Bible is the source of integrating unifying principles for our entire program. The faculty and staff are composed entirely of Christian men and women who are members of New Testament Baptist Church or another church of similar beliefs.

We believe that God is real. We also believe that there is objective truth that can be discovered through careful and thoughtful examination of the world in which we live. We believe that students can be taught and equipped to think clearly, that all students are capable of learning, and that the interest of the students in each subject is an important factor in their ability to learn.

Each of the faculty at Dade Christian School is committed to the moral training and character development of each student. Our desire is to help each student develop a world and life view founded in truth and demonstrated through godly character and choices.

TABLE OF CONTENTS

Purpose of Handbook	2
Mission Statement	2
Educational Philosophy	2
Table of Contents	3
Administration Information	7
General Numbers	7
Statement of Faith	8
DCS Goals	9

I. GENERAL SCHOOL POLICIES & PROCEDURES

Admissions.....	11
Anti-Bullying/Anti-Harassment Policy	12
Cashier	12
Character Training	13
Child Abuse Reporting	14
Clinic	14
Communicable Diseases	15
Computer Use Policy	15
Conclusion	24
Counseling	19
Emergency Procedures	20
Financial Assistance	12
Home/School Relationships	20
Insurance	21
Library Information	21
Lunch Program	22
Music & Dancing	22
Parent Meetings	22
Problem Solving: How can we help you?	22
RenWeb	23
Re-Enrollment for Current Students	11
Registration for First Time Students	11
Security	23
Textbook Care	24
Visitors	24
Withdrawals	12

II. 2K PROGRAM

Birthdays	28
Confidentiality of Records	28
Curriculum	26
Discipline	27
Dress	28
Drop off / Pick up.....	27
Enrichment Classes	26
Health Information	27
Holidays	26
Enrollment	26
Hours of Operation.....	27
Illness	27
Meals	27
Potty Training	28
Sign in / Sign out	27
Staff	26

III. ELEMENTARY SCHOOL

Absences	30
Academic Probation	30
After School Tutoring	30
Athletic Regulations	31
Birthday & Celebratory Parties	36
Boys Attire	34
DCS Standard of Conduct	31
Discipline	31
Dress Code Standards	34
Early Dismissals	35
Extended School	35
Field Trips	35
Get Acquainted Day	35
Girls Attire	34
Grading System	35
Homework	36
Lost and Found	36
Message from the Administration	30
Personal Property	37
P.E. Participation	36
School Hours	30
Snacks	37
Standardized Testing	37

Student Placement	37
Summer School	37
Tardies	37
Textbooks	37

IV. SECONDARY SCHOOL

Absences	40
Academics	41
Academic Probation	42
Academic Responsibilities	41
Administration’s Role	52
Advanced Placement Classes	43
Athletic	43
Boys’ Dress	46
Car Regulations	44
Cell Phone/Tablet Usage	50
Chapel	49
Cheating	54
Classroom	50
Community Service	44
Conduct	49
Definition	44
Detentions	55
Discipline Notification	53
Discipline Process	51
Dress for Athletes.....	46
Dress Standards	45
Drug Abuse Policy	56
Early Dismissal	41
Excused	40
Expulsion	56
Extra Credit Policy	42
General Absences.....	40
General Dress Code.....	45
General Rules	50
Girls’ Dress	46
Grading Scale	42
Graduation Requirements	42
Grooming	46
Guidelines	45
Hallways	50
Handbook Agreement	60

Infractions	53
Interim Grade Reports	41
Lunch	49
Late Homework Contact Policy	41
Late Homework Policy	41
Lockers and Locks	47
Lost and Found	47
Out of Uniform Code	46
Public Notoriety	57
Regulations/Dress	43
Report Cards	41
Scheduling Classes	47
Senior Camp	48
Snack Break	50
Standardized Testing.....	58
Student Accountability	52
Student Class Trips	48
Student Field Trips	48
Student Government/Class Officers	48
Summer School.....	57
Suspension	55
Tardies	40
Teacher’s Role	52
Testing Policy	41
Textbooks	57
The DCS Standards	49
Transcripts	43
Valuables	57

**DADE CHRISTIAN SCHOOL
ADMINISTRATION**

Principal.....Paul Humphreys

FREQUENTLY CALLED NUMBERS

For your convenience, and to alleviate congestion at the switchboard,
please dial the following offices directly. Thank you.

GENERAL NUMBERS

Admissions Office	(305) 827-8767
Athletic Office	(305) 827-8725
Attendance Hotline	(305) 827-8780
Business Office/Cashier	(305) 827-8721
Clinic	(305) 827-8715
Library	(305) 827-8712
School Office	(305) 827-8761
FAX.....	(305) 826-4072

NEW TESTAMENT BAPTIST CHURCH
&
Dade Christian School

STATEMENT OF FAITH

1. We believe the whole Bible from Genesis 1:1 to Revelation 22:21 is the verbally inspired and infallible Word of God.
2. We believe Jesus Christ was born of Mary, the virgin, and is the Son of God, and God the Son.
3. We believe that Christ died for our sins according to the Scriptures, "...the just for the unjust, that He might bring us to God..."
4. We believe that He rose from the grave the third day according to the Scriptures.
5. We believe that He, only, is the great High Priest, and we need not the intercession of any man, but that Christ ever lives to make intercession for us.
6. We believe that Christ will come again in person, bodily and visibly, to establish His Kingdom on the earth.
7. We believe that in order to be saved, an individual must accept Jesus Christ as his/her personal Savior.
8. We believe that every truly born-again soul should declare his/her faith by the act of baptism, (immersion in water), representing the Lord's death, burial, and resurrection.
9. We believe that the church is a body of baptized believers whose mission is not to reform the world, but to preach and teach the Gospel of salvation to the individual soul.

Dade Christian School

GOALS

TO PROVIDE AN OPPORTUNITY FOR THE STUDENT TO BECOME A WELL-BALANCED, CHRIST-LIKE PERSON THROUGH PROPER MENTAL, PHYSICAL, SPIRITUAL, AND SOCIAL DEVELOPMENT. (Luke 2:52)

The cultivation of the Christ-like person is of primary importance. The aim of the school is to bring the student to that point where Christ is at the center of every area of his/her life. The hope is that the indwelling Christ will dominate, govern, and control whatever the student does mentally, physically, spiritually, and socially.

TO ENCOURAGE THE DEVELOPMENT OF WHOLESOME, CHRISTIAN ATTITUDES, APPRECIATIONS, AND VALUES.

To deepen and broaden the student's life and to bring radiance and vitality requires development of the intangibles of life. Love, respect, reverence, discipline, and cooperation are just a few of these necessary values that we work to develop.

TO BROADEN THE STUDENT'S UNDERSTANDING OF THE WORLD IN WHICH HE LIVES THROUGH A CHRIST-CENTERED EDUCATIONAL PROGRAM.

Since all truth belongs to God regardless of the means of manifestation, it can be fully appreciated and understood only when effectively integrated with Biblical truth. Therefore, a deliberate effort will be made to allow the Lord Jesus Christ and the Scriptures to be the integrating factor of our educational program.

TO INSTILL WITHIN THE STUDENT A SENSE OF RESPONSIBILITY FOR CONTINUOUS SPIRITUAL AND INTELLECTUAL GROWTH.

The concern of Dade Christian School is that students will continue to grow both spiritually and intellectually after they have graduated. We believe we should lay a foundation of character qualities, Biblical principles, and mental development through which a student may build a life to glorify God in whatever vocation God leads him to pursue.

**GENERAL SCHOOL POLICIES
&
PROCEDURES**

ADMISSIONS

Dade Christian School was founded to provide a rigorous Christian education for interested students and families. Our admissions policies are adopted to conform to this purpose. Dade Christian School admits students of any race, color, or ethnicity.

A. REGISTRATION FOR FIRST TIME STUDENTS

A student is admitted to Dade Christian School on the basis of former records, recommendation letters, interview, standardized test scores and/or entrance tests. Parents may register students by calling the Admissions Office and making an appointment for testing. Registration for the following year will begin on March 1. Registration may occur at any time during the first semester if there are class openings.

At the time of the appointment, the student will be given an entrance exam. A reference is required from an administrator and one or two teachers for all students entering grades 5K-12. After review of the testing results, and all documents, the parents will be called to schedule a family interview with an administrator. After the interview, the parent is informed of acceptance or non-acceptance.

Should the student's record and references be acceptable, and if test results are on the grade level to which he has been promoted, he/she will be admitted to that grade. It is the policy of Dade Christian not to accept transfer students whose academic status and/or general testimony is not up to acceptable standards.

When a secondary student transfers to Dade Christian School, his/her transcript will be reviewed by the administration who will reassess credits according to DCS policy.

Registration of a student will be finalized when the following information has been received:

1. Application Documents
2. Entrance Tests and/or Standardized Test Scores
3. Administrator & Teacher References (for students entering 5K-12)
4. Parent and Student Interview
5. A testing fee of \$100 is payable prior to testing being done
6. Birth Certificate
7. Certificate of Immunization and recent physical (HRS forms 3040 and 680)
8. Copy of latest Report Card and/or withdrawal grades (Official transcripts must be received within 2 weeks of enrollment)
9. Payment of Enrollment Fees

B. REENROLLMENT

A student's status will be reviewed yearly. Invitations to reenroll will be based on the student's academic progress, disciplinary behavior, and attendance record (including tardies). Applications for reenrollment will be reviewed on a case-by-case basis.

Reenrollment for current students will begin February 1. We encourage families to reenroll as soon as possible.

C. FINANCIAL ASSISTANCE

To be eligible for financial assistance, a student must maintain a 2.0 GPA and be in good standing behaviorally. Financial aid applications are available from the Admissions Office or online – for online usage go to www.dadechristian.org and click on the “FAST” logo. A limited number of work study opportunities are available by application for secondary students. All financial assistance decisions are made by the financial assistance committee.

D. WITHDRAWALS

1. To withdraw a student, parents must complete the required withdrawal forms in the Admissions Office.
2. The textbooks for elementary students will be returned to the teacher. Textbooks for secondary students will be returned to the School Office.
3. All devices must be cleared by the IT Department.
4. Athletic uniforms must be returned to the Athletic Department.
4. No records will be released until all forms are completed and financial matters are cleared.

CASHIER

The cashier is located in the General Office and is available for financial transactions pertaining to school tuition and fees from 7:30 a.m. to 3:30 p.m. For your convenience, tuition payments can be made via an automated credit card debit on the first business day of each month, or online.

ANTI-BULLYING/ANTI-HARASSMENT POLICY

The environment at Dade Christian School must be one in which all individuals are free to work, learn, and develop relationships without fear of intimidation and humiliation as a result of unwanted or unacceptable behavior from others (hereto known as bullying and/or harassment). It is essential to the well-being of all, that students, teachers, and staff members treat each other with due respect for rights, individuality, and personal dignity.

Dade Christian School defines bullying as: Deliberate hurtful behavior: in word, actions or attitudes. A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons. The victim is usually weaker physically or emotionally than the tormentor, and the harassment can result in humiliation or injury. Harassment is harassment whether it is verbal, electronic, or in print.

Bullying behaviors include:

- Name-calling, personal comments (about looks, clothing, possessions or family) that offend or belittle the victim, racial slurs or discrimination
- Exclusion from a group; not speaking to someone or causing others to do the same; gossip/slander; telling hurtful stories
- Stealing or damaging another’s possessions and/or clothing
- Pressure to conform or disobey; ridicule for not taking part in such activity
- Physical assault: hitting, pushing, kicking, pulling hair, deliberately tripping, snatching items in use

Dade Christian School is focused on encouraging students to become Christ-like individuals who answer to the authority of the Word of God in regard to the way they behave and treat one another. We are determined to continually improve the climate in our school by eliminating the potential elements that bring about bullying behavior. Our approach to preventing bullying will be proactive. By educating

parents and students we will be fostering a healthy sense of “community.” This will in turn create a safer learning environment for all our students, and promote the quality character traits we desire to see in a school that honors God.

It is also the policy of Dade Christian School to educate our students about harassment. This includes how to identify and properly address sexual harassment.

Sexual Harassment May Include:

- Coerced sexual relations
- Physical assault, including rape and date rape
- Inappropriate personal questions
- Sexual remarks
- Public display of sexually explicit, offensive or demeaning photographs, posters, t-shirts, flyers, etc. (to include all social media)
- Leering, ogling at a person’s body
- Unwelcome touching or unacceptable personal appearance
- Demanding sexual favors accompanied by promises, hits or threats

In the event an incident occurs, a student should contact a faculty member, school counselor, advisor, or administrator. If the complaint is substantiated, prevention from continuation and appropriate corrective action will be taken. Although not all-inclusive, this may result in a suspension or immediate expulsion from the school.

CHARACTER TRAINING

Character has been defined in many ways by many people. Perhaps the best known definition is “Character is what we are when no one is looking.” Character is not what we do or have done, but what we are.

In his book, *Who You are When No One’s Looking*, Pastor Bill Hybels makes the following statements: “Love, says the apostle Paul, is the most important Christian character trait (1 Cor. 13:13), and it is probably the least understood, but it is extremely difficult to learn to love unless we also have other character traits: the courage to do what needs doing; the discipline to make decisions and carry them out; the vision to see far into the future and deep into people’s hearts; and the endurance to keep going in spite of ridicule, discomfort or simple boredom” (p.9).

Dade Christian recognizes that character training is essential in the life of every young person so he/she will have a foundation on which to stand in his/her life. The Bible states in Galatians 6:7 that “whatever a man sows, that he will also reap.” Sowing and cultivating positive character qualities results in a constructive wholesome character. As we consider our basic goal of glorifying God in what we do, it is important for us to teach these positive character qualities so each student will develop strong character in his/her life.

Luke 2:52 says, “And Jesus increased in wisdom (intellectual) and stature (physical), and in favor with God (spiritual) and men (social).” Jesus is the ideal example of building positive character traits into a life. His teachings are a perfect pattern of positive instructions, and those who follow Him will find in His teaching the eternal solutions to every human problem.

Hybels continues in his book, “Character cannot be developed through good resolutions and checklists. It usually requires a lot of hard work, a little pain and years of faithfulness before any of these virtues are consistently noticeable in us” (p. 10).

Dade Christian School is committed to the moral training and character development of each student. Our desire is to help each student develop a world and life view founded on Biblical, moral and ethical truth and demonstrated through godly character and choices.

We are looking forward to working with you in the character development of your child(ren).

CHILD ABUSE - REPORTING RESPONSIBILITY

In accord with state law and school policy, school staff are obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make a report to the proper authorities for their investigation and review.

CLINIC

- A. Students must have a pass from a teacher to be admitted to the clinic except in case of emergency.
- B. Students will be permitted to stay in the clinic only one hour. After that they must either return to class or go home.
- C. Student Illness
 1. If your child is not feeling well in the morning, please do not send him/her to school. Do not return him/her to school after an illness until he/she is free of fever, nausea, diarrhea, or symptoms for 24 hours.
 2. All communicable diseases, including head lice, should be reported to the clinic. Your child can return to school with proof of treatment.
 3. Do not send your child to school with a rash or anything you suspect may be contagious. Our clinic is available for students who become ill or are injured at school. The student is responsible to make the teacher aware that he/she is sick or injured.
 4. It is the parent’s responsibility to provide transportation for a sick child.

In an emergency, where there is a life-threatening situation or accidental injury, 911 will be called to assess the situation and transport if needed.

D. Medication

If it becomes necessary for your child to take medicine during school hours, it must be given by the clinic attendant only. All medication must be in the original prescription bottle with the student’s name, name of medication, amount to be given, and duration. Signed permission from the parent/guardian and a licensed physician must be obtained before any medication may be given at school. Authorization forms are available in the clinic.

COMMUNICABLE DISEASES

Dade Christian School desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable diseases” means an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons.

A teacher or an administrator who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administration. The reportable diseases include the following: Acquired Immune Deficiency syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, animal bite of humans by potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen’s Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immuno Deficiency Virus (HIV) Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (Rubeola), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, R. Rickettsia, Rubella including congenital, Salmonellosis, Schistosomiasis, Shigellosusm, Smallpox, Syphilis, Tetanus, Toxo-plasmosis acute, Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Infections, and Yellow Fever.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, our school may require an independent physician’s examination of the student or employee to verify the diagnosis of the communicable disease. This school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases with the school.

Dade Christian School and The Master’s Academy COMPUTER USE AGREEMENT (STUDENT/PARENT)

Dade Christian School (DCS) and The Master’s Academy (TMA) comprehensively use the same network of computers, distributed into two separate physical sites. For the purpose of this agreement, this will be referred to as the ‘NETWORK’. In addition, these two campuses, Dade Christian School and The Master’s Academy, will here forth be referred to as DCS and TMA respectively, and collectively as the SCHOOL.

The computer NETWORK used by students at both DCS and TMA consists of the following Microsoft domain:

- **STUDENTS domain**: Used by students for (but not limited to) the following purposes:
 - Educational programs
 - Classwork and homework assignments
 - Presentations and web design
 - Learning tools and tutorials
 - Exams and tests
 - Certifications

- E-mail ('as needed' basis)
- Internet access
- Research
- Learning tools

We are pleased to provide access to the NETWORK to both the DCS and TMA community and believe that this access offers vast, diverse, and unique resources including Internet access to their students. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Policy Overview

All electronic communications to, from, about, or on SCHOOL premises or at SCHOOL-related events shall reflect the principles upon which the SCHOOL is founded, in support of its educational goals. The Computer Use Agreement for Students and Parents contains guidelines for the use, access, and disclosure of communications with any type of electronic device (including, among other items, desktop & laptop computers, cell phones with internet/e-mail capabilities, e-mail, printed hardcopies, video recording/playing devices, electronic game devices, internet, and intranet) for the purpose of sending, receiving, viewing, or sharing information by students using any SCHOOL-provided communication or computer system or other personal electronic device(s) on campus or at SCHOOL-related events. These include wireless computers as well as those directly “wired” into the NETWORK. **Note that in some cases, use of personal electronic devices at home or away from either of the SCHOOL campuses are covered by this agreement and its policies, where such communications impact the SCHOOL, are to/from faculty and students, parents or third parties, such as communications on the Internet or on social networking sites.**

Confidentiality and Information Ownership

The SCHOOL’s NETWORK and computer systems are intended for SCHOOL educational purposes only. Use of the SCHOOL’s NETWORK and its systems for accessing or acquiring information and materials inappropriate to a school environment is against SCHOOL policy and is prohibited. All information transmitted or stored in SCHOOL systems is the sole and exclusive property of the SCHOOL and is to be considered confidential. Such information may not be disclosed to any person outside of the SCHOOL nor may any such information be removed from the premises without the express permission of the SCHOOL. Students and parents are strictly prohibited from accessing, reading and copying data, information or communications stored in the SCHOOL NETWORK and systems without authorization.

Managements Rights to Access Information

Our computer and communication hardware and software systems have been installed and are used to facilitate SCHOOL communications. Although students have an individual user account and password to access these systems, they belong to the SCHOOL and the contents of all communications are accessible by faculty and administration for any SCHOOL purpose. The SCHOOL reserves the right to monitor its systems, as it sees fit, in order to ensure compliance with this policy. Students are strictly prohibited from placing personal passwords on any SCHOOL system for the purpose of preventing such monitoring.

Software, Personal Storage Media, and Remote Access

Computer software, whether purchased, developed, or modified by the SCHOOL, may not be downloaded, copied, reproduced, altered, deleted, or appropriated by students or parents without prior SCHOOL authorization. Illegal duplication of computer software may result in filing of criminal

copyright charges by the owners of the copyrights; copyright infringement is punishable by fines and/or imprisonment.

The use of personal storage media devices (ex. CDR/CDRW, DVDR/DVDRW, USB flash drives, external hard-drives, etc.) in the NETWORK or SCHOOL computer systems without prior authorization is strictly prohibited. Students and parents are furthermore prohibited from accessing the NETWORK or SCHOOL systems from remote locations. (ex. Citrix, webmail, VPN, etc.).

Network and Internet Guidelines

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. Please be aware that on a global network it is impossible to control ALL materials, and an industrious user may discover controversial information. DCS and TMA firmly believe that the valuable information and interaction available on this worldwide network outweighs the possibility that users may procure material that is not consistent with the educational goals of the school. This notwithstanding, the SCHOOL has made every effort to protect its students from inappropriate and offensive material through the use of content and e-mail filtering software and hardware systems.

Internet access is coordinated through a complex association of government agencies, regional and state networks, and Internet service providers. In addition, the smooth operation of the NETWORK relies on the proper conduct of the student who must adhere to strict guidelines. In general, this requires efficient, ethical and legal utilization of the NETWORK resources. If a DCS or TMA student violates any of these provisions, their account may be terminated, and/or disciplinary action taken, and future access may be denied.

E-mail, Chat Rooms, Instant Messaging, and Social Networking Sites

Access to personal e-mail accounts by students from a SCHOOL NETWORK computer or system is prohibited, unless otherwise approved by the SCHOOL administration. Access to personal e-mail by students will be granted on an 'as-needed' basis only. Harassment and threats via e-mail messages is strictly prohibited. E-mail messages are not to include personal attacks and should follow normal rules of appropriate public language.

Participation in "chat rooms," instant messaging, message posting, text messages, blogs or browsing social networking sites (e.g., Facebook, Instagram, Twitter, YouTube, etc.) on campus or using SCHOOL equipment for any purpose other than SCHOOL-related duties, is strictly prohibited. Access to these sites is blocked by default and may only be granted with explicit approval from the SCHOOL. In addition, any student who believes that they have been harassed or threatened by any of these methods of communication should immediately report the concern to the SCHOOL for review. Students and parents should also be aware that the SCHOOL periodically checks such sites for compliance with SCHOOL policy.

Password and Encryption Key Security

All student passwords must be available to the SCHOOL at all times. Additionally, students may not install encryption programs of any kind on SCHOOL computers. Further, students are prohibited from the unauthorized use of passwords belonging to other students in order to gain access to another student's information. The student is responsible for any and all activity occurring on the NETWORK and SCHOOL systems under their account and with their password.

Terms and Conditions

Acceptable Use – The purpose of the NETWORK, which is the backbone to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of a network account must be in support of education and research and consistent with the educational and ministry objectives of DCS and TMA. Use of other network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for personal product advertisement is also prohibited. Users who engage in electronic communications with persons in other states or countries or in other systems or networks may also be subject to the laws of those jurisdictions and the rules and policies of those systems and networks.

Privileges – The use of the NETWORK is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and/or disciplinary action. The system administrators will determine in all cases what is appropriate context and use, and their decision is final. It is the system administrators' prerogative to close a student account at any time. The administration, faculty, and staff of DCS or TMA may also request the system administrators to deny, revoke or suspend specific student accounts.

Network Etiquette and Rules – Students and parents are expected to abide by the generally accepted rules of NETWORK etiquette. These include (but are not limited to) the following:

- a. Refrain from using offensive or abusive language in documentation or any form of communication with others via the NETWORK or e-mail. Hate mail, harassment, discriminatory remarks, and other antisocial communication are prohibited.
- b. Illegal activities as defined by local, state and federal law are strictly prohibited.
- c. Students and parents are to refrain from divulging personal information such as home address or telephone numbers unless required in the performance of school work. Likewise, refrain from divulging such information regarding fellow students. Note that e-mail is not guaranteed to be private. Messages relating to or in support of illegal or otherwise objectionable activities may be held accountable for these.
- d. Do not use the NETWORK in such a way that would disrupt the use of the NETWORK by other students and users. Refrain from playing games or streaming media (music and videos) in a non-academic or non-educational manner that restricts other students and users from accessing NETWORK resources.
- e. All communications and information accessible via the NETWORK should be assumed to be private property of the SCHOOL.
- f. Software is protected by copyright law; therefore, do not make unauthorized copies of software found on the NETWORK or SCHOOL systems, either by copying them onto removable storage media (disks or USB flash drives) or onto other remote computers. Do not give, lend or sell copies of software to others.
- g. Do not attempt to gain unauthorized access to systems or data that belong to other students.
- h. Student NETWORK accounts are to be used only by the authorized owner of the account for the authorized purpose. Do not divulge your user account or password to others.

Security – Students are to immediately notify their instructor or principal of any security breach or NETWORK security problem as soon as they are aware of it. Do not use another student's NETWORK account or attempt to logon to the NETWORK as a system administrator. Either of these actions may result in cancellation of the student's NETWORK privileges and/or disciplinary action.

Vandalism – Vandalism will result in the cancellation of student NETWORK privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy hardware or software, harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are related to the DCS and TMA NETWORK. This includes, but is not limited to, the uploading or creation of computer viruses and malware.

DCS and TMA make no warranties of any kind, whether expressed or implied, for the service it is providing. DCS and TMA will not be responsible for any damages suffered by students or parents as a result of using the NETWORK or SCHOOL systems. This includes the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Internet is at the students own risk. DCS and TMA specifically deny any responsibility for the accuracy or quality of information obtained through NETWORK services.

Computer Use Agreement acknowledgement to be signed by Students and Parents (please see 2016-2017 Parent/Student Handbook Agreement on last page of this book).

COUNSELING

Dade Christian School recognizes our students are faced with difficult situations and circumstances throughout their growing up years. They may have a need to seek professional counseling in order to work through their difficulties. We are privileged to work with the Sheridan House Counseling Center and make available their services for the bettering of our students' well-being.

The Sheridan House Counseling Center was established in 1993 as a safe place to turn for guidance. The Counseling Center provides confidential and professional services to families, children, and individuals who are seeking guidance and wisdom. They are careful to respond to each person's needs with love, honesty, warmth, respect, and integrity while maintaining a nonjudgmental, Biblical approach.

The Sheridan House Counseling Center staff includes licensed psychologists, licensed mental health counselors, licensed marriage and family therapists, licensed clinical social workers, and student interns. Each counselor is a Christian who understands the importance of counseling from a Biblical perspective. With differing educational and personal backgrounds, their counselors have specialized training and experience which allows them to offer assistance to diverse individuals and/or groups with a wide range of life circumstances.

Students and parents are encouraged to contact the counseling center, to make an appointment themselves by calling 954-880-9595.

EMERGENCY PROCEDURES

FIRE

An evacuation plan is posted in each classroom. In the event of a fire emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm. Students should obey the following rules:

1. Listen for the teacher's instructions
2. All talking stops – both in and out of the building
3. Everyone stays calm and in line
4. Walk quickly, without running or pushing

BOMB THREAT

In the event of a bomb threat, the fire alarm will sound, but it will be intermittent rings. Students are to exit as they would for a fire emergency.

LOCK DOWN

If the school goes into a lock down, the appropriate announcement will be made and the students are to follow the instructions of the teacher. If it is a "Code Red" Lockdown, students are not dismissed from their classrooms for any reason. If it is a "Code Yellow" Lockdown, students will move from class to class, but will not be allowed to exit the building.

PARENT ALERT

Dade Christian will utilize the "Parent Alert" system to communicate effectively with parents in the event of any emergency at the school, school closings, weather threats, etc. This system will send emails, voicemails, and text messages to parents with appropriate information. In the event of a serious emergency, the information will be sent to all emergency contacts listed for a student. Dade Christian has developed an Emergency Plan in conjunction with U.S. Capitol Security Services and conducts appropriate drills during the school year.

WEATHER ALERT

Dade Christian, with the help of the Crusader Parent Group, has installed a weather alert system that is used for all types of weather, including a lightning detection system. If lightning occurs within 8 miles of Dade Christian, we receive notification and a siren is sounded for everyone to come into the building. We are then alerted when there has not been any lightning for 30 minutes in our area so students can return to the field.

HOME/SCHOOL RELATIONSHIPS

Dade Christian School believes that a positive and constructive working relationship among the school, a student's parents or guardian, and the student is essential to the accomplishment of the school's spiritual and educational mission.

The school accordingly reserves the right to terminate or non-renew a student's enrollment if the school reasonably concludes that the actions of the student, parents, or guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with the school's accomplishment of its purposes.

During the course of a school year, clear communication between the parent and the school is vital. Dade Christian's process of communication is based on the teaching of Matthew 18. When a problem or conflict arises between two people, it is important for those two individuals to meet to resolve that conflict.

We encourage you to come to us directly any time you have a concern or a question.

INSURANCE

Our insurance policy provides for “excess” coverage for your child while at school and will pay up to \$5,000 “in excess over any family or employer group insurance which must contribute their maximum first.”

Our insurance plan is subject to review and change as we attempt to continue to provide a better protection plan.

Although insurance is provided, Dade Christian does not assume liability for an accident or sickness beyond our control. **Any student in kindergarten through fifth grade who is required to be in Extended School but is not in the assigned Extended School location will not be covered by school insurance.**

LIBRARY INFORMATION

The Marty McConkie Memorial Library of Dade Christian School

It is the mission of the media center to assist its patrons to become efficient users of information. We do this by providing print and non-print materials, computer access, a work place, and a helpful staff. We also provide resources that are accessible from home. The media center is open before classes begin and after classes are over for the day. The Media Center is closed for all school holidays and one week before the end of classes at the end of the school year. All materials must be turned in by this time. Elementary students come to the media center weekly with their class. Secondary students can assess the Media Center during the school day with a pass.

CHECK-OUT REGULATIONS

1. Students may only check out two books at one time.
2. Books may be checked out for a period of one week.
3. A fee will be charged for any damaged or lost books. The amount charged may be obtained from the librarian. If the book is lost, the cost of replacing the book will be charged.
4. Overdue books and materials will receive a late notice every grading period. All overdue books must be turned in personally to the librarian.
5. Students may come to the library with a pass from the teacher that specifies the work they are to complete.
6. No food or drink is permitted in the library.
7. Students are welcome to do homework, work on school projects, read or do school-related research.
8. Students are urged to keep their voices down so other students may continue to work.
9. Only students that are working on a computer are permitted in the computer area.

LUNCH PROGRAM

The Crusader Café provides a variety of well-balanced daily hot lunch specials, as well as soups, fresh fruit and salad bar, and “made to order” sandwiches, all at reasonable costs. The Crusader Café operates on a unique debit card system allowing you the convenience of depositing funds into your child’s personal account permitting access as needed. Children may also complement “home brought” lunches with items mentioned. The Crusader Café also offers a hot breakfast from 7:00 a.m. to 8:30 a.m. on a cash or debit card basis. All students must open an account with a minimum balance of \$20.00. If a student’s account reaches a zero balance the parents will be notified. If the balance reaches a negative balance of \$20.00 the student will be blocked from any further purchases in the Café.

MUSIC & DANCING

The appreciation for beauty and the ability to create works of art is one of the many uniquely human traits which gives strong witness to the Biblical view that God created man in his own likeness. As such, Dade Christian School places a high priority on the development of an appreciation for the fine arts, and we encourage students to participate in various forms of aesthetic creativity during their years at DCS. It is the desire of Dade Christian School that students learn to make choices in the areas of music, drama, visual and literary art and dance that are based on an understanding of our responsibility to live within the personal, present reality of a Holy and loving God who has given us His creative nature to use for our enjoyment and His ultimate glory.

Dance may be evaluated in the same manner in which we evaluate other art forms. It has the same potential to reflect the beauty of a God-given creative nature of man. Dance, when in its style and purpose is done for beauty, recreation, or as an expression of cultural tradition, may be acceptable. Dance which accentuates the nature of fallen man, which appeals to the physical appetite, or is sexually suggestive, is inappropriate and does not reveal the image of God created in us.

It is the desire of Dade Christian School that students refrain from choosing the types of music and dancing that are worldly in nature and that bring glory to self instead of bringing glory to God.

PARENT MEETINGS

There are two general parent meetings each year that at least one parent of each student should attend. One is the Parent Orientation Meeting held at the beginning of each year. The other is the State of the School Address held each year in late January or early February. Other parent meetings will be held throughout the year as announced.

PROBLEM SOLVING: HOW CAN WE HELP YOU?

If a problem or misunderstanding arises, we have found this is frequently the result of a lack of communication between those involved. Dade Christian School encourages parents to feel free to question our reasons or gain as much information regarding the situation of concern as possible. Therefore, our school’s policy in dealing with these situations is:

1. All questions, problems or complaints should first be brought to the attention of the teacher.

2. If the situation is not resolved or clarified at this point, it would then be advisable to contact the Elementary or Secondary Teacher Supervisor.
3. If the situation still is not resolved, then please contact the proper administrator.

It is through a cooperative effort between home and school and the teamwork involved therein, that we can implement an open line of communication. This will give us the greatest opportunity in achieving our school's goal of developing each student mentally, physically, socially and spiritually to his/her fullest potential.

RENWEB

In an effort to effectively communicate with our parents, DCS utilizes software called RenWeb, which will enable you, as parents, to view your student's grades, assignments and behavior record on-line. Students will also be able to view their information. The teachers record their grades, homework, and lesson plans in this software package. The minute they record a grade, you will see it on the Parent's Web Site.

You will access only your child's information by logging into RenWeb and signing in with your unique password and email address. When your student gets home from school, you can view homework assignments on-line, rather than relying on his/her memory. You can also see how your child scored on a test taken earlier in the week, or quickly identify assignments not turned in.

Teachers will also be communicating with you through emails, which they can access directly through their RenWeb grade books. We encourage each family to provide the school with an email address for both parents as well as for their student(s).

We encourage all families to keep their demographic data up-to-date on RenWeb. Instructions are available in the Admissions Office on how to do this.

SECURITY

When coming to the school for any reason, you must enter at the North entrance by the Café. Security will direct you to the proper office or person you need to see. If you need assistance and are not sure who to contact, please call the General Office at 305-822-7690, and they will be glad to help you. If you are calling about a classroom problem or need to contact a student, please call the School Office.

Security guards are on duty every day from early morning through late evening. Every vehicle entering the property must have a DCS decal displayed on their windshield. If no decal is displayed, the vehicle may be stopped at the guard gate and the security guard will gather appropriate information. Decals may be obtained at the Security Desk by the Café.

Security cameras are strategically placed inside the school building and around the perimeter of the campus. These provide 24-hour surveillance protection for all students, parents, staff, and guests.

An additional security guard is on duty every day after school as a monitor inside the school building.

The intercom system includes emergency buttons in each classroom, which immediately connects the classroom to the General Office. The intercom is also used to immediately initiate lock-downs or evacuations throughout the facilities in emergency situations.

TEXTBOOK CARE

1. Textbooks are rented by the students via the annual book fee.
2. No writing or marking is to be done in any textbook unless the textbook is purchased in advance.
3. Students will pay for any damages done to a textbook because of abuse or misuse.
4. Students will pay for lost textbooks.

VISITORS

It is the desire of the administration and faculty to be of service to both parents and students. We do, however, respectfully require that any visitor to a classroom make an appointment with the appropriate office. Parent-teacher conferences should be scheduled with the classroom teacher at a convenient hour.

Any parent entering the school building between the hours of 8:30 a.m. to 2:30 p.m. must first obtain a visitor pass from Security. We request that parents not congest the hallways before and after school. At dismissal, Elementary parents may sign students out at the classroom or at Extended School.

Only prospective students will be allowed to visit classrooms for the day. The visit must be arranged at least 24 hours in advance by contacting the Admissions Office. All visitors must meet Dade Christian standards of dress and conduct. Visits will be limited during exam weeks and any other special activities as designated by the administration.

CONCLUSION

We trust that you will determine to observe these standards. We desire to work together with parents and students in a spirit of unity in order to achieve the greatest possible success for everyone. If any problems or situations arise which are not discussed in this handbook, the administration and faculty will determine the course of action necessary to correct the problem.

2K
PROGRAM

Dade Christian School

Two-Year-Old Early Education Program

The Two-Year-Old Kindergarten (2K) program at Dade Christian School provides an opportunity for your child to have the best quality childcare in a Christian setting. We recognize and appreciate the uniqueness of each child and seek to provide, for all children, an environment in which the child may learn new concepts and skills through concrete experiences and loving care. Dade Christian School has been providing quality care since 1961.

HOLIDAYS

The Two-Year-Old Kindergarten program follows the school calendar and will be closed on the following holidays:

Labor Day– No School
Veteran’s Day– No School
Thanksgiving Holiday– No School
Christmas Holiday – No School
Martin Luther King, Jr. - No School
Easter Vacation – No School

ENROLLMENT

Children must be two years old for the 2K program upon enrollment. Please provide the Admissions Office with your child’s birth certificate, social security card, and immunization record. The application packet must be completed upon enrollment.

STAFF

The Department of Children and Families (DCF) has cleared all faculty and staff members that come in contact with our two-year-olds to work in a childcare facility. All teachers and assistants meet the minimum credential requirements to work with preschool aged children, such as a Bachelor’s Degree in Early Education, Director’s Credential, and/or a Child Development Associate (CDA). In addition, our faculty and staff provide loving and nurturing care in a safe, fun, active, academic, and Christian environment.

CURRICULUM

The A Beka Curriculum for two-year-olds is utilized. The A Beka curriculum is a Christian based academic curriculum that teaches the early fundamental foundations in Bible, Phonics, Numbers, Printing, Science, Health, Safety and Manners in a fun, hands-on environment. In addition, major emphasis is placed on character development through the integration of Biblical principles throughout the daily activities.

ENRICHMENT CLASSES

The two-year-old class attends one enrichment class daily.

HOURS OF OPERATION

Morning Care Drop Off:	7:00 – 7:45 a.m.
Regular Schools Hours:	8:00 a.m. – 3:00 p.m.
Dismissal:	3:00 p.m.
Extended Care:	3:00 – 6:00 p.m.

**Additional fees applied after 6:00 p.m.
A \$15.00 charge will be assessed for every 15-minutes late.*

MEALS

Breakfast, lunch, and two snacks will be included in the tuition cost for full-day 2K students. A planned menu will be posted each week. There will be no food substitutions. If your child does not like a planned meal, please pack their lunch for that specific day. Breakfast will be served between 7:20 and 7:45 a.m. If your child arrives after 7:45 a.m., they may not have breakfast in their classroom.

DROP OFF/PICK-UP and SIGN-IN/SIGN-OUT

Children must be walked to the classroom door each day. The parent or guardian dropping off the child, must sign the child in. The half door will be open. For the safety and well being of all of the children, parents will not be allowed entrance into the classroom. At time of pick-up, the parent or guardian must sign their child out. No child will be released to anyone who is not listed on the child's pick-up authorization. We will ask for a picture ID if we do not know the person picking up the child. Please note: Parents who are late picking up their child will be charged \$15.00 for every 15 minutes after 6:00 p.m.

DISCIPLINE

We believe that each child is unique and brings something wonderful to the program each day. Our method of discipline is to provide consistent loving guidance and direction, while setting boundaries and expectations. One of the ways we accomplish developmental goals and set standards is by providing planned, organized, consistent, age-appropriate lessons, activities, and routines. Through character training and discipline the expected student outcomes will be learning to finish projects, learning to get along with others, helping to keep the room in order, engaging in conversation, listening to stories, and playing peacefully and with concentration. A daily communication folder will be sent home stating any areas of concern. We believe that partnering together with the parents will enable the children to reach their highest potential.

HEALTH INFORMATION

We are required by state and county regulations to have in each student file a health statement that includes a record of up-to-date immunizations. Children will not be allowed to begin school without this record.

ILLNESS

Children who arrive noticeably ill, with a rash or with a fever cannot be permitted to stay in school. In the event a child becomes ill during the school day, our clinic attendant will notify the parent immediately. The child will be taken to the Clinic under the supervision of our attendant until the parent or authorized person arrives to pick up the child. If your child needs to take over-the-counter medication, we have a form in the Clinic to be completed by the parent. If your child is taking prescription medication, a written note from the doctor must be

submitted to our nurse and medication dropped off at the Clinic. Please note that classroom teachers are not allowed to administer medication of any type.

A child will be considered ill if they have any of the following symptoms:

- Fever/temperature of 100 degrees or higher
- Diarrhea or vomiting
- Conjunctivitis (pink eye)
- Head and skin infections (ring worm, lice, impetigo, etc.)
- Throat that is red
- Contagious illnesses (chicken pox, strep, bronchitis, viral infections, etc.)
- Obviously ill or injured as evaluated by our clinic attendant

Your child may return to school when:

- Temperature remains normal for 24 hours without any other signs of illness
- Child has been on antibiotics for 24 hours and the doctor signs an admittance statement

DRESS

We encourage you to dress your child in play clothes and tennis shoes for school each day. Daily activities include active indoor and outdoor play. Some activities may even be a bit messy. Your child should feel comfortable enough to enjoy the activities without worrying about ruining his/her clothing. Think of your child's comfort and provide simple clothing that is free of complicated fasteners and belts. Provide clothing that is washable and able to stand up to messy artwork and play activities. It is preferred that no jewelry be worn during school hours. We play outdoors every day except when weather conditions do not permit. Please label all clothing items.

CONFIDENTIALITY OF RECORDS

Student records are open only to the child's teacher, the director, the principal, and authorized employees of the licensing agency and the child's parents or legal guardians.

BIRTHDAYS

Birthday celebrations are enjoyed and encouraged. These are special and memorable times for the children. We ask that parents check with their child's teacher at least one week prior before providing birthday or seasonal treats. All birthday celebrations will be limited to their scheduled lunchtime.

POTTY TRAINING

We will consistently check for potty training readiness and encourage the potty training regimen with each child. Please understand that students have different developmental stages and these range according to the individual child. We will do our part in this process; however, we will not overwhelm a child that is not ready for the potty. The teacher will keep you posted on all of their potty events each day. A log will be posted in the classroom that will record each diaper or potty movement for each child.

**ELEMENTARY SCHOOL POLICIES
&
PROCEDURES**

MESSAGE FROM THE ADMINISTRATION

Welcome to Dade Christian School. This section is meant to function as a policy handbook for elementary students and parents. Specific situations not discussed here will be handled at the discretion of the faculty and administration. Your child's teacher or the School Office staff can answer any questions you may have about the following information. Have a great school year!

SCHOOL HOURS

School Office	7:30 a.m. - 3:30 p.m.
2K Half-Day	7:15 a.m. - 12:00 p.m.
2K Full-Day	7:15 a.m. - 6:00 p.m.
3K & 4K Half-Day	8:00 a.m. - 12:00 p.m.
3K & 4K Full-Day	8:00 a.m. - 3:00 p.m.
Grades 5K-5	8:00 a.m. - 3:00 p.m.
Extended Care	3:00 p.m. - 6:00 p.m.

Supervision of children begins at 7:00 a.m. each morning. **Children are not to arrive on campus before this time.** Elementary students arriving between 7:00 - 7:45 a.m. must go to the cafeteria for proper supervision. Classroom doors open at 7:45 a.m.

ABSENCES

Dade Christian School firmly believes that it is of the utmost importance for students to be present in class and to arrive on time. Students must be in school a minimum of 3 hours to be counted present for the day. The only absences that will be excused are the following:

- School related absences (sports, field trips, etc.)
- Required court appearance
- Death of immediate family member (mother, father, grandparent, or sibling)
- Take Your Child to Work Day (Prior approval is needed)

Following any absence, a note from the parents must be brought to the Clinic on the day you return stating the reason for the absence. DCS policy is that a student may be given as many as two days per absence to make up any work that was missed, but arrangements must be made with each individual teacher.

A student who is in school less than 3 hours must have a note from the doctor and approval from the administration in order to participate in any extracurricular activities that day.

ACADEMIC PROBATION

Any student whose GPA falls below 2.0 in any grading period will be placed on an academic probation contract for the next nine weeks. If the GPA is still below 2.0 by the end of the nine weeks, an evaluation will be made by the Administration. Required tutoring or dismissal from school will be considered. Students on academic probation may not be eligible to participate in the Elementary Athletic Program.

AFTER-SCHOOL TUTORING

For the convenience of teachers, parents, and students, a pool of faculty members interested in tutoring after school, either on or off campus, will be maintained. Parents may contact the School Office 305-827-8761, should

they be interested in having their children tutored. Arrangements are then made between parents and teachers. Note: Due to faculty responsibilities, faculty is not available for tutoring until after 3:30 p.m. The charge for tutoring is \$45.00 per hour with a maximum of 1 student.

ATHLETIC REGULATIONS

The athletic program is for Dade Christian School students only. Academics take priority over our athletic program. If a teacher feels that a student needs extra help or needs to complete homework after school, the student needs to stay in class and go to practice late. Any elementary student who is invited by the Athletics Office to participate in Middle School, Junior Varsity, or Varsity Athletics must first sign the Elementary/MS/JV/Varsity Participation Agreement. Students who are suspended will not be allowed to participate in after-school activities on the days of the suspension. On practice days the athletes will be dismissed from class to Extended School. Coaches will pick up the teams and take them to the locker room to change. If the athletes are not picked up immediately after practice, they will go to Extended School and will be charged for Extended School.

THE DCS STANDARD OF CONDUCT

Students at Dade Christian School are expected to observe and maintain certain standards for the benefit and protection of the student and the “school community” as a whole. They are to:

- Maintain Christian standards of courtesy, kindness, morality and honesty.
- Show proper respect towards others (peers, elders and those in authority).
- Dress appropriately and modestly, adhering to the school standards.
- Live in such a way that Christ is honored.

Students must agree to abide by the standards of Dade Christian School and other federal, state, and local regulations. Students must be in harmony with the goals, aims and standards of Dade Christian School.

DISCIPLINE

Discipline is a process where the student progressively learns to develop habits of self-control and to recognize his/her own accountability to others and to God. The main objective of discipline in a Christian School is to help students learn to make wise choices, to face poor choices honestly, and to see a pattern of consequences for the choices they do make.

It is the desire of Dade Christian School that all correction, discipline or punishment be fair, consistent, and in accordance with God’s word. “For whom the Lord loves He corrects, just as a father the son in whom he delights.” (Proverbs 3:12 NKJV)

In the event a student should not abide by Dade Christian School standards of conduct; correction and/or consequences will be administered for the good of the student and the school as a whole. A supportive, cooperative attitude on the part of the parents usually transfers to the children.

If your child is disciplined at school, you should:

- Remain calm and objective and get all the facts from the teacher, as well as your child before judging either of them. Proverbs 18:12 and 14:17
- Remember that the teacher is an experienced professional who loves your child and uses good judgment in disciplining him. Proverbs 13:24 and 16:21
- Understand that children do not like discipline and it is in their nature to relate incidents in ways favorable to themselves. Proverbs 15:10

- Discuss the disciplinary incident with the teacher, and remember that you and the teacher are partners. Proverbs 15:22
- Remember that your response is a model for your student to emulate. Please support the teacher in attitude and action.
- Students should understand that discipline is an act of love, and DCS teachers and administrators love students enough to discipline them. Infractions of the rules of the school or classroom are dealt with by the classroom teacher. If the problem is serious or becomes repetitive, the school administration will become involved.

1. **PROCESS OF DISCIPLINE**

The process of discipline at Dade Christian School has been developed to ensure personal growth in the lives of the entire school community and to assure the safety and quality environment each one deserves.

A. **Minor Infractions** - Include but are not limited to:

Chewing gum, littering, loitering, lack of classroom materials, running in hallways, shouting in hallways, eating where prohibited, improper conduct, taking someone's belongings without permission, using the Lord's name in vain, singing inappropriate lyrics, writing inappropriate lyrics, irresponsibility (excessive class absences, unexcused tardy, lack of attention, causing distraction), disrespect, lack of cooperation, failure to follow directive, sent to admin office for misbehavior in class, offensive speech, vulgar speech, appearance of cheating, misuse of cellular phone (See cellphone policy), failure to report misconduct, entering off-limit areas, inappropriate pictures/words (on personal belongings or school property), skipping class, unauthorized class walkout, lying, failure to serve detention, not keeping hands to self, rowdy behavior (Horseplay), dress code violation, violation of policy (misuse of cell phone, having prohibited items, etc.), social misconduct (inappropriate physical contact, suggestive language or content), cheating (homework, classwork), unexcused absence from event (Sports, etc.), late to chapel, and talking/playing in chapel.

B. **Major Infractions** –

The following are some examples of student behavior which violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive. Students may be disciplined, suspended, or dismissed from school for any of the following:

Bullying, obscene/abusive language or behavior, purposefully damaging school property, forging parent/guardian signature, possession of harmful devices, disruption of school event, and fighting or malicious horseplay.

2. **DISCIPLINE NOTIFICATION**

A discipline notification may be issued to students who violate classroom or school rules, exhibit disruptive behavior that negatively affects other members of the school community, or violate school policy. These notifications will state the misconduct involved, the method used to correct the behavior, as well as any further comments regarding the discipline procedure. When a rule or policy has been ignored, broken or violated, it will be documented by the teacher or an Administrator via RenWeb.

Detentions may be issued for students in grades 3 – 5 and a \$25.00 (per 30 min.)/\$50.00 (per hour) detention fee will be charged to the student's account if issued.

3. STUDENT ACCOUNTABILITY

Student accountability at DCS comes in the form of an Individual Student Discipline Report. This report is a tool used by the School Office to carefully monitor the accumulation of Minor Infractions a student has received throughout the school year.

Each student discipline report is divided into four levels:

1. **Yellow Alert Status** – an annual accumulation of infractions totaling 15 demerits (points). The student is cautioned, and the parent is emailed via RenWeb, as well as a letter being sent home to notify the parent of the current status.
2. **Red Alert/Disciplinary Probation** – an annual accumulation of infractions totaling 30 demerits (points). A meeting is scheduled with the student and parent to seek further partnership to avoid contractual status and a possible non-invitation for enrollment for the following school year. A letter and probation requirement guidelines are sent home.
3. **Contractual Status** – an annual accumulation of infractions totaling 40 demerits (points). A meeting is scheduled with the student and the parent to discuss contract requirements. Regular meetings with a counselor are mandated for the student. *The student is in serious jeopardy of immediate expulsion pending additional major or minor infractions.*
4. **Separation From School** – an annual accumulation of infractions totaling 50 demerits (points). The administration will determine if the student will be allowed to complete the school year.
 - The Administration reserves the right to alter any of the stated consequences if the circumstances warrant it.
 - Students who receive a referral for a major infraction are in jeopardy of immediate probation, contractual status, or expulsion. A student may be placed on disciplinary contract any time the administration feels it is warranted.

4. DETENTIONS (3rd – 5th Grades Only)

Detentions, assigned by teachers or school administration, will primarily be given for infractions that create a class/school disturbance. The following guidelines will apply:

- a. Detentions will normally be served between 3:15 p.m. and 4:15 p.m. for students in grades 3-5. The detention scheduled is determined by Administration and all detentions will be served on the set date and time.
- b. There will be a charge of \$25.00 (per 30 min.)/\$50.00 (per hour) for each detention issued.
- c. Students will be escorted to the assigned room by their teacher.
- d. If students are not picked up by 4:15 p.m. they will be escorted to Extended School. Once in Extended School, an additional charge of \$15.00 will be assessed.
- e. If students miss a detention, an additional detention will be assigned. Missed detentions may result in a suspension.
- f. Detentions will be rescheduled only with prior permission from the School Administration.
- g. Students may not be excused from detention because of after-school activities.
- h. School uniforms must be worn in detention.
- i. Inappropriate behavior during detention may result in another detention or suspension.
- j. Work detentions will be assigned, at the discretion of the School Administration and with the permission of a parent.

5. SUSPENSION

Suspension from school is a result of repeated minor misconduct or a violation of a major school policy. Suspensions range from one day to one week. The work missed will not be able to be completed. Student will receive zero grades for all missed assignments.

A student who receives a suspension is separated from the school community entirely and is not permitted to be on campus or attend any school related activities.

6. EXPULSION

Dade Christian School's disciplinary measures are structured to give the students the opportunity to reflect on their actions and then demonstrate a desire to remain at Dade Christian School by changing their behavior. If these means fail, the student will be expelled.

DRESS CODE STANDARDS

The Dade Christian dress code is designed to develop a sense of neatness and modesty within the student without attracting attention to them as an individual. Dress styles are important because they reflect the inner being of an individual and make a strong statement to others as well. Modesty and appropriateness are important elements of our dress standards.

Inappropriate dress will be dealt with on an individual basis, and the administration reserves the right to determine if a student is dressed or groomed appropriately. Students who, in the judgment of the administration, do not meet the daily dress code or grooming guidelines may be issued a detention and/or may be withheld from class until proper clothing is obtained or grooming issues are resolved.

Dress for special days will be clarified prior to the day to avoid any misunderstandings. **Failure to come in proper dress code will require that the student change to a school uniform or parent will be asked to bring a change of clothes.**

General Guidelines:

1. Only approved DCS uniforms, purchased from Flynn & O'Hara Uniforms, may be worn each day. All clothing must be modest and appropriate in appearance.
2. Shoes must be sneakers, dress shoes, or Sperry's in black, gray, or white. (No open toe shoes allowed).
3. Only uniform sweaters or school jackets may be worn.
4. Unusual hairstyles are not permitted.
5. All shorts worn for school activities must be at least mid-thigh in length. When standing erect, the hem of the shorts must be below your thumbs.

BOYS ATTIRE

1. All shirts must be properly buttoned.
2. Socks must be worn.
3. All boys in grades 3K- 5th must have their hair trimmed neatly above the collar and the eyebrows. Long hair should be neatly placed in a ponytail or bun. Hair must be shorter than 6 inches tall or wide.
4. Uniform slacks or shorts must be worn with belts.
5. No cut-off shirts are to be worn on school property or at school activities.
6. Shirts must be worn at all times on school property and at school activities.
7. Earrings and/or any body piercing jewelry are not to be worn while on campus or at any DCS events.

GIRLS ATTIRE

1. Uniform skirts may be no shorter than two inches above the knee.
2. All blouses/shirts must be properly tucked-in and buttoned.
3. Socks must be worn.
4. Uniform slacks or shorts are to be worn with belts in grades 4th and 5th. Girls in grades 2K-3 may wear the appropriate uniform dress.

5. Shoes must pass school standards at all times (including dress-down days). No flip-flops or backless shoes are permitted.

EARLY DISMISSALS

Early dismissal requests will be handled in the Clinic. No student is to leave school early without being signed out in the Clinic by their parent or approved adult.

EXTENDED SCHOOL

Your child’s welfare is our first priority. In order to protect your child, there are certain procedures to be followed in Extended School.

We ask that every Kindergarten and Elementary parent complete a Dade Christian School identification card for each person designated to pick up children. This card is to be presented at the sign-out table. A colored card for that day will then be given to a parent or guardian that will allow the counselor to release your child.

Before 3:15 p.m., you may pick up your child in his/her classroom; after 3:15 p.m., he/she will be in Extended School. We do not allow students to wait for parents outside the building. We do not allow other students to pick up younger siblings unless they are in High School and a parent is waiting in the car.

Parents will be charged for Extended School beginning at 3:15 p.m.

FIELD TRIPS

Field Trips are an important component of the curriculum. They allow students to actively interact with the topic being discussed. Parents are welcome to attend field trips. However, siblings enrolled at DCS are only permitted to attend field trips designated to their grade levels.

Any student not attending a field trip must remain home for that day as we do not provide supervision. This will count as an absence. Students on disciplinary probation may not be allowed to participate in field trips.

All students must have a permission form signed by a parent/legal guardian before leaving on a field trip. Field trip monies are non-refundable.

GET ACQUAINTED DAY

Before school begins, DCS hosts a “Get Acquainted Day.” Each student receives a schedule through the mail prior to this day with the teacher’s name and room number. This day is set aside for the students and parents to come to the school anytime between 9:00 a.m. and 2:00 p.m. to meet with their teachers and find out where their room is located. It is not mandatory, but we encourage each parent and student to attend.

GRADING SYSTEM

Progress reports for 2K students will be issued quarterly.
Skill Sets Report Cards for 3K and 4K will be issued quarterly.

5-Year-Old Kindergarten & Elementary Enrichment:

E Excellent
G Good
S Satisfactory

N Needs Improvement
 U Unsatisfactory

GRADES 1 - 6

<i>Letter</i>	<i>Percentage</i>	<i>GPA</i>
A+	100	4.0
A	93- 99	4.0
A -	90- 92	4.0
B+	87- 89	3.0
B	83- 86	3.0
B-	80- 82	3.0
C+	77- 79	2.0
C	73- 76	2.0
C-	70- 72	2.0
D+	67- 69	1.0
D	63- 66	1.0
D-	60- 62	1.0
F	0- 59	0.0

HOMEWORK

Homework may be given each night (except Wednesday) and must be completed. In 1st-6th grade, late homework penalties are: 1st Day – C – 75%, 2nd Day – D – 65%, 3rd Day – F – 50%. Homework not turned in during the marking period will receive an F – 0%.

In grades 4th- 6th, any student with three late homework assignments will also be issued a Detention.

LOST & FOUND

If your student has lost an item, please contact the Clinic. Items must be claimed within a reasonable amount of time or they will be discarded.

BIRTHDAY & CELEBRATORY PARTIES

It is Dade Christian School policy that invitations to parties may be handed out at school only if all boys and girls in your child’s class are to be invited. This is to eliminate any hurt feelings or unhappiness for our children.

Birthday parties are permitted at school, but are limited to lunch and/or recess time. Parties at school are to be for your child’s class only and students from other classes will not be allowed to participate. No clowns, face painting, etc. are permitted.

PHYSICAL EDUCATION PARTICIPATION

All students in grades 5K-6th are expected to participate in P.E. Students who are not able to participate in physical education because of a minor disability must bring in a written excuse from the parent/guardian. A doctor’s note will be required for a physical limitation that exceeds three days. Students excused from P.E. will remain with their class but will not participate.

PERSONAL PROPERTY

The school discourages all students from bringing personal items to school that have no bearing on, or use in, the educational process. The school cannot accept responsibility for personal items should they be lost, broken, or stolen.

SNACKS

Students in 2K-6th grade have a scheduled snack time. If you send a snack to school with your child, it should be a fruit or vegetable snack. This includes any fruit or vegetable in its original form such as an apple, orange, pear, banana, cantaloupe, strawberries, grapes, kiwi, peach, carrot, celery, cucumber, etc. Please limit the snack to one item as there is limited time for snack.

STANDARDIZED TESTING

The Stanford Achievement Test (SAT) is given each spring and scales a student's performance according to grade level. The Otis Lennon School Ability Test (OLSAT) is given every even year to determine a student's I.Q. Test results are sent to parents at the end of the school year.

Parents or students having specific questions should address them to the School Administration. Students who score below the 25th percentile on the SAT may be required to attend summer school in the area of deficiency.

STUDENT PLACEMENT/TEACHER REQUEST POLICY

Each year, Dade Christian School students are prayerfully placed in classrooms, based on the student's academic and developmental needs. Many other factors also impact student placement. Therefore, developing a relationship built on trust is our priority. With this in mind, we do not receive individualized classroom placement requests. We appreciate our parent's support of this policy.

SUMMER SCHOOL REQUIREMENTS

If a student fails a subject for the year, Summer School will be required through Florida Virtual.

TEXTBOOKS

Students will pay for any damage to textbooks because of abuse or misuse.

TARDIES

Like absenteeism, tardiness disrupts not only the learning process, but other students of the class. It is important to teach punctuality as part of student development. Any student entering a classroom after 8:00 a.m. will be counted as tardy. Excessive tardies and/or absences will be handled in the following manner:

Preschool

The Preschool program at DCS firmly believes that habit training is of utmost importance in helping to set a firm foundation in the development of young students. Therefore, we strongly encourage parents to

have their children in their classrooms by 7:45 a.m. each school day. When students are tardy and/or absent on a regular basis, learning gaps are formed and habit training is affected.

Grades 5K – 6th

Parents will be contacted by the Administration by the fourth tardy in order to find a possible solution to individual circumstances, and encourage compliance with DCS attendance policy.

**SECONDARY SCHOOL
POLICIES
&
PROCEDURES**

ABSENCES

A. GENERAL

1. According to Florida Statute 1003.436, a 0.5 credit course includes a minimum of 67 hours of instruction in a designated course of study. Based on this number, students are only allowed nine (9) unexcused absences per semester per class. Students who have more than nine (9) unexcused absences per semester may be denied credit for that course and may be required to attend summer school.
2. After a student's 4th, 6th, and 9th unexcused absence in any class, the parent will receive an email informing them and providing instructions on how to check the dates in RenWeb.
3. After arriving on school property, students may not miss any class or lunch for any reason without administrative approval. Once a student arrives, he/she may not leave campus until the proper dismissal time without permission from the School Office.
4. Parents are required to call the Clinic at (305) 827-8715 to report students who are absent from school or if their student is arriving late due to an appointment.
5. Students who will be leaving our campus for any reason during school hours must first check out with the Clinic. (Parents must be sure to communicate via written documentation with the attendance office regarding any arrangements involving the transportation of your child(ren) off campus during regular school hours 7:45 a.m. - 3:00 p.m.) Students are not permitted to leave campus for lunch.
6. Make up homework should be completed as soon after returning to school as possible. DCS policy is that a student may be given as many as two days per absence to make up any work that was missed, but arrangements must be made with each individual teacher. The student is responsible for completing all work that was missed.
7. A student who misses 3 or more consecutive classes must have approval from the administration in order to participate in any extracurricular activities that day.

B. EXCUSED ABSENCES

1. An excused absence is defined as an absence due to a court order; death in the family; or a documented student illness, (**documentation must be turned in within a week of the absence**). These absences do not count towards the nine (9) allowable absences per semester.
2. Extended absences of more than 2 consecutive days, must be accompanied by a doctor's note in order for it to be considered excused.
3. Students are excused for athletic events, class trips, field trips, and special events with the teacher's permission; **however, students are responsible to make arrangements to make up work in advance and to be prepared to participate in class upon return.**
4. Juniors are permitted one day and Seniors may use two days of pre-approved absences to visit a college campus. There is no academic penalty for college visits as long as all class work and homework is completed on the day the student returns. Pre-approval must be obtained through the Clinic.
5. At-home suspension is considered a school related absence and does not count toward the total allowable absences per semester.

C. TARDIES

Punctuality is important to the effective management of any situation and it is also important for an individual to develop a habit of being punctual. Students tardy to class without a note from the school office, secondary teacher, clinic, or administrator will receive an unexcused tardy.

The following steps will be taken each 9 week grading period.

Four tardies	RenWeb will generate a notification to parents that a 30 minute detention has been issued. See Detentions section for additional information.
Seven tardies	RenWeb will generate a notification to parents that a 1 hour Detention has been issued.
Ten tardies	RenWeb will generate a notification to parents that a 1 hour & 30 minute Detention has been issued, and conference will be held with parent and student.

Students have 24 hours to bring a pass to class in order for an unexcused tardy to be changed to an excused tardy. If a student has an unexcused tardy of 15 minutes or more to any class, it will also be counted as skipping and recorded as an absence.

D. EARLY DISMISSAL

Any student leaving early with anyone other than their parents must have written and/or verbal permission to do so.

ACADEMICS

A. Interim Grade Reports

Interim grade reports will be emailed home midway through each quarter.

B. Report Cards

Notification dates of report card availability on RenWeb will be issued by the school registrar at the end of each quarter.

C. TESTING POLICY

The semester grade for grades 7th -12th is calculated by taking 40% of each of the nine week grades and 20% of the semester exam grade. A semester exam will be given at the end of each semester in every subject.

1. Departments will test on assigned test days.
2. If there is a reason to test on any day other than the assigned test day, the teacher will obtain approval from Administration.
3. The following is a list of the assigned test days:
Monday: English, Social Studies
Tuesday: Science, Math
Wednesday: Bible, Electives/Foreign Language (Please note, students may have up to three 3 tests scheduled on Wednesdays)
Friday: English, Math
4. No homework will be assigned on Chapel days and no quizzes or tests given on the day following Chapel without administrator approval.
5. AP Courses are an exception and may test any day with advance notice.

D. ACADEMIC RESPONSIBILITIES AND PENALTIES FOR ABSENCES AND TARDIES

1. It is the responsibility of the student to arrange to make up all work missed during an absence.
2. If a test is missed due to an absence, the student must make arrangements with the teacher to make up the test as soon as possible.
3. If the student misses a class the day before a scheduled test for any reason, they will still take the test as scheduled, unless excused by the Secondary Administration.
4. All tests and quizzes that must be made up may be different than the original test.
5. Projects that are submitted after the deadline will receive an academic penalty of 10% per day. The parents will be contacted on the due date to keep them informed.

E. LATE HOMEWORK POLICY

1. An "M" will be entered in RenWeb to indicate a missing assignment. It will be calculated into the average as a zero.
2. If the homework is not turned in due to an absence it will be graded normally, but otherwise 1 day late results in a 25% deduction, a second day is 50%, and beyond that the grade will be changed to a zero.

F. LATE HOMEWORK CONTACT POLICY (Each 9 Week Marking Period)

1. 1st late homework – teacher enters an "M" in RenWeb and speaks with the student

2. 2nd late homework – teacher enters “M” in RenWeb and speaks with the student
3. 3rd late homework – teacher enters an “M” in RenWeb, and communicates with the parent
 - Option A – teacher makes a phone call and speaks with the parent
 - Option B – teacher emails the parent individually and receives confirmation (if they do not receive confirmation teachers must use Option A)
4. 5th late homework – teacher enters an “M” in RenWeb, and speaks with the student
5. 7th late homework – teacher enters an “M” in RenWeb, and communicates with the parent using Option A

G. ACADEMIC PROBATION

Students must maintain a 2.0 GPA to remain in good standing academically. Should a student fail two or more subjects or have a GPA below 2.0 on the quarterly report, he/she will be placed on academic probation for the next quarter. Students on academic probation for more than one quarter, and who still do not maintain a GPA of 2.0, may be asked to withdraw or may not be invited back for the next school year.

H. EXTRA CREDIT POLICY

Extra credit will not be permitted unless specific approval is obtained from the Teacher Supervisor and Principal. **Individual extra credit will not be allowed.**

I. GRADING SCALE

Grade	Percentage	GPA
A +	98.50 - 100	4.0
A	93.50 - 98.49	4.0
A -	89.50 - 93.49	4.0
B +	86.50 - 89.49	3.0
B	83.50 - 86.49	3.0
B -	79.50 - 83.49	3.0
C +	76.50 - 79.49	2.0
C	73.50 - 76.49	2.0
C -	69.50 - 73.49	2.0
D +	66.50 - 69.49	1.0
D	63.50 - 66.49	1.0
D -	59.50 - 63.49	1.0
F	0 - 59.49	0

Grades will reflect exact numerical values.

J. GRADUATION REQUIREMENTS

All academic courses taken as requirements for graduation must be successfully completed to receive a diploma from Dade Christian School. At least 26 credits must be earned during the four years (grades 9-12), including the following requirements:

- Bible – 4 credits (1 credit for each year attending DCS)
- English – 4 credits
- Math – 4 credits (must complete Algebra 2)
- Science – 3 credits (must include Biology and Chemistry)
- Social Studies – 3 credits (must include World History, United States History, Government, and Economics, and a 4th credit is required if students attend DCS for four years)
- Foreign Language – 2 credits (must be in the same language, in consecutive years, and completed by 11th grade)
- Fine/Performing Arts – 1 credit
- Physical Education – 1 credit
- On-line Class – 1 credit

Community Service – 80 hours (20 hours for each year attending DCS)

K. TRANSCRIPTS

1. All transcript requests are to be made through the Registrar by completing a transcript request form.
2. Students are eligible to receive three free transcripts sent per year. For all others, there will be a \$5.00 charge per transcript request.
3. Fees are to be paid to the Business Office
4. All requests for letters of recommendations and school reports (school profiles, counselor recommendations, etc.) which are submitted to the Registrar will be completed within two weeks and mailed directly to the institution required.

L. ADVANCED PLACEMENT CLASSES

To receive the AP designation on the Final Report Card, a student must take the AP Exam in May.

ATHLETICS

A. OVERVIEW

The purpose of athletics at Dade Christian School is to glorify God, develop Christ-like character qualities in our athletes such as teamwork and dedication, develop talents to their fullest, and be a witness by example of the Christian faith. Athletic skills and game related strategies are fundamental to our program, but do not take precedence over our primary purpose. Our school offers the opportunity for secondary students to participate in many interscholastic programs at the Junior High, Junior Varsity, and Varsity levels.

B. ATHLETIC REGULATIONS/DRESS

The way in which athletes conduct themselves on the way to games, during games, and returning from games is extremely important. Athletes are expected to conduct themselves on and off the field with sportsmanship and dignity.

1. Athletes must wear a practice uniform that is designated by the coach.
2. Athletes must wear a t-shirt, tank top, or other prescribed practice jersey at all times during practice.
3. No half-shirts or cut-offs are to be worn at any time on school property or at school activities.
4. An athlete who quits a sport after the first game may not participate in another sport without authorization from the Administration.
5. No athlete will be allowed to participate in athletics unless he or she is covered by personal medical or employer group health insurance. Our insurance policy provides for “excess” coverage for accidental injury and will pay up to \$5,000 for costs in excess over any coverage from family or employer group health insurance which must contribute its maximum first.
6. Any athlete who misses any class must receive permission from the administration in order to participate in any athletic event on that day.
7. If a student would like to participate in two (2) sports during the same season, he/she must obtain authorization from the Athletic Office.
8. All athletes must maintain a 2.0 cumulative GPA, based on semester averages, in order to be eligible to participate on an athletic team.
9. Athletes are not permitted in the gym or fitness center unless under the direct supervision of a coach.
10. All athletes must have a FHSAA physical form and release form on file with the Athletic Office before they are permitted to practice.
11. Athletic jerseys may be worn to school only on Fridays during the season for that sport.

CAR REGULATIONS

Driving on the campus of Dade Christian School is a privilege. It is the parent's and student's responsibility to be aware of state and local laws specific to the safe operation of any motor vehicle. The speed limit on DCS property is 10 MPH. In addition, every student who drives must have a valid driver's license. A learner's permit is not a valid driver's license unless accompanied by an adult who is 21 years of age or older. Students who violate these laws and school policy will be in jeopardy of losing this privilege as well as incurring any additional consequences.

- A. Students who drive without a valid driver's license may have their keys confiscated and the vehicle towed. This action may result in suspension or expulsion.
- B. Students who drive to school must register their cars with the Security Department by August 31, or immediately upon obtaining their license, allowing them to legally drive a car without adult supervision.
- C. Students must park in their assigned parking area located on the north side of campus (closest to the Main Entrance).
- D. All cars must be parked correctly in marked parking spaces.
- E. Reckless or careless driving will not be tolerated.
- F. Cars may not be driven after arrival in the morning until leaving for the day.
- G. Students are not permitted to go to their car during school hours unless they receive permission from the School Office.
- H. No writing, pictures, or symbols shall be displayed on any car that promote a philosophy contrary to the philosophy of Dade Christian School.
- I. No loud music will be permitted in the cars.
- J. All student drivers must visibly display school decal on the lower left corner of the front windshield.
- K. **Violation of any of the above regulations may result in not being able to drive on school property for a specified period of time, or other disciplinary action.**

COMMUNITY SERVICE

The Dade Christian School Community Service Program seeks to provide students with the opportunity to involve themselves in a variety of enriching, useful and practical experiences that serve the school and community.

Through community service, students can learn new skills, assume responsibilities, become aware of the needs of others, and learn the importance of unselfish serving and giving. Community service links students to the wider community and exposes them to people and situations outside their previous experiences.

Each high school student at DCS is required to perform a minimum of 20 hours of community service per year at DCS between the last day of eighth grade and the last day of classes as a senior. The community service requirement may be satisfied by participation in a single activity or a combination of approved activities.

Failure to complete this requirement will result in the holding of final transcripts and diploma.

A. DEFINITION OF COMMUNITY SERVICE

A recognized community service activity by a DCS student is one which:

1. Is performed without compensation to the student.
2. Has some institutional or organizational affiliation (all government, charitable and religious IRS-ruled organization, automatically qualify as community service providers)
3. Results in a service to at least one person other than the student or the student's relative and is generally of benefit to the "community."
4. Is not performed during scheduled class time or study hall time.
5. Is not service that is mandated by a court.

B. GUIDELINES FOR EARNING COMMUNITY SERVICE

To earn credit for community service:

1. The service must meet the prior definition.
2. The service must be supervised by a person other than the student's relative.
3. The service must be of at least one hour's duration.
4. The completed Community Service Form and/or a letter on organization stationary, signed by the activity supervisor, must be submitted to the guidance department upon completion of the service.
5. The service may be performed in the community at large or at DCS.
6. It is strongly recommended that all service activities be pre-approved through the School Office.

DRESS STANDARDS

The Dade Christian dress code is designed to develop a sense of neatness and modesty within the student without attracting attention to them as an individual. Dress styles are important because they reflect the inner being of an individual and make a strong statement to others as well. Modesty and appropriateness are important elements of our dress standards.

Inappropriate dress will be dealt with on an individual basis, and the administration reserves the right to determine if a student is dressed or groomed appropriately. Students who, in the judgment of the administration, do not meet the daily dress code or grooming guidelines may be issued a detention and/or may be withheld from class until proper clothing is obtained or grooming issues are resolved.

A. GENERAL DRESS STANDARDS

1. Only approved DCS uniforms, purchased from Flynn & O'Hara Uniforms, may be worn each day. All clothing must be modest and appropriate in appearance.
2. DCS jackets are a part of the uniform. Sweaters are available in v-neck style and are black.
3. White DCS polo uniform shirts and black uniform pants are to be worn on Chapel days.
4. A uniform shirt or blouse must be worn under the sweater or sweatshirt. T-shirts are not acceptable.
5. Athletic shorts are not to be worn in the school building prior to 2:55 p.m., unless the first hour class is P.E.
6. All shorts worn for school activities are to be modest and appropriate in length.
7. Socks and belts are to be worn.
8. Shoes with backs, or sneakers, are to be worn with the uniform. No crocs or thong-style sandals are to be worn.
9. T-shirts worn under the uniform shirt must be a solid color.
10. No sunglasses or tinted prescription glasses are to be worn in the building unless under physician's orders.

11. Pant legs are to be neatly hemmed, not ragged or slit.
12. No hooded sweatshirt is to be worn during school hours.
- 13. Failure to adhere to the dress code will result in a detention.**

B. BOYS' DRESS

1. All polo shirts must be buttoned properly.
2. Boys will wear gray or black uniform pants or shorts with a belt.
3. No cut off shirts are to be worn on school property or at school activities.
4. Shirts must be worn at all times on school property and at school activities.
5. Earrings and/or any body piercing jewelry are not to be worn while on campus or at any DCS events.

C. GIRLS' DRESS

1. Skirts and shorts may be no shorter than 2 inches above the back of the knee.
2. All blouses and polos must be buttoned properly.
3. Uniform slacks and/or shorts are to be modest in their fit.

D. DRESS FOR ATHLETES

1. Athletic jerseys may be worn on Fridays only, during the appropriate season. Exceptions will only be made in advance by the Secondary Administration.
2. Only the team jersey may be worn with an appropriate shirt worn underneath. Under shirts may only be in solid colors of red, white, or black.
3. No T-shirts may be worn as team jerseys
4. All team members must wear the same jersey if the team has multiple jerseys.
5. Special championship function T-shirts or sweatshirts (i.e. state track, national cheerleading, etc.) may only be worn on the first day back to school following the event.

E. OUT OF UNIFORM DRESS CODE

Dress for any days that are designated as "Out of Uniform" days will be specifically described prior to that day. Failure to come in proper dress code may result in a 1 hour detention and the student will be required to change to a school uniform before returning to class. The standard guideline is focused on modesty and appropriateness. The general guidelines are:

1. Jeans must be either blue or black and must be without holes, tears, or shredding.
2. Flip-flops, backless shoes, and slippers are not to be worn.
3. Girl's midriff may not be showing
4. No low cut shirts or tank top/spaghetti strap shirts allowed
5. Tight fitting clothing is not permitted

F. GROOMING

All students are expected to be clean and neat in personal appearance with hair clean and neatly combed. Only natural hair colors and reasonable styles, that are not considered a distraction or inappropriate by the administration, are acceptable.

1. Boy's hair must be neat in appearance. Hair must be trimmed neatly above the collar and eyebrows. Long hair should be neatly placed in a ponytail or bun. Colored or bleached hair is not permitted.
2. Abnormal hairstyles are not permitted, nor should students shave any portion of their head. Hair must be shorter than 6 inches tall or wide.

3. Mustaches and beards are not permitted; students must be clean shaven.
4. Sideburns must not extend past the bottom of the ear.
5. Boys who need haircuts will be given 3 days (including the day of the violation) to get their hair properly cut. If the haircut or style is totally inappropriate to DCS standards, it must be corrected before the student will be permitted to return to class.

LOCKERS AND LOCKS

1. Each student is assigned a locker and lock. No changes are to be made without permission from the School Office.
2. Students are not to give their combination to any other student.
3. If you lose your lock, the School Office will replace it for a fee of \$10.00.
4. You are not permitted to bring your own lock from home to put on your locker.
5. Report any lock or locker problems to the School Office.
6. **The school reserves the right to open and inspect lockers at the discretion of the Administration.**
7. Students may not share a locker with another student.
8. No writing, pictures, and/or symbols may be displayed inside or on any locker which does not promote the philosophy of Dade Christian School.
9. Any damage or destruction to locks and lockers will result in immediate consequences.
10. All lockers must be locked at all times.

LOST AND FOUND

If your student has lost an item, please contact the Clinic. Items must be claimed within a reasonable amount of time or they will be discarded.

SCHEDULING CLASSES

A. SELECTION OF COURSES

1. In the spring of each year students will be given a course request form to indicate the course choices they wish to take the following year.
2. Guidance will be available upon request to fill out this form – see the School Office.
3. The form is to be returned by the given deadline, otherwise courses may be selected for you.
4. Your schedule will be based upon your choices on the form as closely as possible.
5. Students may not request specific teachers or sections of a course.
6. The minimum requirements for Honors or Advanced Placement courses may include specific scores on standardized tests, acceptable grades (A or B), and teacher's approval.
7. Any A.P. courses not offered at Dade Christian School but offered through Florida Virtual School, may be taken with Administration approval.

B. SCHEDULE CHANGES

1. If a conflict develops with your schedule, an alternate course will be chosen for you, based upon your past course load and indicated alternatives.
2. Changes will not be made for your convenience, i.e., wanting a subject during a particular hour or wanting a particular teacher.
3. Students may only make schedule changes within the first two weeks of each semester.

4. No schedule changes will be made after the first two weeks of each semester unless determined necessary by the Administration.

SENIOR CAMP

1. Every senior is **required** to attend senior camp.
2. Transportation and all expenses of the camp will be provided by Dade Christian School.
3. The purpose of Senior Camp is to challenge the rising seniors to know Jesus Christ, to grow in their commitment to Him and to each other, and to prepare for a strong senior year.

STUDENT CLASS TRIPS

Any class trip will include spiritual, educational, and social components. All trips will be chaperoned by school personnel and require a notarized permission slip with insurance information for each student. If they do not have insurance, a waiver form must be signed and notarized. If students choose not to attend their class trip, they must attend school or receive absences for the days they miss. Any student who is not in good standing with the Dean's office may lose the privilege of going on any class trips.

STUDENT FIELD TRIPS

1. All secondary field trips must have proper supervision and school transportation. On certain field trips parents may be allowed to participate if proper background check and fingerprinting are on file with the school. When Dade Christian School sponsors a field trip, a Dade Christian School faculty member must be in charge and supervise the overall responsibilities that go with a field trip.
2. Notification of the field trip will go home with a permission slip at least two weeks prior to the scheduled event.
3. All secondary field trip supervisors are to maintain a student attendance log that is checked throughout the activity. Students must be accounted for at all times.
4. All students must have a permission form signed/notarized by a parent/legal guardian before leaving on a field trip.
5. All overnight trips will be chaperoned by school personnel and require a notarized permission slip with insurance information for each student. If they do not have insurance, a waiver form must be signed and notarized.

STUDENT GOVERNMENT AND CLASS OFFICERS

Student Government Association (SGA) exists to represent students, their interests, and affairs. SGA shall act as a liaison between the students and the staff and administration of the school. It is the goal of SGA to provide a greater feeling of confidence between staff, administration, and students and to further the principles of honesty, integrity, citizenship, loyalty to the school, and Christian values. SGA shall be responsive to the extracurricular needs of the students and shall assume the role of a liaison for the student body in its relationship with administration and staff.

To be eligible for an elected position within Student Government and to be eligible for a Class Officer position student candidates must meet the following criteria:

1. Candidates must have a minimum cumulative GPA of 2.0.
2. Candidates must have "disciplinary good standing" status with the Dean's Office.

3. Candidates must complete and submit a standardized application with one faculty recommendation within the specified time to qualify.

THE DCS STANDARD

Students at Dade Christian School are expected to observe and maintain certain standards for the benefit and protection of the individual and the “school community” as a whole.

- Maintain Christian standards in courtesy, kindness, morality, and honesty.
- Show proper respect to the American flag, Christian flag, and the Bible.
- Dress appropriately and modestly, adhering to the stated school standards.
- Live in such a way that Christ is honored.

Students must agree to abide by the standards of Dade Christian School and other federal, state, and local regulations while enrolled. They must not give the impression to students, parents, or faculty that they are not in harmony with the goals, aims, and standards of Dade Christian School.

The biblical and philosophical goal of Dade Christian School is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Dade Christian School, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Dade Christian School retains the right to refuse enrollment or to expel any student who engages in sexual immorality.

A. CONDUCT

1. CHAPEL

- a. Show respect to those performing or speaking.
- b. Sit up in your seat, do not slouch or sleep.
- c. Upon entering the auditorium, go directly to your seat.
- d. Students must sit in the area assigned to their grade level.
- e. When the speaker steps up to the microphone it is a signal to become quiet and attentive.
- f. No eating or drinking in the Auditorium.
- g. No cell phone use or texting is permitted.

2. LUNCH

- a. Students must sit in their assigned area.
- b. Talking must be at a conversational level.
- c. All food and trash should be emptied into trash bins and trays stacked neatly in proper receptacles.
- d. Students must get permission before leaving the cafeteria.
- e. Students must get permission from the School Office before ordering lunch out.
- f. Students must be in the cafeteria during lunch. Unless attending a lunch meeting with a faculty or staff member.
- g. Students must get permission from the School Office before using an office or clinic phone.

3. HALLWAYS

- a. There should never be yelling, loud talking, running, pushing, or any form of inappropriate contact.
- b. All students must have a pass from a teacher or administrator to be out of class and in the hallway.
- c. No electronic devices may be used or visible in the hallways during school hours (7:45 a.m. – 3:00 p.m.). The only exception is an iPad/Tablet being used for academic purposes.
- d. **No headphones or ear-buds may be used during school hours.**
- e. No food or drink (except water) is allowed in the hallways.
- f. After school, all students are to be out of the building by 3:30 p.m. unless you have a written pass or are in a classroom with a teacher.

4. CLASSROOM

- a. Students are to be in their seats and quiet when the bell rings.
- b. Aisles must be kept clear of book bags and textbooks.
- c. No food or drink (except water) is to be brought into the classroom.

5. SNACK BREAK

- a. Students are not to bring any food and/or drink (except water) out of the cafeteria.
- b. Students are to be in class on time after snack break.

B. GENERAL RULES OF CONDUCT

1. Students must respect the Word of God. Disrespect during devotions, chapel and prayer will not be tolerated.
2. Students are to speak in a respectful manner and will not be allowed to use profane, derogatory, or slanderous language to adults or students.
3. Students are to keep their hands off other students, including public displays of affection at school functions.
4. Proper sportsmanship is expected in all athletic events. Cheering should focus on positive encouragement.
5. Only students involved in athletics should be in the locker rooms after school.
6. Students are not permitted in the gym before or after school unless they are under the supervision of a coach or sponsor.
7. Any item taken by a teacher or administrator may be returned to a parent through the School Office.
8. Students are not allowed in the Faculty Lounge.
9. Students must have a pass to be in the hallways during class time.
10. Students must use the telephone in the office for *emergencies*.

C. CELL PHONE/TABLET USAGE

Cell phones and tablets must be powered off (not on vibrate or silent) and stored inside backpack during school hours. Students may not carry cell phones or tablets in pockets. Turned off cell phone/tablet policy is between 7:40 am and 3:00 pm.

Any unauthorized use of cell phones/tablets during school hours, will be dealt with as follows:

- 1st offense- Phone or tablet will be confiscated and returned at the end of the school day. Student will be written up on RenWeb and demerits will be administered.

- 2nd offense- Phone or tablet will be confiscated and parent must pick up from administration. Student will be written up on RenWeb and a \$25 violation fee will be placed on the student's account.
- 3rd offense- Phone or tablet will be confiscated and parent must pick up from administration. Student will be suspended from school for 2 days.

If a parent needs to contact their child during school hours, please call the School Office. It is a violation of school policy for a student to receive a call or text on their cell phone, even from a parent. Please be aware that the school is in no way responsible for any theft or damage of student's cell phone and/or other electronics while at school.

IMPORTANT LEGAL BULLETIN : Section 847.0141 – SEXTING

State law has created the offense of sexting. A minor commits sexting if he or she knowingly:

- Uses a computer, or any other device capable of electronic data transmission or distribution, to transmit or distribute to another minor any photograph or video of any person which depicts nudity and is harmful to minors; or
- Possesses a photograph or video of any person that was transmitted or distributed by another minor which depicts nudity and is harmful to minors.
- The law states a first violation is a non-criminal violation punishable by 8 hours of community service or a \$60 fine.
- A second violation is a first degree misdemeanor, punishable by up to one year in jail and a \$1000 fine, if previously found guilty of a non-criminal violation.
- A third or subsequent violation is a third degree felony, punishable by up to five years imprisonment and a \$5000 fine, if previously found guilty of a first degree misdemeanor.

NOTE: The complete text of the new law described above is available at the following web address: <http://www.leg.state.fl.us>

D. DISCIPLINE PROCESS

It is the desire of Dade Christian School that all correction and discipline is fair and consistent. The main objective of discipline in a Christian school is to help students learn to make wise choices, to face poor choices honestly, and to see a pattern of consequences for the choices they do make.

In the training of children, it is necessary that guidelines be set up to establish the limits of acceptable behavior. The atmosphere in which most students learn best is one which is ordered, structured, and disciplined.

Each student is expected to be familiar with the rules of the school and the classroom and adhere to them. A supportive, cooperative attitude on the part of the parents usually transfers to the children.

If your child is disciplined at school, you should:

1. Remain calm and objective and get all the facts from the teacher, as well as your child before judging either of them. Proverbs 18:12 and 14:17
2. Remember that the teacher is an experienced professional who loves your child and uses good judgment in disciplining him or her. Proverbs 13:24 and 16:21
3. Understand that children do not like discipline and it is in their nature to relate incidents in ways favorable to themselves. Proverbs 15:10

4. Discuss the disciplinary incident with the teacher, and remember that you and the teacher are partners. Proverbs 15:22
5. Remember that your response is a model for your student to emulate. Please support the teacher in attitude and action.
6. Students should understand that discipline is an act of love, and DCS teachers and administrators love students enough to discipline them. Infractions of the rules of the school or classroom are dealt with by the classroom teacher. If the problem is serious or becomes repetitive, the school administration will become involved.

1. TEACHER'S ROLE

The teacher is the first line of authority for discipline in the classroom setting. Effective discipline is necessary for effective teaching and learning, and teachers will handle problems as necessary. In the event of a major infraction or repeated minor infraction, the Dean will become involved.

During the course of a school year, clear communication between the parent and the school is vital. Dade Christian School's process of communication is based on the teaching of Matthew 18. When a problem or conflict arises between two people, it is important for those two individuals to resolve that conflict. If the conflict is not resolved, we encourage you to contact the School Office anytime you have a concern or question.

2. ADMINISTRATION'S ROLE

Dade Christian School firmly believes in a partnership between the parent and the school as it relates to the spiritual, emotional, physical, and social development of each child. It is, therefore, the intent of the administration of DCS to encourage and facilitate this development and uphold the strong Christian standards of DCS both on and off campus.

In the event there is a reasonable suspicion of a DCS student's involvement in manners inconsistent with the DCS Standard, the school has the right to question students about suspected or actual participation in behaviors contrary to the DCS Standard.

When necessary, the administration of DCS reserves the right to speak with students regarding their participation in any behaviors contrary to the DCS Standard throughout the school day or while the student is on Dade Christian School property. If a student is suspected to be involved in any way with any behavior contrary to the DCS Standard, a responsible official of the school will contact the parents to discuss the matter by phone or at a time mutually convenient.

3. STUDENT ACCOUNTABILITY

By virtue of enrollment at Dade Christian School, each student commits to honor the Code of Conduct. In addition to personally upholding these guidelines, students should support and encourage each other to act according to biblical principles. Any student who becomes aware of a serious offense should report it to a teacher, dean of students, or another administrator. A student's locker or backpack may be searched if there is reason to believe that school standards have been violated. All searches must be approved by the administration. If needed, the goal of corrective measures is to encourage the student to make necessary changes in behavior, limit future misconduct, and/or to protect other students. In an effort to promote cooperative accountability for a student, the school reserves the ability to communicate with a student's parents.

It is common among schools to impose sanctions in response to violations of policy/procedure and misconduct. At DCS, the administration is authorized to employ the following responses to support and enforce expectations.

Each student discipline report is divided into three levels:

Yellow Alert Status – an annual accumulation of infractions totaling 15 demerits (points). The student is cautioned, and the parent is emailed via RenWeb, as well as a letter being sent home to notify the parent of the current status.

Red Alert/Disciplinary Probation – an annual accumulation of infractions totaling 30 demerits (points). A meeting is scheduled with the student and parent to seek further partnership to avoid contractual status and a possible non-invitation for enrollment for the following school year. The student is assigned a mentor. A letter and probation requirement guidelines are sent home.

Contractual Status – an annual accumulation of infractions totaling 40 demerits (points). A meeting is scheduled with the student and the parent to discuss contract requirements. Regular meetings with the school counselor/Timothy Program Mentor are mandated for the student. *The student is in serious jeopardy of immediate expulsion pending additional major or minor infractions. A Quarterly GPA of 2.0, as stated in Academic Probation, will be monitored also.*

Separation From School – an annual accumulation of infractions totaling 50 demerits (points). The administration will determine if the student will be allowed to complete the school year.

- The Administration reserves the right to alter any of the stated consequences if the circumstances warrant it.
- Students who receive a referral for a major infraction are in jeopardy of immediate probation, contractual status, or expulsion. A student may be placed on disciplinary contract any time the administration feels it is warranted.

4. DISCIPLINE NOTIFICATION

A discipline notification may be issued to students who violate classroom or school rules, exhibit disruptive behavior that negatively affects other members of the school community, or violate school policy. These notifications will state the misconduct involved, the method used to correct the behavior, as well as any further comments regarding the discipline procedure. When a rule or policy has been ignored, broken or violated, it will be documented by the teacher or an Administrator via RenWeb.

5. INFRACTIONS AND DEMERITS

1–15 demerits

Minor Infractions – Include, but are not limited to, chewing gum, littering, loitering, lack of classroom materials, running in hallways, shouting in hallways, eating where prohibited, improper conduct, taking someone's belongings without permission, using the Lord's name in vain, singing inappropriate lyrics, writing inappropriate lyrics, irresponsibility (excessive class absences, unexcused tardy, lack of attention, causing distraction), disrespect, lack of cooperation, failure to follow directive, sent to admin office for misbehavior in class, offensive speech, vulgar speech, appearance of cheating, misuse of cellular phone (See cellphone policy), failure to report misconduct, entering off-limit areas, inappropriate pictures/words (on personal belongings or school property), skipping class, unauthorized class walkout, lying, failure to

serve detention, not keeping hands to self, rowdy behavior (Horseplay), dress code violation, violation of policy (misuse of cell phone, having prohibited items, etc.), social misconduct (inappropriate physical contact, suggestive language or content), cheating (homework, classwork), unexcused absence from event (Sports, etc.), late to chapel, and talking/playing in chapel.

16-25 demerits

Major Infractions – Include, but are not limited to, bullying, obscene/abusive language or behavior, purposefully damaging school property, forging parent/guardian signature, possession of harmful devices, cheating on midterm or final, disruption of school event, and fighting or malicious horseplay.

The process of discipline for **minor** infractions will normally follow, but is not limited to, the specific steps as described below:

- Step 1:** Teacher/student conference; warning is given
- Step 2:** Teacher/student conference; student receives classroom detention. Teacher contacts parents to inform and seek partnership in an effort to curb inappropriate behavior.
- Step 3:** Teacher/student conference; student receives referral for detention. Parent is notified via RenWeb.

Exceptions: Tardiness and missing homework will automatically receive a discipline notification.

The process of discipline for **major** infractions will normally follow, but is not limited to, the procedure described below:

- Teacher will record incident on RenWeb and will refer student to the Administration.
- Administration will determine the consequence merited by the student's violation of school policy.
- Administration will contact parent with the consequence issued.

1. CHEATING

Cheating is defined as:

- Looking at another student's test or quiz paper.
- Using a "cheat sheet."
- Sending answers by cell phone or texting.
- Stealing a test and/or the distribution of a stolen test.
- A student doing or copying another student's homework, project or paper.
- Plagiarism is defined as the theft and use of another person's ideas or writings as one's own, with or without the knowledge of the other person. This includes not properly citing sources in a written work.

Consequences for Cheating:

First Offense: Student receives an automatic "0" and one hour of detention. Parents are contacted.

Second Offense: Student receives an automatic "0" and a one day at-home suspension. Administration meets with parents.

Third Offense: Student receives an automatic "0" and a three day at-home suspension and is placed on discipline contract.

7. DETENTIONS AND IN SCHOOL SUSPENSIONS

- a. Detentions will normally be served between 3:15 p.m. to 4:15 p.m.
- b. There will be a charge of \$25.00 (per 30 min.)/\$50.00 (per hour) of detention.
- c. If a student misses a thirty-minute detention, it will be upgraded to one-hour of detention; one-hour, to two-hours, and two-hours, to a one-day in school suspension.
- d. In-School Suspensions (ISS) will be served for any detention hours not served in a timely manner.

Parents will be notified by a teacher or an administrator via RenWeb when a detention has been issued. A reminder email via RenWeb will be sent the day prior to a scheduled detention.

8. SUSPENSION

Suspension from school is a result of serious or repeated misconduct or a violation of a major school rule. Suspensions range from one day to two weeks. A student who receives a suspension is separated from the school community entirely and is not permitted to be on campus or attend any school related activities. A letter of suspension will go in the student's file. A suspended student may be on campus (with a parent) only to receive school work from teachers. A student may be issued a consequence of community service in place of an at-home suspension at the discretion of the Administration, depending on the nature of the offense.

The following behaviors include, but are not limited to, and may result in suspension or immediate expulsion from school:

- a. The possession, use, or transmission of tobacco, drugs, or alcohol (on or off campus)
- b. Fireworks, firearms, or any item that is used as a weapon
- c. Insolence, disrespect, or insubordination
- d. Fighting, stealing, or gambling
- e. Sexual immorality (on or off campus) to include pornography or sexting
- f. Being in possession of keys that do not belong to you
- g. Leaving the school campus without permission
- h. Vandalism
- i. Academic dishonesty, including lying, cheating on any assignment, plagiarism, or forgery
- j. Harassing, threatening, intimidating, or causing bodily harm to any person
- k. Cursing or using inappropriate language
- l. Public notoriety - intentionally drawing negative attention to DCS (to include social media)

All homework and quizzes assigned during a suspension will receive a 0 grade. Tests will be made up upon the student's return.

9. EXPULSION

Dade Christian School's disciplinary measures are structured to give the students the opportunity to reflect on their actions and then demonstrate a desire to remain at Dade Christian School by changing behavior. If these means fail, students may be expelled from the school. An

expelled student will not be permitted on campus unless permission is given by the administration.

Realizing the serious nature of a student being expelled and the resulting consequences in the life of an expelled student, Dade Christian School is determined to uphold an expulsion policy that is consistent, just, and which follows a defined “due process” procedure. When a student either develops a history of continual misconduct or commits a serious infraction, the school administration will place the student on an indefinite suspension not longer than 10 days with possible recommendation for expulsion. This recommendation will be forwarded to the Headmaster who may then convene a Disciplinary Board.

The Disciplinary Board will be comprised of administrators.

The Board will convene at a mutually agreeable time during the suspension and will hear testimony and examine evidence from the student being considered for expulsion and his/her parents/guardians. After all testimony has been offered and all evidence examined, the Board will deliberate and forward a binding resolution to the conflict. The resolution will then be executed by the recommending administrator. Students asked to withdraw from Dade Christian or are expelled from Dade Christian will not be considered for readmission until after a minimum of one complete semester has passed.

10. DRUG ABUSE POLICY

Drug abuse shall be defined as “any and all substances taken into the body in any manner (excluding prescription drugs properly applied) that have the capability of achieving a change in a person’s mental or physical faculties.” This would specifically include but is not limited to marijuana, narcotics, amphetamines, hallucinogens, steroids, alcohol, and any other stimulants or depressants.

- a. Drug use, possession of drugs, and/or drug paraphernalia, transportation of drugs, involvement in purchasing or an attempt to purchase, or the securing of drugs either on or off campus will result in immediate expulsion.
- b. Voluntary disclosure of drug use (either on or off campus) on the part of a student and/or his/her parents genuinely seeking to permanently correct such conduct may not be subject to the above regulation, but will be dealt with according to the wisdom of the Dade Christian School administration. Minimum requirements, however, will include, but are not limited to, required drug counseling and random drug testing as prescribed by the Dade Christian School administration.
- c. In any cases that drug testing is required by the Administration of Dade Christian School, collection site information will be provided to parents. Testing must be done at the expense of the parent or legal guardian of the student. The cost of the drug test might vary depending on site. Students will not be allowed to return to school without the results from one of our testing sites.

11. PUBLIC NOTORIETY

Students at Dade Christian School are expected to maintain the highest standards of personal representation and conduct (on and off campus) throughout their tenure at DCS. While it is not

the intent of the administration to police the decisions and behaviors of DCS students away from our campus, it is important that parents and students recognize that any form of negative personal representation and/or negative public notoriety towards Dade Christian School, (verbal or physical, literal or figurative), will not be tolerated (this includes Social Media). Any student who violates this policy will be in jeopardy of immediate dismissal.

12. TEXTBOOKS

The student is responsible for any damage incurred throughout the school year for each of their textbooks.

13. VALUABLES

The school is not responsible for the loss of any personal items. Valuables should be locked in the student's locker if they are brought to school. Valuables are not to be left in a book bag or gym bag.

SUMMER SCHOOL

A. GENERAL

1. Any secondary student who receives a D or an F in a core subject for the semester is required to repeat that credit.
2. Students must attend every day and abide by the attendance regulations. No absences are allowed unless approved by the administration
3. Students may make up a maximum of 2.0 credits in the summer.
4. The cafeteria will be open for lunch with a limited menu during the summer. Students must pay with cash or check.

B. WORK REQUIRED

1. Most courses will be completed as regular classes.
2. Independent learning will be used only when there are not enough students to make up a complete class.
3. To continue in good standing at DCS, all required courses must be made up.

C. DRESS AND CONDUCT REGULATIONS

1. Regular DCS uniforms must be worn each day for students attending summer school.
2. All current school regulations and standards must be observed.

D. ATTENDANCE

1. Unexcused absences will not be permitted because of the time restrictions on completing the courses. One excused absence will be permitted, but arrangements must be made in advance with the Director of summer school.
2. On the second day absent, the course is automatically failed.
3. Four tardies will result in a 30 minute detention.
4. Missing more than 15 minutes of a class will count as an absence.

E. REGISTRATION

1. Registration forms will be available by early May.
2. Students who are required to attend summer school for first semester classes will be notified by email by the end of January.

3. Students required to attend summer school for second semester classes will be called the week after school is dismissed and will receive a confirmation letter.
4. Registration may be completed prior to or on the first day of summer school.
5. Registration forms will be available in the general office, and payments may be made to the cashier. Make sure that the receipt indicates the payment is for summer school.

TESTING

A. STANDARDIZED TESTING

The Stanford Achievement Test (SAT) and Otis Lennon School Ability Test (OLSAT) is given each spring and scales a student's performance according to grade level. These tests measure a student's knowledge in the following subject areas: English, Math, Social Studies, and Science. The student's performance is measured in terms of percentiles and grade levels. The tests are administered in late spring, and scores are mailed out in June. All students in Grades 7-11 are required to take achievement tests. Scores are recorded on permanent records, and used to evaluate promotion to the next grade and possible academic probation.

B. PSAT/NMSQT

The Preliminary Scholastic Aptitude Test (PSAT) / National Merit Scholarship Qualifying Test (NMSQT) gives an indication of a student's probable success in college. It is administered in October to sophomores and juniors. All sophomores and juniors are automatically enrolled for this test. There is no charge to parents as it is included in the tuition. Scores will be returned and explained to the students in January.

C. SCHOLASTIC APTITUDE TEST (SAT)

This test measures college readiness. Many colleges require this test as part of their admission requirements. All students are strongly encouraged to take the SAT in the spring of their junior year and again in the fall of their senior year. It is the student's responsibility to register for this test. Testing forms may be obtained from the Guidance Department or on-line at www.collegeboard.com. Our school code number is 100660.

D. AMERICAN COLLEGE TEST (ACT)

This test also measures college readiness and many colleges require this test as part of their admission requirements. All students are strongly encouraged to take the ACT in the spring of their junior year and again in the fall of their senior year. It is the student's responsibility to register for this test. Testing forms may be obtained from the Guidance Department or online at www.act.org.

E. ADVANCED PLACEMENT TESTS

The A.P. Program allows high school students to attempt college-level work and build valuable skills and study habits. The A.P. Exam is required for all students in A.P. courses. For more information on the A.P. Program at Dade Christian School contact the Guidance Counselor or you may go online at www.collegeboard.com for more general information on the A.P. Program. Scoring well on an A.P. test qualifies you to receive college credit for the course.



2019-2020 Parent-Student Handbook Agreement

Please read the 2019-2020 Parent-Student Handbook carefully before signing.

We agree to uphold and support the high academic and behavior standards of Dade Christian School by:

- Respecting and obeying the teachers and administrators in all rules and regulations set forth in its discipline policy.
- Acknowledging that it is a privilege, not a right, to attend Dade Christian School. Therefore, we recognize the school’s right to dismiss any student who does not abide by the school standards nor cooperate with the educational process.
- Understanding that if our actions do not support the ministry of the school or reflect a lack of cooperation and commitment to work together with the school for the good of all involved, the school has the right to terminate the enrollment of the undersigned student.

We, the parents, understand that photographs of my child may be taken throughout the year and used in school publications or on the school website. We will contact the Admissions Office in writing if permission is not granted.

We, the undersigned, have read and understand the Parent-Student Handbook and agree to abide by all the rules and standards set forth therein.

Parent/Guardian Name	Parent/Guardian Signature	Date	
Student Name	Student Signature	Date	Grade

Please return this form to your child’s teacher. Secondary students are to return this form to their respective Bible teacher.