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**DOVER FIRST
CHRISTIAN SCHOOL**

Shining for Jesus. Lighting the Way.

Dover First Christian School Handbook 2023-2024

www.doverfirstchristianschool.org

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“Shining for Jesus, Lighting the Way.”

Revised 07.20.23

Dover First Christian School

School Handbook

THE PHILOSOPHY

- To Empower Students with: A set of moral values through a deep understanding and a personal relationship with Jesus Christ. These values include a selfless attitude, uncompromising integrity, honesty in all things, and dependence upon God.
- To Empower Students with: A skillset that allows for competition in the global marketplace, success in higher educational endeavors, and prepares one for a life of Christ-like service.
- To Empower Students with: An enquiring and discriminating mind that allows one to pursue knowledge with a certain personal expectation of success.
- To Empower Students with: A tolerance and respect for others.

MISSION STATEMENT:

Shining for Jesus, Lighting the Way.

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Contact Information

Faculty and Staff

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DFCS Board and Business Officials

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Principal's Message

Thank you for choosing Dover First Christian School (DFCS) as the educational place for your child/children. The DFCS School Board and staff are committed to our mission of “Shining for Jesus, Lighting the Way;” we strive to apply this mission to our work in

the classroom and in the community. As teachers and staff, we adhere to this principle, that “A knowledge of God is the foundation of all true education and of all true service” (White, 1905, p. 409). Therefore, we are committed to providing a Christ-centered education for our students.

We work towards this goal, understanding that it is a work of collaboration among the home, school, and church. Proverbs 22:6 teaches us, “Train up a child in the way he should go, and when he is old, he will not depart from it.” We thank you, our DFCS Families, for your commitment to Seventh-day Adventist Education and for all that you do to support the learning of your child/children, and for our school. Dover First Seventh-day Adventist Church provides, maintains, and supports our school and is committed to our vision and Seventh-day Adventist Education. The home, church, and school function as a team to meet our common goal. Again, we thank you for your support.

As we work together to navigate this educational journey, we thank you for adhering to the policies included in this handbook. These policies will help to guide us into a productive year of learning. We ask that all families and students review the handbook. Students are expected to know and follow these policies. By doing so, we will show ourselves and others that we are striving to achieve our mission of “Shining for Jesus, Lighting the Way.”

. White, E. G. (1905). *The Ministry of Healing*. Mountain View, CA: Pacific Press Publishing Association.*



.Admissions Policy

Dover First Christian School admits students of any race, religion, ethnic origin, or gender to all the rights, privileges, programs, and activities generally accorded or made available to students in the school. Students who express an earnest desire for a Christian education and a willingness to abide by the standards adopted by the school are invited to apply. Students with special needs will be accepted based on the school's ability to meet those special needs.

New Applicants

First-time applicants are required to complete forms supplied by the school's office personnel. Our New Student Application can be found on our website at doverfcs.org under "Admissions."

Dover First Christian School offers a unique yet important partnering opportunity with applicants and their families during the admissions process. We at DFCS would like the applicant(s) to attend a "Shadow Day" if school is in session. All applicants will have an academic evaluation and a final academic consultation along with the family and faculty to discuss opportunities for each applicant's success.

All new students are automatically placed on probation for their first semester. This period will be used to determine final placement in all classes and/or readiness for pre-kindergarten or kindergarten.

Pre-kinder, Kindergarten, and First-Grade Applicants

Kindergarten applicants must be five (5) years old by August 31 of the current school year. Applicants for the first grade must be six (6) years old by August 31 of the current school year. All applicants must provide proof of age (birth certificate).

Transferring Students

Students transferring from another school must provide an official transcript or a report card to verify their advancement to a particular grade level. Students who have attended a private school must also provide proof that their financial obligations to their previous school have been met prior to their admission to Dover First Christian School.

Health Certificates

Applicants to grades one, four, and seven and all students who are new at DFCS must provide a recent health certificate from a physician or a public health clinic. Exam forms are provided by the school and should be returned to the school office prior to the first day of school. If there are any changes to a medical condition, please immediately notify the school office.

Immunization Certificate

Kindergarten applicants and all other new students must provide an immunization certificate. Immunization records should be presented no later than the beginning of school. If the missing documentation is not presented, the students must be excluded the next school day, and may not return to school until

records are provided. Immunization shall not be required if the parent or guardian having custody on file sends a letter or affidavit saying that the immunizations are contrary to his/her religious beliefs.

Medications

Teachers cannot legally diagnose, prescribe or treat a health condition. Teachers may not legally administer medications, including OTCS and topical, to students. Teachers may not legally diagnose a child's condition.

Admissions Checklist

Items needed to complete admission include:

- FACTS registration complete
- Financial aid application, if applicable.
- Transcript request form - to obtain scholastic records from previous school.
- Recommendation forms from previous teacher/principal.
- All health records, including immunization and physician's exam on file.
- A copy of the student's birth certificate.
- Medical release form and health insurance information on file.
- Registration and first month's tuition paid. Recommendation forms.

The Administration will contact parents about the application process in a timely manner. Decisions will be made after all forms have been received and reviewed. This process may take up to two weeks, depending upon the length of time it takes to receive transcripts from previous schools.

General School Information

SCHOOL HOURS

Regular Hours

Monday through Thursday hours: 8:15 AM until 3:15 PM

Friday hours: 8:15 AM to 1:15 PM

Drop-off in the Morning

The school doors officially open at 8:00 AM

Half Day Hours: *Please Pack a Lunch/Snack*

Half day schedule starts at 8:00 and ends at 12:30 PM

***During Half Days there will be no After Care provided**

After School Dismissal: M-Th Pick up (3:15 PM), F (1:15 PM)

When it is time for dismissal students will remain in their classroom, monitored by their teacher or another faculty member, until their ride arrives and they are dismissed. Parents who remain in the school building or on the school grounds after dismissal must monitor their children. At 3:30 PM, remaining students will go to After Care. There is an extra cost to parents who pick up their children after hours (see policies and fee schedule below.) This program is an extension of the school and is subject to all school rules and regulations.

***During Half Days there will be no After Care provided**

EMERGENCY CLOSINGS

School closings or delays due to inclement weather will primarily follow Capital School District closures and delays. Due to students traveling from areas outside of Dover, the school may delay or close at times other than announced by Capital School District. Announcements will be posted on Class Dojo and email.

In the event of a delay on a Friday we will extend our school day by the number of hours delayed in order to count it as a school day. *A minimum school day must be at least 4 hours of instruction.

After Care will not be provided on early dismissal days that are due to inclement weather.

In emergency situations, parents must arrange to have their student(s) picked up immediately. If you know you cannot pick up your child on short notice for emergencies, please make arrangements at the start of the year with a family friend or relative who can pick up your child quickly. Have your emergency plan on file in the school office. If we cannot contact the parent in an emergency, we will call those on your contact list to pick up your child.

BEFORE/AFTER CARE POLICIES

Hours

- Before Care hours are Monday through Friday 7:30-8:00
- After Care hours are Monday through Thursday 3:30-4:00 PM
- After Care will **not** be provided on Fridays or during half days or early dismissal due to inclement weather.

General Policies

- Students who are on campus during the hours of 3:30 - 4:00 PM (M-TH) are required to report to After Care.
- Students are not allowed to loiter in hallways or other areas on campus that are not supervised by school staff.
- After Care operates under the same guidelines that prevail during regular school hours
- Students who fail to cooperate may be asked to withdraw from After Care.
- Parents are required to sign their child out at the end of After Care each day.
- Late pick-up Charges* are assessed when children are not picked up by the scheduled closing time.
- Please note that After Care personnel follow the First Aid and Medications policy listed on the following page.

Financial Policies

- The fee for Before/After care is \$5 a day per student.
- Rates are set by the School Board.
- Before/After care fees will be applied monthly to the student's FACTS account.
- A late pick-up charge will be added to your account if you arrive past the designated pick-up time. Parents picking up children after aftercare has ended will be charged a late fee of \$1 per minute, per child with no cap. Late pick-ups in excess of 3 occurrences will result in a penalty at the discretion of the administration of which will be billed in addition to the applicable per-minute fee.

ACADEMIC PROGRAM

Curriculum for K-8 Students

DFCS adheres to the curriculum prescribed by the Columbia Union Conference of Seventh-day Adventists, and includes:

Art	Bible	Language Arts
Mathematics	Music	Physical Education
Science	Social Studies	Technology

Extracurricular Electives (*which may be available*)

Guitar Lessons
Choir
Bells & Chimes
Guitar Lessons
Computer Coding
Science Club
Technology
Spanish Language
Art Club
Study Tour
Outdoor School
Swimming Lessons

Achievement Tests

MAP Growth assessments will be administered three times a school year to students in grades Kindergarten through 8th. This is an adaptive test to help see what the student is ready to learn next. Students in grades K-2 will take two tests - math and reading - during each of the three sessions. Students in grades 3-8 will take four tests - math, reading, language, and science - during each of the sessions. After completing the assessments, the parents and teacher will confer to discuss the results for what the student is ready to learn next, as well as goals to work towards.

The Wide Range Achievement Test (WRAT) is also administered to help better meet the needs of our students. This test assesses word reading, spelling, and math computation. After a student has completed this assessment, the teacher and parent will discuss the results and the best method for implementing the recommendations.

SCHOLASTIC INFORMATION

ACCREDITATION & CURRICULUM

DFCS is accredited by the North American Division of Seventh-day Adventists and the Middle States Association of Colleges and Schools Commission on Elementary Schools. It is recognized by the State of Delaware as an educational institution. The curriculum meets all the state and denominational standards and requirements.

Report Cards are issued every nine weeks according to the scheduled periods on the school calendar.

Interim Reports are issued after the third (3rd) and sixth (6th) weeks of each grading period.

GRADING SYSTEM

K GRADE SYSTEM:

I - Achieves objectives and performs skills *independently*

P - *Progressing* toward achieving objectives and skills.

NT - *Needs* more *time* to develop

These grades may include a minus or a plus to help indicate the level of work within the grade

E – Excellent

S – Satisfactory

N – Needs Improvement

1-2 Grade System:

3-10 GRADE SYSTEM:

A.....94-100

A-.....90-93

B+.....89-92

B.....82-88

B-.....80-81

C+.....78-79

C.....72-77

C-.....70-71

D+.....68-69

D.....62-67

D-.....60-61

F*.....Below 60

ACADEMIC AWARDS & RECOGNITIONS

Honor Roll	
K-2	3-8
All I's and P's	All A's and B's
Principal's Award	
K-2	3-8
All P's & I's No more than 1 unexcused absence No written referral	All A's throughout the year No more than 1 unexcused absence No written referral

ACADEMIC POLICIES & PROCEDURES

CURRICULUM & INSTRUCTION

Our teachers strive to build into the curriculum a philosophy of Christian living that includes moral and spiritual values. All classes are taught in a manner that will best suit the learning styles of the students. All coursework follows the Columbia Union Conference curriculum requirements for the Seventh-day Adventist school system.

Progress Reports & RenWeb

Dover First Christian School utilizes RenWeb, a web-based grade and communication system that enables parents to check their student's academic progress at any time. The district code is DF-DE. Renweb will be updated every two weeks. If you do not have access to the internet at home, or through the public library, you may stop by the school and use a Chromebook to monitor your child's performance. Paper report cards will be sent out at the end of each quarter.

Make-Up Work

Please consult with your child's teacher regarding their policies for missed work/assignments. It is the responsibility of the student and the parent to arrange for all make-up and/or remedial assignments.

Incompletes

If, because of illness or other extenuating circumstances, a student has not completed sufficient class work or mastered an adequate number of concepts to earn a grade, he/she may receive an incomplete (I) upon obtaining approval of the teacher. Incompletes must be removed during the two weeks immediately following the end of the grading period. Any missing work not submitted by the end of the two-week deadline may be recorded as zero and the grade will be calculated.

Acceleration

DFCS does not recommend early eighth grade graduation. For the intellectual, physical, social, and spiritual development of young people, it is usually in the best interest of the student to attend eight (8) years of elementary school (grades 1-8). Individual exceptions will be considered. The Columbia Union Conference of Seventh-day Adventist Board of Education has established specific guidelines for acceleration. Please contact the office if you have questions.

Testing

Standardized Achievement Tests are administered to students in grades three through eight during the fall quarter to determine the level of academic learning. The results are analyzed by classroom teachers to help guide the instructional practices for classes and individual students.

Placement Tests

Homeschool students who are entering Dover First Christian School for the first time will be given a placement test in order to ensure the student will be placed at the appropriate grade level to assure their academic success.

Individuals with Disabilities Education Act (IDEA)

Teachers who suspect a child has a disability will inform the parent (s) so that the child can receive the proper intervention, services, and education. Parents should inform the school during the application process, or as a student's disability is discovered, to ensure proper intervention for the student. Please visit <http://idea.ed.gov> for more information on children with disabilities.

EIGHTH GRADE GRADUATION REQUIREMENTS

Students are not automatically granted the privilege of participating in the graduation exercise. A student will forfeit participation in graduation by exhibiting the following behaviors:

1. Failing to meet scholastic requirements
2. Exhibiting behavior that reflects poorly on the student, parents, or school Completion of requirements for eighth grade is determined as follows:
 - a. Diploma*: Given to students who have completed eighth grade scholastic requirements and have achieved passing grades in all subject areas.
 - b. Certificate of Completion: Given to students who have been diagnosed as educationally-challenged. A certificate of completion shows that the student has completed an individually prescribed course of study.
 - c. Certificate of Attendance: Given to students who receive failing grades. A Certificate of Attendance verifies that the student has been in school but has not met the scholastic requirements.

*The school board will expect parents with unpaid accounts to make satisfactory arrangements for payment before their child receives a diploma.

ATTENDANCE POLICIES

Regular attendance and punctuality are important throughout a student's entire school career. Good attendance habits formed in the early years are fundamental in developing a sense of responsibility and in steady scholastic progress. Such habits will prove invaluable throughout life. We follow the Delaware State Truancy Policy. Students must be on time every day that they are in good health. For an absence to be excused, the reason for absence and/or tardiness should be given in writing, stating the full name of the student, the date(s) of the absence(s) or tardiness, and must include the signature of the parent or guardian. All absences are recorded as unexcused until the student returns and documentation concerning the reason for the absence has been provided. **Students with colds, chicken pox, mumps, measles, and other contagious illnesses are required to remain out of school until the danger of contagion is past.** In cases of extended illness, parents should arrange with the teacher for work to be made up.

Sickness & Early Leave

If your child is not well prior to the beginning of the school day, you are requested to keep the child home. If a child has been diagnosed as having a contagious disease or infestation, (ex. chicken pox, strep, head lice) kindly notify the office, so precautions can be taken and notifications sent home. If a child has a temperature of 99.8, they are to stay home until the temperature is reduced to normal for 24 hrs, **without the help of medication.**

Absences

According to Delaware Law, a student is considered "truant" if he/she has more than 3 unexcused absences during the course of the school year.

What counts as an excused absence:

- The ONLY legal excuses for absences are sickness, medical appointment, family emergency, or death in the family. Doctor and dental appointments should be scheduled for after school hours when possible. For every day a student is absent, a note is required stating the reason for the absence.
- All other reasons for an absence will result in an unexcused absence.

According to Delaware Law, school districts must file truancy charges after a student has reached 20 unexcused absences.

Absences are entered on the student's permanent attendance record.

Tardiness

Students who are not in their homeroom by 8:15 am are considered tardy.

Students are tardy if they are not in class at the beginning of the school day. Students who are consistently tardy could receive failing grades in the classes that they consistently miss. It is the responsibility of the parent to make sure the student is on time to school daily and, when necessary, make arrangements with the teacher to get missed work.

The parent must sign the student in using the logbook located in the main office, stating the reason for the tardy.

Truancy

The school is required to inform the Delaware Department of Public and Social Services of "neglect" (truancy) by the parent upon evidence.

Campus Leave

At no time during the daily session are pupils allowed to leave school grounds, even during recess or lunch period, except by previous arrangement that has been approved. If arrangements have been made and the child is to be picked up, the parent or legal guardian must present him/herself to the office (not the

classroom) before the child is released. The child is then signed out and released. If someone other than the parent is picking up the child, he/she must present a signed note from the parent or guardian before the child will be released.

Every precaution will be taken to maintain the safety and security of our campus and our students. This may include asking to see a driver's license/state id card or calling the local sheriff to assist as needed.

DRESS CODE

SHIRTS - White or Navy Blue Oxford style - short or long sleeve. White, Navy, or Light Blue polo with the school logo embroidered on. Shirts must be tucked in at all times.

SWEATERS AND SWEATSHIRTS- Navy. Students may not wear other coats or jackets inside during school.

DRESS PANTS – Uniform Navy Blue, Khaki, or Black (Flynn O'Hara, Walmart or Target) No Skinny Pants

WALKING SHORTS - Knee length – Uniform Navy Blue, Khaki, or Black (Flynn O'Hara, Walmart or Target)

JUMPERS – Flynn O'Hara Uniform Style #94 & Pattern #41. Hemlines to the knee length or longer. Girls must wear shorts under their skirts. Jumpers may be purchased at the following link: <https://flynnohara.com/shop/dover-1st-christian-school-de003/>

BELTS- Black or brown only.

SHOES - Shoe colors are to be solid blue, brown, gray, white, or black. One may also wear solid colored athletic shoes- navy blue, dark brown, black, gray, or white. Shoes must be closed toe and free from heel straps. No wheelies, roller type shoes or crocs will be allowed. For safety reasons, shoes need to be worn at all times.

SOCKS & STOCKINGS- White, black or navy blue.

HAIR - Hairstyles are expected to be neat and not of a nature to attract unusual attention. Student's natural hair coloring is expected.

JEWELRY – Jewelry such as necklaces, bracelets, lockets, and rings may not be worn. Earrings and other piercings may not be worn. Small clear spacers may be inserted to maintain piercings. If jewelry is worn it will be held until the parents can pick it up.

MAKEUP & NAIL POLISH - Any makeup, nail polish, or fingernails that produce an artificial appearance are not to be used.

4MEAL OPTIONS

School Lunches

Parents are responsible for providing a nutritious lunch each day, and are encouraged to eliminate highly sugared items from lunches. Caffeinated beverages are not permitted at school. We also ask that you please refrain from sending in any pork or seafood products (chicken, turkey, fish, and beef are allowed). Also, as we are a nut-free campus, please do not send in any peanut or tree nut products.

Periodically classes and/or groups will prepare lunches that may be purchased. These lunches will be announced in advance, and the funds will assist fundraising activities designated by the groups or class.

On Wednesdays, students can purchase a 6 inch sub from Subway for \$5. This also includes chips and a Capris Sun. Money and sub form must be turned in by Tuesday.

On Fridays, students can purchase pizza for \$1.50 a slice.

SCHOOL PARTIES

Teachers will determine the guidelines and arrangements that best suit these events (including birthdays and holidays), and will make this information available as needed. Arrangements for bringing refreshments for celebrations should be coordinated with the classroom teacher ahead of time. Snacks provided for classroom events must be store-bought only. Please do not send in homemade snacks.

FIRST AID AND MEDICATIONS

In case of an accident or sickness, only minimal first aid may be rendered by DFCS staff. By law, the staff of DFCS is not permitted to dispense any medication (prescription or over-the-counter medications). If your child must have medication during the school day, a parent must come to the school and administer that medication. The only exceptions are inhalers or other emergency prescriptions which need to be disclosed to the teacher and the administration.

COMMUNICABLE HEALTH PROBLEMS

If your child is not well prior to the beginning of the school day, you are requested to keep your child home. If a child has been diagnosed as having a contagious disease or infestation, (ex. chicken pox, strep, head lice) kindly notify the office, so precautions can be taken and notifications sent home. If a child has a temperature of 99.8, they are to stay home until the temperature is reduced to normal for 24 hrs, **without the help of medication.**

SECURITY PROCEDURES

Every precaution will be taken to maintain the safety and security of our campus and our students. This may include asking to see a driver's license/state id card or calling the local sheriff to assist as needed. If arrangements have been made for a student to be picked up, a parent or legal guardian must present him/herself to the office (not the classroom) before the child is released. The child is then signed out and released. If someone other than a parent is picking up a student, he/she must present a signed note from the parent or guardian before the child will be released.

Closed Campus

Students will not be permitted to leave the school premises before dismissal time or during school hours except during authorized field trips or by special permission from the parent and administration.

FIELD TRIPS

Field trips and outings will occasionally be scheduled for grades K-8. A signed permission slip from the parent is required for each field trip (verbal authorization cannot be accepted). Field trips are part of the curriculum and students are expected to participate. Any students who are absent for unexcused reasons, are subject to loss of curriculum points for the day. Field trips that are dependent on conditions (i.e. weather, behavior, grades, etc.) may have an alternate destination or activity. Local field trips will be approved by the school administration per Columbia Union School Board guidelines. Overnight field trips require school board approval and conference-level approval (conference approval refers to the educational governing body over our school through the Seventh-day Adventist Educational system.) Cell phones are not allowed on field trips unless approved by the homeroom teacher.

Parents/Chaperones for overnight field trips must be fingerprinted with the State of Delaware. Forms must be processed with the following information: reason for fingerprinting is child care. Fingerprinting will be valid each continuous year the volunteer remains an active volunteer at DFCS.

Volunteer Drivers

Volunteer drivers for field trips and other school activities must have a valid driver's license and \$250,000/\$500,000 limits on their insurance policy. Drivers must have a signed Field Trip Guideline form and a copy of the volunteer driver's insurance on file in the school office, and have filled out the Vehicle Safety Check on the day of the field trip.

All school volunteers (including those chaperoning/driving for field trips) must receive the online Verified Volunteer training and submit a background check. (Please see the school office for directions on completing this course.) The training will be valid each continuous year the volunteer remains active for up to three years. This training is offered at no charge to the volunteer but must be completed at least two weeks prior to the intended volunteer date. This allows the necessary time for the background check to be completed.

PERSONAL ITEMS AT SCHOOL

Cell Phones/Electronics

Electronics not specifically designed for scholastic use should not be used or visible on campus during school hours. Teachers have the right to confiscate a student's electronic device if seen or heard during the school day. The device will be held by the teacher and can be retrieved at the end of the school day on the first offense. Future offenses will require the parent to retrieve the device and students will be assessed a \$5.00 fee on their account. Students and parents are requested to make contact with each other through the school phone for emergencies only. Class will not be interrupted to deliver a non-emergency phone call or message to a student. Students are expected to follow the Internet and Chromebook Use Guidelines signed off by parents and students as part of registration.

Toys

We encourage students to leave their toys at home. This also includes any type of playing cards or trading cards. Toys brought to school should be approved by the teacher and used only after school. DFCS is not responsible for broken or lost toys.

FINANCE POLICY, APPLICATION FEE AND RE-ENROLLMENT

An online application or re-enrollment fee (returning students) must be submitted for each student each school year. An early application and re-enrollment period will be established during which time a discount will be given. Please see the current Tuition and Fee Schedule for the applicable amounts and discount period.

Registration Fee

The Registration fee is a single payment made at the time of registration. A discount will be given for early registration. Current students who complete their registration prior to the established deadline will be guaranteed their seat for the next school year. Current students who register after the deadline risk losing their seat to a student on the waiting list. Please see the current Tuition and Fee Schedule for rates and deadlines. The registration fee covers the use of all textbooks, insurance, yearbook, lab fees and standardized testing. The registration fee, activities fee and the first month's tuition must be paid before the student enters school. Registration fees are non-refundable upon acceptance to DFCS.

Late Enrollment

Students enrolling after September 1st will be charged a prorated tuition rate based on the number of weeks of school remaining. Registration fees are to be paid in full.

Tuition

The school board establishes the registration fee, tuition charges, activities fees annually. Tuition is charged on a ten-month basis (August - May). Tuition and fees are to be paid on FACTS.

- Returned Check Fee – \$12.00 billed to family’s account
- Credit Card Payment - % Fee billed to family at time of use
- Outstanding accounts from previous years (from this school or another school) must be cleared before admission will be finalized.
- The financial obligation form details actual tuition charges and is separate from the handbook, since it may change annually. It is included with the registration packet.
- There may be other class fees, course fees, extra program fees and trip fees which may come up during the year that are not included in the tuition or registration charges.
- If your account is overdue by 30 days, the Finance Committee will contact you to remind you of your status. You will then be asked to make satisfactory payment with a late fee assessed to your account.
- If acceptable arrangements aren’t made within another 10 days, your child will not be permitted to attend class until the past due amount is paid in full.
- If a student withdraws during the school year, tuition will be based on a percentage of actual days attended. As mentioned above, the registration fee is non-refundable.
- If a student leaves DFCS owing a balance, it is understood as a matter of contract by their student’s attendance at DFCS, parents/guardians waive their right, which may have been granted by the Family Education Rights and Privacy Act and any or all their legislative codes bearing on the transfer of such records, to the forwarding of records and transcripts to the student’s next school.
- Year-end grades & transcripts will not be mailed until the account is paid in full.

Discounts

Multiple-Student Discount

In the event a family has 2 or more students attending DFCS each additional student will receive a discount of 10%.

Military Discount

A discount, which is given to military members with the needed proof, will receive a discount of 10%.

COMMUNICATION TO PARENTS

Parents receive a weekly newsletter, the *DFCS Flyer*, via email every Friday afternoon. Parents can also use Class Dojo to communicate to their child’s teacher directly. <https://www.classdojo.com/>

In addition, parents can look up their student's grades on RenWeb and utilize our school website for additional information. Be sure to check that all phone numbers and emails listed in RenWeb are up-to-date.

INCIDENT REPORTING

ACCIDENTS

Attempts will be made to notify parents of serious injury or illnesses that occur during school hours. Parents must notify the school office when there is a change of phone numbers or persons to be contacted when you cannot be reached. It is understood that enrollment at DFCS confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parents and that no liability would be attached to such a decision. The school carries accident insurance coverage for each student registered at the school. Please notify the office if your child takes prescriptive medications, possible side effects, and if a consistently-taken medication has changed.

BULLYING

DEFINITION: Bullying is a deliberate and repeated attempt to hurt, ridicule, torment, threaten, frighten or intimidate someone. Bullying is the misuse of power by an individual or a group. Bullying can be mental, physical, verbal and/or psychological in nature.

Examples of typical bullying behavior:

- **Physical Bullying**
Minor assault – prodding, poking, tripping/ offensive physical gestures/deliberate damage to property of others
Major assault – hitting, kicking, tearing hair, scratching, punching, using a weapon of any nature; acting either as one-on-one, or else as a group against an individual/group.
- **Verbal and Written Bullying**
 - Name-calling, taunting aimed at ridiculing, humiliating or belittling someone, including remarks which can be construed as mocking of or offensive to: race, disability, sexual orientation, age, status, appearance or religion.
 - Teasing which can be construed as humiliating or embarrassing.
 - The spreading of malicious rumors and false information and rumors which are designed to mock, humiliate, ridicule and belittle others.
 - Sending bullying text messages, notes or letters.
 - Circulating material which humiliates or embarrasses another via electronic format, posters, photographs, graffiti or other means.
 - Threatening behavior and intimidation of others.

- **Psychological (Silent) Bullying**
 - Isolating/ostracizing a learner in any way.
 - Intentionally placing a learner in an uncomfortable position.
 - Being a bystander who, in any way, encourages or supports the actions of the bully, without intervening.
 - Intimidating or threatening another learner in any way to use or borrow their possessions.

Policy

- This statement is an expansion of the school’s Code of Conduct.
- All students and their parents are required to sign the Code of Conduct. In doing so, they will also be acknowledging the fact that they understand the school’s bullying policy and that they agree to abide by it and to uphold it.
- All forms of bullying should be reported. All information will be treated confidentially.
- All reports of bullying will be investigated.
- Action to be taken against a perpetrator is listed in the school’s Code of Conduct.

STUDENT SEXUAL HARASSMENT AND CONDUCT

DEFINITION: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature that is offensive. It can be spoken, written, or physical behavior by any gender. It includes offensive pictures, graffiti, jokes, and gestures. If the harassment comes from an adult, the student shall report directly to the principal. ***ANY SEXUAL HARASSMENT AND CONDUCT NEEDS TO BE IMMEDIATELY REPORTED TO THE AUTHORITIES!***

Dover First Christian School is committed to providing a school environment free from sexual harassment and conduct for all students. Incidents of sexual harassment or conduct should be reported to school authorities- principal, teacher, or a trusted adult - who can take appropriate action. Students who sexually harass or participate in conduct with others are subject to discipline, including dismissal. Employees who engage in sexual harassment and conduct are subject to discipline up to and including termination. If a student mothers or fathers a child, the school board in configuration with the Union, will determine disciplinary actions.

CHILD ABUSE REPORTING OBLIGATIONS

In accordance with Delaware State Law and the Chesapeake Conference of Seventh Day Adventists, staff members are required to report to authorities suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse and sexting on technology. In this very serious and legally narrow area, the school is prohibited from contacting parents in advance of making a report to legal authorities, which would be the procedure followed in most legal activities. If reasonable suspicion exists, school personnel do not have any legal alternative except to report to the proper

authorities. Suspected cases are to be reported, without investigation, that have visual evidence, child report, or third party report. Guidelines adopted by the Chesapeake Conference Office of Education will be followed.

DISCIPLINE PROCEDURES & POLICIES

STANDARDS OF CONDUCT

DFCS believes students should be taught how to become self-disciplined and respectful of others using rules, regulations, boundaries, and the natural consequences that occur as a result of their decisions or behavior. Parents should be advised that, while every effort has been made to describe the standard of conduct plan, it is impossible to spell out every instance where a discipline slip may be needed. Therefore, the administration reserves the right to issue discipline for other offenses not specifically spelled out in this Handbook.

The disciplinary policy and practices at DFCS have been designed to change or modify students' behavior in a positive environment. It is not intended to be punitive or controlling, but redemptive in nature. The goal is for the student to grow in self-discipline and communion with Jesus. Each faculty member has disciplinary responsibility with every student. The students must understand that while they are at school or at any of its functions, the faculty has the responsibility to supervise their behavior. Parents are asked to help the students understand this need for orderly conduct and to cooperate with the disciplinary actions involving their child. The following describes DFCS Standards of Conduct Plan.

DESCRIPTION OF DISCIPLINARY LEVELS

Generally, all important rules can be divided into two classes—those that help protect against injury and pain (health and safety rules) and those that help the school to do its job of teaching (well-being rules). These rules have been divided into four levels with their corresponding behavior descriptors:

LEVEL ONE MODEL

Students in a Christian school will act with courtesy and Christian decorum. This includes quietness in the classroom so others may study without interference, keeping hands to oneself, walking rather than running in the building, and keeping the desk and belongings clean and neat.

Level One Offense Examples: Tussling; slang; littering; chewing gum; running in the building; rude behavior; overly loud, boisterous, and disrupting behavior.

*Level One Consequences**: If a rule is broken, the teacher will speak with the student about the rule, disobedience, and the consequence. With a repeat offense, the teacher may call the parent to discuss the behavior and additional consequences.

LEVEL TWO MODEL

Students will treat others and their belongings with respect and honesty, taking care of school property. They should speak with truth and respect, recognizing the importance of prompt and regular attendance at class. They will not encourage others to break school rules and will respect the rights of all individuals.

Level Two Offense Examples: Aggressive behavior; minor vandalism; inappropriate language, body, or hand gestures; forging signatures; disrespect; bullying or teasing others, urging/helping a student to do something against a school rule or the law; using materials without permission, lying, and cheating

*Level Two Consequences**: A disobedient student may be removed from the classroom and sent to the principal for disciplinary action. When a student breaks a level two rule, the student will receive an appropriate consequence as assigned, the parents will be notified, and a phone call with a paper copy of the behavior sent to the parents. Students who do not return their disciplinary note the next school day may face additional consequences.

*Receiving consequences from a second level one or level two offense means the student is subject to suspension. In cases of possible suspension, the student may need to meet with his/her parents and the School Administration to determine his/her status at DFCS. The suspended student will receive unexcused absences.

LEVEL THREE MODEL

Students will behave in a manner that will not endanger themselves or others.

Level Three Offense Examples: Theft; insubordination or use of abusive language; improper or suggestive conduct; acts of inappropriate physical affection or sexual advancement; bullying; possession of obscene materials; actions that endanger the health or safety of others; leaving the school building without permission; breaking and entering the school; and failure to fulfill an agreement or assignment made because of behavior.

Level Three Consequences: A student must be sent to the principal for breaking a Level Three rule. He/she receives immediate consequences appropriate with the offense. This may be determined by the disciplinary committee. The disciplinary committee may consist of the Head Teacher, Board Chairperson, and at least one board member. The parents will be contacted immediately. The student could face expulsion and must meet with his/her parents and the Disciplinary Committee to determine his/ her status at DFCS. The suspended student will receive unexcused absences.

LEVEL FOUR MODEL

Students will refrain from participating in acts which are unlawful. Students will abide by the laws in Delaware and the United States of America.

Level Four Offense Examples:

- **SUBSTANCES:** Possession, use, transfer, or sale of drugs, alcohol, cigarettes, or drug-related substances.
- **FIGHTING OR ASSAULT:** Violent bodily contact that does or has the potential to hurt physically or emotionally.
- **VANDALISM:** Destruction of or permanently damaging school or student property. School property includes property owned by school employees or loaned for school use. It also includes graffiti, sprayed paint, etc.
- **DANGEROUS MATERIALS:** The use, or possession, of materials that are dangerous to the health and safety of students, faculty, and guests of the school. This would include fire-producing materials, fireworks and sparklers, dangerous chemicals, firearms, knives, chains, etc. The use of dangerous materials for science and other educational programs needs approval from the administration. (The necessary materials for these programs will be provided by the teacher.) Before readmission can be considered, the student and his/her parents must meet with the School Administration.
- **SEXTING:** The uses of any digital technology, or other device, to send, disseminate, or forward any image containing sexually-explicit photos, videos, or other imagery, or distribution by such means of any indecent language or material, is strictly forbidden. Level Four Consequences: A student will be immediately expelled from school for breaking a Level Four rule.

Level Four Consequences: A student must be sent to the principal for breaking a Level Four rule. He/she receives immediate consequences appropriate with the offense. This may be determined by the disciplinary committee. The disciplinary committee may consist of the Head Teacher, Board Chairperson, and at least one board member. The parents will be contacted immediately. The student could face expulsion and must meet with his/her parents and the Disciplinary Committee to determine his/ her status at DFCS. The suspended student will receive unexcused absences.

CONFISCATION POLICY: Should a student bring an object that is not in compliance with school rules, the following confiscation procedures will be followed but up to the discretion of the teacher:

First Occasion: The object will be taken from the student and may be returned to the student at the end of the school day with a warning. (At the discretion of the teacher)

Second Occasion: The object will be taken from the student and returned to the parent with a written notice.

Third Occasion: The object will be taken from the student and may be kept until the end of the semester or school year.

NON-DISCRIMINATION POLICY

It is the policy of the Seventh-day Adventist Church in all of its church-operated schools, at all levels, to admit students of any race, color, ethnic background, country of origin or gender; to proffer all the rights, privileges, programs and activities generally made available to students at its schools; and, to make no discrimination on the basis of race, color, ethnic background, country of origin or gender in administration of education policies, application for admission, scholarship or loan programs, and athletic or extracurricular programs.