

ONE BODY  
ONE SPIRIT  
ONE HOPE



*EPHESIANS 4:1-4 I URGE YOU TO LIVE A LIFE WORTHY OF THE CALLING YOU HAVE RECEIVED. BE COMPLETELY HUMBLE AND GENTLE; BE PATIENT, BEARING WITH ONE ANOTHER IN LOVE. MAKE EVERY EFFORT TO KEEP THE UNITY OF THE SPIRIT THROUGH THE BOND OF PEACE. THERE IS ONE BODY AND ONE SPIRIT, JUST AS YOU WERE CALLED TO ONE HOPE WHEN YOU WERE CALLED.*

**2020-2021**

## Table of Contents

Absences.....	6
Academics.....	7
Academic Testing.....	7
Accelerated Reading Program-ARP .....	9
Accidents and Illness.....	17
Accountability Groups (6 <sup>th</sup> -8 <sup>th</sup> Grade).....	19
Arrival and Departure .....	6
Assignment Buddies (Middle School) .....	7
Attendance .....	6
Automatic Noon Hours.....	13
Awards (6 <sup>th</sup> - 8 <sup>th</sup> Grade) .....	9
Band, Orchestra and Choir Program.....	9
Behavior Expectations .....	10
Bus Behavior and Regulations .....	10
Care Parent.....	16
Channels When Conflicts Arise.....	17
Chapels .....	19
Choir .....	9
Class Trips (6 <sup>th</sup> - 8 <sup>th</sup> Grade).....	9
Classroom Visits.....	17
Co-curricular Classes.....	9
Computer Room Use .....	9
Conduct Expectations .....	11
Detentions .....	13
Developing Christian Character .....	11
Discipline .....	12
Dress and Appearance Expectations .....	14
Drills-Fire, Tornado and Lockdown .....	18
Dutton Christian School Website.....	16
Electronic Devices.....	15
Emergency Closing.....	18
Emergency/Medical.....	17
Exams.....	9
Exploratory Classes (6 <sup>th</sup> - 8 <sup>th</sup> Grade) .....	9
Family Vacation Absence .....	6
Field Trips .....	16
Fire, Tornado and Lockdown Drills .....	18
Food/Beverages in the Classroom .....	15
Foreword .....	5
GIFT Groups (E5's-2nd Grade) .....	19
Goal Statement.....	3
Grading Period, Report Cards and Conferences .....	7
Grading System.....	8
Hall Pass (Middle School).....	8
Health Services .....	18
Homework .....	8
Hot Lunch.....	16
Key Attributes .....	4
Lockers.....	1
Lost or Damaged Books .....	8
Lost and Found .....	10
Medication Policy .....	17
Mission Statement.....	3

Organization (6 <sup>th</sup> -8 <sup>th</sup> Grade).....	12
Parent Notification Slip.....	12
Parents In Touch .....	16
Parties.....	15
Playground and Hallway Etiquette .....	12
Prayer Partners (3 <sup>rd</sup> -4 <sup>th</sup> Grade) .....	19
Red Cards.....	14
Retention Procedure .....	8
Room Parent.....	16
School Counselor Services .....	18
School Pictures .....	16
School Schedules .....	5
Scooters, Skateboards and Roller Blades .....	10
Small Groups (5 <sup>th</sup> Grade) .....	17
Spiritual Connections.....	19
Standardized Testing .....	7
Staying In From Playground Recess .....	7
Study Halls .....	8
Supplies and Textbooks .....	7
Suspensions .....	14
Values .....	3
Volunteers .....	17
Yellow Cards .....	12

## Appendix

Student Athletes.....	20
AOK Athletics.....	20
Student Athletes Expectations .....	20
Student Athletes Dress Code .....	20
Athletic Philosophy .....	20
Substance Abuse Policy .....	21
Philosophy .....	21
Policy.....	22
First Offense .....	22
Additional Offenses .....	22
General Provisions .....	22
Tobacco Policy .....	22
Acceptable Technology Use.....	23
Acceptable Technology Use Parent Consent Form.....	25
Weapons/Criminal Conduct Policy .....	26
Promotion or Retention of Students Policy.....	28

# Dutton Christian School Handbook

## **Mission Statement**

REVISED:12/13/99, REVISED 05/0, 10/19/15

Within a Reformed worldview, Dutton Christian School will:

- Nurture the heart with Biblical truth
- Equip the mind through academic excellence
- Impact the world for Christ

## **Values**

ADOPTED 11/13/95, REVISED 12/13/99, 11/8/01, 3/04, 10/19/15

### **Learning –**

Our world belongs to God and all truth comes from Him.

Our instruction is Biblically based and intentionally integrates a Reformed understanding of the Christian faith into all learning.

### **Students –**

Education is the process of nurturing the whole child as an intellectual, emotional, physical, social and spiritual being, uniquely created by God.

### **Academics –**

The educational program is thoughtfully designed to challenge each student to develop God-given gifts to the best of his or her ability.

### **Community –**

Our learning community is modeled after Christ's teachings; and as such, we strive to create an environment in which all students are able to grow and develop as His children and in relationship with one another.

**Partnership** – Our school partners with parents and churches to encourage students in their learning, to cultivate their relationship with Jesus Christ, and to prepare them for a life of service.

## **Key Attributes**

ADOPTED 3/05, REVISED 0708, 0809, 1314

### **Intentionally Christian**

Weekly chapels	Student prayer groups
Community service projects	Faith integrated curriculum
Biblical worldview	Graduation faith reflections
Middle School accountability groups	Daily classroom devotions
Bible taught as a core academic subject	Written student faith reflections

### **Accountable Instruction**

Ongoing curriculum evaluation	Academically talented program
Specialized co-curricular programs	Inclusive education
Discovery Education (K-8)	Spanish instruction
Learning support	Regular parent-teacher communication
Classroom visits by board members	Continuing teacher education and state certification

### **Expect Community**

Family-like school atmosphere	Broad parent volunteer base
Excellent class size	New family host program
Active parent association	Faithful financial support
Elementary student "buddy" program	<i>Moms In Prayer</i> prayer group
Fellowship opportunities for families and staff	Care Parent for each grade

**Foreword:** Dutton Christian School was established because a group of Christian parents had a vision of Christ-centered education for their children. What is a Christian school? It is, above all, a place where the presence of Christ prevails, a place where the Lord is honored. More specifically, a Christian school can be defined as an educational institution in which all teaching and learning activities are directed by the Bible. A school is a full-fledged Christian school when all of its principles, purposes, facets, and processes are illuminated and governed by the revealing and redeeming light of the Bible, God’s Word. The Christian school functions as an indispensable component of the task *to prepare God’s people for works of service, so that the body of Christ may be built up until we reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.* (Ephesians 4:12-13)

In the preceding paragraph, John Van Dyk in his booklet The Beginning of Wisdom describes our concept of Christian education and the task we face with you through the Holy Spirit. Middle school in particular poses an added challenge as students experience a once-in-a-lifetime metamorphosis into the adult world. Early adolescence is a time of transition, a time of questioning, a time of openness, and a time of decision. Our students with young minds and growing faiths are attempting to establish themselves as Christian young people living in a secular world. At Dutton Christian School, we have developed a program that addresses the needs and concerns of students and promotes continued growth in all areas of their lives.

The purpose of this student handbook is to familiarize you with the activities and policies of Dutton Christian School. Much time, thought, expertise, and prayer have gone into the development of the student academic program and offerings that are compiled in this guide. It is very important that you familiarize yourself with the information contained in this booklet. We encourage parents and students to read and discuss this material.

**SCHOOL SCHEDULES**

**Noah’s Ark Pre-Kindergarten**

- M/W/F 4’s am class 9:00 – 11:30am
- M/W/F 4’s pm class 12:30 – 3:00pm
- M/T/TH nature based 4’s am class 8:15-11:15am
- M/T/TH nature based 4’s pm class 12:00-3:00pm
- T/TH am 4’s class 9:00 – 11:30am
- T/TH 3’s class 8:15-10:15am
- T/TH 3’s class 10:30am-12:30pm
- W/F 3’s class 8:15-10:15

**South Campus**

E5’s	8:05-11:15am
Kindergarten-2 <sup>nd</sup>	8:05am-3:15pm
K-2 <sup>nd</sup> lunch	12:00-12:40pm

**North Campus**

3 <sup>rd</sup> -8 <sup>th</sup>	8:05am-3:05pm
6-8 <sup>th</sup> lunch	12:00-12:35pm
3 <sup>rd</sup> -5 <sup>th</sup> lunch	12:20-1:00pm

## **ARRIVAL AND DEPARTURE**

### **South Campus**

- A. Outside supervision of students begins at 7:45am at the south campus (in case of inclement weather, children are invited inside).
- B. Students arriving by car pools before 8:05 should be dropped off in the car pool line at the north end of the south campus and proceed directly to the playground.
- C. Once a student has arrived at school, he/she must stay on the premises unless parental permission is given.
- D. All students are expected to leave the school grounds upon dismissal unless participating in a school sponsored activity or event (i.e. Bricks 4 Kidz) or going to extended care.
- E. If a student stays after school, he/she should remain on school property until picked up by parents or designee.

### **North Campus**

- A. Parents can expect the doors to be unlocked by 7:40am.
- B. If a student arrives after 8:10am, they must check in at the office.
- C. All students are expected to leave the school grounds upon dismissal unless participating in a school extracurricular activity.
- D. If a student stays after school, he/she should remain on school property until picked up by parents or designee.
- E. Students who remain after school will be bused over to the south campus for extended care.

## **ATTENDANCE**

**Attendance at both campuses:** Parents, may call the school office at 616-698-8660 (ext. 3 for the north campus and ext. 4 for the south campus), email [attendance@duttoncs.org](mailto:attendance@duttoncs.org), or complete the absence form on the DCS App before 8:30am each day that your child will be absent. Please advise the administrative assistant if your child has a communicable illness (e.g. flu, vomiting, strep throat, chickenpox, head lice etc.), as this must be reported to the Kent County Health Department. Excused absences include illness, death in the family, family emergency, and doctor or dentist appointments.

### **E5's – 2<sup>nd</sup> grade absences:**

- An email or note is required in those cases where it is necessary for a student to leave school during the day.
- Such emails or notes must be submitted to the **office and teacher**.
- If a student must leave during the school day, he/she will need to check out at the office.
- Upon returning to school the same day, the student must check in at the office before returning to his/her classroom.
- Parents must report to the office to check their student in who is arriving after the start of the day.

### **North campus absences:**

- An email or note is required in those cases where it is necessary for a student to leave school during the day.
- Such emails or notes must be submitted to the **office and teacher**.
- If a student must leave during the school day, he/she will need to check out at the office. Parents do not need to come into the office. The administrative assistant will release the student if driver is visible through the window.
- Upon returning to school the same day, the student must check in at the office before returning to his/her remaining classes.
- A student must be in school by 12:30pm and remain at school to participate in extracurricular activities.

**Planned absences:** If an absence is anticipated for your child for reasons not listed above, the school office should be notified in advance from the parents informing the school of their student's expected absence. Students and

parents are responsible for arranging with the teachers that all assignments will be completed at a mutually agreed time.

**Family vacation absence:** Parents are urged to avoid the effects of unnecessary absences on their child's education. **If an absence is anticipated, parents should contact the office and make arrangements with the classroom teacher.** If homework is not requested prior to the vacation, plans to do missed work upon return are at the classroom teacher's discretion. If work is requested prior to the absence, any unfinished work upon return will be given a zero.

**Staying in from playground recess:** If you want your child to stay in from recess or gym due to a recovery or special circumstance, a note must be sent to the teacher specifying what the child is asking to be excused from and for how long (first recess, two days, etc.).

**Assignment Buddies (middle school):** By the end of the second complete week of school each student should be ready to state which classmate will serve as his/her "assignment buddy." This person will accurately write down all assignments, notes, and activities that were missed. The assignment buddy will bring all handouts, notes and books to the north campus office by 3pm.

## **ACADEMICS**

**Supplies and Textbooks:** A student supply list is available on the DCS website for students in grades E5's-8<sup>th</sup>. Textbooks are furnished.

**Grading Period, Report Cards and Conferences:** Report cards will be emailed to parents three times a year for Early 5's – 8<sup>th</sup> grade students. Parent-teacher conferences will be held in late November and in March. These conferences are valuable for both the school and the home in increasing our understanding of students and how to help them. Parents wishing a conference with a teacher apart from the scheduled conference time should contact the teacher to arrange a time.

In addition, middle school progress reports are sent electronically three times in each marking period. Parents are urged to review the periodic reports carefully and are invited to communicate with the appropriate teacher. 6<sup>th</sup>-8<sup>th</sup> parents are encouraged to check ParentsWeb to monitor student's progress.

Here is how to access the Dutton Christian School ParentsWeb:

- Type in the address [www.renweb.com](http://www.renweb.com).
- Click on "ParentsWeb Login".
  - Type in "DCS-MI" for your District Code.
  - Type in your User Name, which is the email address that you provided to the school.
  - Type in your password. Click on "Parent Login."
- Each one of your children enrolled at Dutton Christian School will have their own tab at the top of the page.
- You can access other school information regarding your child on this site, as well as email the teachers directly.

**Standardized Testing:** Students in grades 2-8 will take the Measures of Academic Progress (MAP) assessments developed by the Northwest Evaluation Association three times a year in connection with our Response to Intervention (RtI) program.

**Academic Testing:** Parents or teachers concerned about a child's academic progress should contact the Learning Support Staff for possible interventions, accommodations, or testing.

Procedure for requests for special testing for students at Dutton Christian School:

1. Parent(s) and teachers are in communication regarding any learning concerns and accommodations/interventions that are made within the classroom.
2. Classroom teacher observes, documents, and evaluates the student in the learning area of concern in consultation with intervention specialist and learning support staff. If the classroom teacher and/or literacy



intervention specialist feel there is need for further remediation of skills in an intervention group, the student will become part of an intervention group.

3. If the classroom teacher, parent, or intervention specialist feel another form of intervention is needed, the classroom teacher, learning support teacher, and parents will meet for a Child Study Team meeting to determine plan of action.
4. Options can include the following:
  - a. continued monitoring by the classroom teacher;
  - b. student will receive help through continued classroom interventions and results are discussed at a second Child Study Team meeting;
  - c. referral to CLC Network for comprehensive educational assessment;
  - d. parents choosing an outside agency; please share total report with the school.
5. Testing procedure by CLC Network:
  - a. Parents will receive a description of the testing process by Learning Support staff during and after CST meetings.
  - b. Appropriate assessment and evaluations may be completed as a result of the CST which may include psychological and academic evaluations.
  - c. After evaluation is completed, parents and DCS staff will meet with an All Belong representative to learn the results of the evaluation.
  - d. An Individual Student Plan form is signed at this meeting and a learning plan is made.
  - e. This process usually takes about 6-8 weeks from the time of referral to evaluation meeting.
  - f. No charge to parents if testing was done through the CLC Network as a DCS referral.

**Grading System**

A	100 - 95	C	76 - 73
A-	94 - 90	C-	72 - 70
B+	89 - 87	D+	69 - 67
B	86 - 83	D	66 - 63
B-	82 - 80	D-	62 - 60
C+	79 - 77	E	59 - 0

**Retention Procedure:** Retaining a student at any grade level takes serious considerations. Only after prayer, testing, teacher input, and parent involvement can such a decision be made. The administration, teachers and board members of Dutton Christian School desire and pray for the best placement of the child. See Promotion or Retention of Students Board Policy #5621 in appendix section of this handbook.

**Lost or Damaged Books (6<sup>th</sup> – 8<sup>th</sup> Grade):** Students will be given textbooks and novels to use throughout the year. A student will be assessed a fee if the books are lost or damaged.

**Hall Pass (Middle School):** The hall pass allows a student five free opportunities to forget materials for class or be tardy due to unpreparedness. Hall passes are provided for each trimester.

**Homework:** Students occasionally feel overwhelmed with homework at the beginning of the school year, but as their study skills improve and their familiarity with the school routines increase, this anxiety should decrease. Teachers try to avoid scheduling major tests on the day following major extracurricular events which involve a large number of students. Also, teachers sign up for major tests on the online homework spreadsheet to avoid any student having to take three or more tests on any one day. Students who feel overwhelmed with work are encouraged to discuss the situation with their teachers. A link to the Google Doc Homework Spreadsheet can be accessed through the DCS website for all 6<sup>th</sup>-8<sup>th</sup> grade students and their parents to check on major assignments.

**Study Halls:**

- A. All students will begin study hall reading independently.
- B. Students will sit in assigned seats with staff to supervise.
- C. Students will work quietly and independently on homework.

**Awards (6<sup>th</sup> – 8<sup>th</sup> Grade):** In order to recognize the many fine students at DCS, *Principal's Awards*, *Citizenship Awards* and *Work Ethic Awards* will be given every trimester to students. A notification of the award will be emailed at the end of each trimester (1<sup>st</sup>-2<sup>nd</sup>) and a certificate will be printed for the whole school year after the 3<sup>rd</sup> trimester.

- A. *Principal's Awards* will be given to students receiving an average of B+ or better in all combined subjects.
- B. *Citizenship Awards* will be given to students who exhibit exceptional positive behavior.
- C. *Work Ethic Awards* will be given to students who give their best effort to complete their work thoroughly and timely.

**Class Trips (6<sup>th</sup> – 8<sup>th</sup> Grade):** Class trips for 6<sup>th</sup> - 8<sup>th</sup> grade students are scheduled towards the end of the school year. Participation in the class trip is conditional on the completion of the required academic work for the school year. Parents will be notified about two weeks prior to the field trip if a student is in danger of losing the privilege of attending their class trip so that arrangements can be made for the student to complete the missing work.

**ARP - Accelerated Reading Program:** ARP is available to students at both campuses. This program encourages students to read independently both in the classroom and in other daily settings. After reading a book, students can usually take a comprehension test on the computer and earn points throughout the year. Thousands of books from our own library, the public library and bookstores have comprehension tests available.

**Exams (Middle School):** Middle school students will take a total of four exams.

7<sup>th</sup> grade: Grammar and History both during the second/third trimester, but at least two weeks apart.

8<sup>th</sup> grade: Math during the second trimester; Science at the end of the school year.

The exams will be worth 10% of their grade for the trimester in which they are given.

**Band, Orchestra, and Choir Program:** The band and orchestra programs begin in fifth grade. Fifth grade band and orchestra classes are offered twice a week. In sixth through eighth grades, students are scheduled for band and orchestra classes three times each week.

Seventh and eighth grade choir is an elective in seventh and eighth grades if the student is in band or orchestra. Choir meets twice each week.

Band, orchestra and choir concerts are given during the school year. Attendance at concerts is required by all students enrolled in these programs.

Students eligible to drop band, choir or orchestra during the school year need approval from the administrator.

**Choir is required in sixth grade.** Choir meets two times a week.

**Co-curricular classes:** Students in grades 6-8 will have co-curricular classes four times a week. They will rotate between art, Spanish and computer during the course of the school year.

**Exploratory Classes (6<sup>th</sup>–8<sup>th</sup> Grade):** Students will have opportunity to participate in Exploratory Classes during the school day, typically during the winter months. A variety of life experience courses will be provided over the course of the three (3) years. Generally, the exploratory sessions schedule six to eight class periods.

**Computer Room Use:** The computer labs will be restricted to primarily school lessons/assignments. Exceptions will be made by the staff. The following guidelines will be used:

- Teachers must accompany the class to the computer lab.
- Students may not be in the computer lab(s) unsupervised.
- Teachers must implement the guidelines of the acceptable use policy.

See appendix section of this handbook for the *Acceptable Technology Use*.

## **BEHAVIOR EXPECTATIONS**

**Bus Behavior and Regulations:** Bus transportation is provided for students of Dutton Christian School. However, riding the school bus is a privilege. At any time during the school year this privilege may be removed for misconduct or violation of bus rules and regulations. Students not signed up to ride the Caledonia Public School bus may not ride the Caledonia bus to a friend's house. It is best to try to reach bus drivers (DCS drivers or Caledonia) by calling the Caledonia Transportation Center at 616-891-0224, who can also contact DCS drivers.

### **Student Rules and Regulations:**

1. The bus driver is in charge. Obey and respect the driver at all times.
2. Bus drivers will be as consistent as weather and traffic conditions allow. However, buses cannot wait for tardy students.
3. Stay seated at all times, except when loading and unloading. Wait until the bus has come to a complete stop before attempting to enter or leave the bus. Enter and leave the bus only by the front door, except in case of emergency. Stay off from the roadway while waiting for the bus. Form a line to get on the bus.
4. Drivers may assign seats on a permanent or temporary basis. When seats are assigned, each student must ride in his/her assigned seat. Keep feet out of the aisles, off from the seats and the back of the seats. Sit in a forward position.
5. Windows are for ventilation and visibility only. Arms and head must never be extended, even partially, out of the window. There is to be no shouting through windows or throwing items out of windows.
6. Help keep the bus clean. There should be no eating or drinking on the bus without the driver's permission.
7. Items brought on the bus must be kept out of the aisle and not in the front and rear emergency door areas. (E.g. books, backpacks, musical instruments, etc.)
8. Respect the other riders.
9. Do not cross a road to get on the bus until the bus has come to a complete stop and the bus driver signals you. Please stay back 10 to 12 feet from where the bus will stop. When getting on or off, always cross in front of the bus, never behind the bus. Never cross the road until the driver lets you know it is okay to cross.
10. Informing the driver when not riding the bus to or from school is helpful.
11. Students are not to bring to school or take home from school live animals of any size, shape or species.
12. Students are not allowed to bring any container or object made of glass on the bus.
13. Fighting – pushing – shouting are unacceptable.
14. Any vandalism done by students to the bus will be repaired and the parents will be sent the bill. (An example would be holes in the seats.)
15. Students must be absolutely quiet when approaching a railroad-crossing stop. Loud talking, laughing, screaming, unnecessary confusion, etc., may divert the driver's attention and may result in a serious accident.
16. Students must never tamper with the bus or any of its equipment.
17. Students must remain in the bus in case of a road emergency and wait for instructions from the driver.
18. Students must observe the same rules and regulations on other trips under school sponsorship as they observe between home and school. Respect for the chaperones and the expectations they have for the students during field trips helps guarantee a successful trip.
19. Please do not have your child(ren) go to the mailbox until after the bus is gone.

Students will be automatically suspended from riding the bus after three disciplinary notices; however, the administrator reserves the right to suspend students from riding the bus at any time.

**Scooters, Skateboards, Roller Blades, etc.:** Scooters, skateboards, roller blades and other similar items may not be used during school hours or be ridden on the school grounds.

**Lost and Found:** Any articles which are found should be turned in to the office. Students should report lost articles as soon as possible. All belongings should be marked for easy identification. South campus students should check the *Lost and Found* box in the office. North campus students should check the cart located by the west exit to the playground. Periodically, all lost articles will be displayed at a convenient location and unclaimed articles will be donated to a charity.

**Developing Christian Character:**

At Dutton Christian School, we strive to cultivate a positive, safe environment for all of our students. We believe each of us is created by God and bear His image. We uphold an intentionally biblical perspective in all of our teachings at DCS, including when it pertains to developing the behavior we should emulate as disciples of Christ. We encourage our students, staff, and community to live a life that is pleasing to God. At DCS, these Christ-like attributes would include, but are not limited to, integrity, respect, unity, discernment, self-control, forgiveness, and love.

We understand we live in a fallen world, we are imperfect beings, and we continue to sin. At DCS, our teachers and staff intentionally come alongside students to develop Christian character and restore broken relationships.

**Conduct Expectations:**

Bullying is intentional, repeated, harmful behavior initiated by one or more persons and may be directed toward another person. It can manifest itself in many different ways. Repeated misbehavior at school can also manifest itself in many different ways. The teachers at Dutton Christian School are professionals trained to deal with day-to-day management. When a teacher needs additional support, they will inform the administrator and involve the Discipleship Committee members when needed.

No student will possess a weapon on school premises or at any time connected to school related activities without administrator consent. Included in this policy is any firearm, knife, martial arts device, or any other object which may be construed to be a weapon. Also included in this policy are look-a-likes. Any violation of this policy will result in disciplinary action up to and may include expulsion from school. See Weapons/Criminal Conduct Policy #5520 in appendix section of this handbook.

Harassment by teachers, administrators, support staff, students, or other persons in the building is not condoned or allowed. Any person who believes he/she has been subjected to harassment should report it immediately to the appropriate person, usually the administrator or homeroom teacher. Each report will be given serious consideration and investigated thoroughly. Reports will be handled discreetly and anyone who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for staff) or expulsion (for students).

Sexual harassment includes the making of unwelcomed sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive school environment. Any form of ridicule of others based on race, physical appearance, ability, family background, or similar feature will also be considered harassment and such persons engaging in this misbehavior will be disciplined.

In a Christian school, we realize that swearing, obscene or inappropriate language, and the use of obscene gestures are displeasing to God and may not be used. Violators will be disciplined. Likewise, taking the Lord's name in vain will not be tolerated. Student age, attitude, and/or intentionality may affect level and severity of consequences – school discretion is maintained.

If a student intentionally damages school property or the property of others, appropriate restitution will be sought.

Due to the risk of injury, throwing snow or ice is not allowed on campus at any time.

Due to the possibility of loss or theft, students are strongly encouraged not to bring valuables to school.

Students are to remain on school property during the school day. Any exception to this rule must be with the permission of the administrator or lead teacher/appointee. Refer to page 6 (Arrival and Departure).

The appearance of the school and its grounds is a reflection of the student body. We encourage our students to take pride in their appearance and help to keep our school looking clean. To this end, student belongings are to be kept in the lockers – not in the washrooms or on the hall floor. Musical instruments are to be stored in designated areas. Sports equipment may be stored in the changing rooms during the school day.

## **6<sup>TH</sup>-8<sup>TH</sup> GRADE ORGANIZATION**

### **Yellow Cards:**

A YELLOW card will be given for poor organization. Poor organization includes being late for class, a messy locker, lack of materials to class, a missing assignment, an incomplete planner and disorganized folders. A yellow card places a student "on notice" and carries no immediate penalty. When three yellow cards are received the student will receive an organizational noon hour slip. This slip will be sent to parents for a signature and the student will be required to meet with a staff member during the noon hour to learn organizational strategies.

When three organizational noon hours are received, the student will be assigned an after school organization detention. During this time, the student will meet with a staff member to work on organizational skills. After school organization detentions require parent notification and will be served the next possible day. These detentions are 45 minutes and served from 3:15-4:00pm. Yellow Cards accumulate during the trimester only. Yellow noon hours accumulate for two trimesters. Yellow detentions accumulate for the year.

### **Discipline**

Students will be encouraged to show respect and love to those around them, but there may be times when students fall short of the expectations at school or school sponsored events. In conjunction with the Developing Christian Character policy, the student's behavior and consequences will be documented in RenWeb according to the guidelines described below.

**Consequences** for not meeting conduct expectations are listed below and are used as a guideline by the administrator and teachers depending on severity and circumstance of inappropriate actions. The discipline assigned may be immediately more severe than listed based on the seriousness of the action, severity or result of infraction or prior offense(s) in other categories. The student's age, attitude, and/or intentionality may affect the level and severity of the discipline assigned. At all times, school discretion will be maintained.

If serious infractions occur, the administration may seek advice from a committee normally consisting of the Board President, the Education committee chairperson and 2 teachers, or their designees. This committee may advise the administration on the appropriate level of discipline, including the notification of outside authorities as necessary. This implies that a student may be placed at an advanced discipline level (see detention procedures noted below) for the first major offense based upon the seriousness of the infraction. Determination of the appropriate level of discipline will typically be determined within 48 hours of the infraction while allowing the administration time to perform appropriate due diligence of gathering information regarding the situation. During this time frame, it may be appropriate for the student(s) involved to be separated from others through an in-school suspension and/or ineligibility to participate in other school activities. Time spent separated from others will be considered in the final discipline determination.

Each student begins a new school year with a clean record unless a behavior modification plan indicates the offense will be carried over to the next year. Student records required by law will be transferred to future schools attended.

### **Parent Notification Slip:**

The parent notification slip is sent home for noon hours, detentions and suspensions. This slip must be signed by a parent and returned on the following day. The student will serve noon hours until the slip is returned.

### **Red Cards:**

A RED card will be given for misbehavior such as but not limited to:

- Disrupting the class
- Disrespect
- Misuse of hall pass
- Inappropriate chewing/disposing of gum
- Horseplay
- Failing to dress appropriately
- Not cooperating with those in authority
- Throwing snow balls

Red card slips will be given to the student with a copy given to the homeroom teacher. A student begins each trimester with zero red cards. The red cards accumulate within each trimester as follows:

- 3 Red cards = a **noon hour slip**. Noon hours accumulate for two trimesters.
- For each group of 3 noon hours, students will be assigned an after-school **detention**.

#### **Automatic Noon Hours:**

An automatic noon hour is given at the discretion of the teacher for infractions such as but not limited to:

- Cheating (additionally, student will receive a failing grade for that school work)
- Skipping class
- Use of foul language
- Damage or misuse of property
- Lying
- Aggressive misbehavior
- Kicked out of class
- Public display of affection
- Fighting
- Stealing

Automatic noon hours accumulate for two trimesters. The administrator will visit with each student receiving an automatic noon hour.

#### **Detentions:**

After-school detentions are given for serious infractions such as but not limited to:

- Physical contact causing serious injury
- Harassment
- Bully-like behavior
- Use of nicotine or illegal drugs
- Leaving campus without permission
- Destruction of property
- Invasion of privacy and other infractions which undermine a sense of respect for others
- Intentionally going to an inappropriate web site

#### **Detention Procedures**

Detentions will be served on the next possible day with a supervising staff member. The student may be required to work or simply sit. Detentions are typically served after school until 4:00pm and parents are notified to make transportation arrangements. The following discipline levels associated with detentions are typically cumulative for the year and can result in serious consequences.

**Level 1** - The student will work after school to improve the school's appearance.

**Level 2** - The student will work after school to improve the school's appearance. Additionally, the student will meet with the homeroom teacher to develop a behavior modification plan.

**Level 3** - The student will serve one to three days of in-school suspension and becomes ineligible for school activities other than classroom expectations while serving the detention. A parent/staff/student meeting is required to develop a behavior modification plan.

**Level 4** - The student will serve one to three days of in-school suspension while remaining ineligible for school activities. A parent/staff/student/board member meeting is required to remove privileges (i.e. class trip) and further refine the behavior modification plan.

**Level 5** - The student may be removed from Dutton Christian School.

#### **Procedures for In-house Suspensions:**

The student must:

1. Report to the office as soon as he/she arrives at school.
2. Collect all necessary books/materials for the day while accompanied by a faculty member.
3. Complete the planner accurately throughout the day.
4. Complete all assignments given that day as well as any additional projects and turn them in at the end of the day.
5. Take breaks only as directed by the faculty member.
6. Be awake and not sleep or put head down on desk.
7. Demonstrate a cooperative attitude.
8. Be quiet and not communicate with any students during the suspension time.
9. Complete a written plan for action that will encourage a successful return to the classroom.

The student must satisfactorily complete all nine items above in order to return to the classroom after the suspension period is over.

**Suspension/Expulsion** - A student can be immediately suspended or expelled for the following reasons: possession of weapon, threatening behavior, or creating a dangerous situation. Refusal on the part of the student and/or parents to cooperate and follow recommendations may result in expulsion.

### **Dress and Appearance Expectations**

Developing Christian Character also seeks to teach discernment in all aspects of our lives. At Dutton Christian School, we believe all our students are image bearers of Christ and have the responsibility to emulate this in their dress and appearance. Celebrating one's individuality and uniqueness is encouraged for our students at both campuses as long as it is done so in a respectful, modest manner. We are aware fashion trends come and go. As teachers and administrators, we want to teach students to discern what is respectful, modest fashion and good hygiene. We ask our parents to partner with us in teaching students about appropriate, modest dress and appearance.

#### **Guidelines:**

The guidelines for dress and appearance expectations are reviewed each year. The Education Committee reviews revisions. We ask parents to honor these guidelines. Teachers and administration will hold students accountable if they are not in line with our expectations, and they may be asked to change into appropriate clothing. If you have any questions, please speak with the head administrator.

**Pants/Capris/Shorts** should not have any holes, rips or tears and must be worn over the hips so that underwear is not visible. Pants/capris/shorts should not have wording over the backside. Pajama bottoms are not appropriate. Leggings are not a substitute for pants in grades 6-8.

**Dresses/Skirts/Shorts** must be modest and no shorter than mid-thigh on the student. Leggings may be worn under a dress or skirt, but the length of the dress or skirt must be no shorter than mid-thigh on the students.

**Girls' Shirts/Tops** may be fitted, but remain modest. Shirts/tops may not be low cut, reveal cleavage or reveal the midriff. Shirts/tops may be sleeveless if the straps are three inches in width from the neckline to the sleeve edge. Off-the-shoulder and open back tops are not appropriate.

**Boys' Shirts** must have sleeves.

**Hair/Jewelry/Skin** Hair color and style may not be extreme. Ear piercings are the only acceptable visible body piercing. No visible, permanent tattoos.

**Athletic Attire:** All 6th through 8th grade students will wear DCS shorts (in their size) for physical education classes. If students wear shorts for school intramurals, they may wear their DCS shorts or shorts that are no shorter than mid-thigh on the student. Athletic pants must be loose fitting. Each after-school sport will have a dress code approved by administration (i.e. athletic director) that will be communicated and enforced by the coaches.

**Hats/Hoods/Sunglasses** may not be worn in the building during the school day.

**Shoes/Sandals** must be worn at all times.

**Overall appearance** Clothing that contains inappropriate messages will not be allowed. Clothing must be worn so that undergarments are not visible.

**Playground and Hallway Etiquette:** Staff members, students, parents, guests, and service providers enter our building every day. Students play an important role in making this building friendly and inviting. These are expectations of students:

1. Honor our guests. Clear a path for them, and if you want to, greet them respectfully.
2. Walk in the hallways. Running is not appropriate.
3. Attempt to use the “indoor” voice. Shouting is seldom appropriate.
4. Pay attention to items falling out of your locker (pens, pencils, papers, books, snacks, etc.) and keep your space clean.
5. Pick up litter.
6. Keep playground balls in the assigned location.

Hot Lunch Etiquette:

1. Only students participating in the hot lunch program that day should be in the serving area.
2. Only students participating in the hot lunch program that day may take items from the salad bar. Students should not return for seconds.
3. Students should form the line along the wall towards the music room. Students in line should demonstrate courtesy and use proper manners.
4. Food and beverages should be consumed in the classroom, not in the hallways or outside.

Middle School Free Time Guidelines:

1. Games such as “TAG” should be played outside. Students should not be coming in and out playing games. Generally, once outside, remain outside for the remainder of the free time.
2. The parking lot, entry way, and the circle drive are off-limits for students during free time (play).
3. The area north of school contains the creek and the woods. Students may not go past the bend in the creek on the west side or past the fence on the east side. Students may not go into the woods or the creek. They should not track mud into the building.
4. The computer lab is not available to students during free time unless monitored by a teacher.
5. Break time snack trash should be thrown away in trashcans. Let’s keep our school grounds looking good!

**Electronic Devices:** The school is not responsible for lost, stolen, or damaged electronic devices brought to school. Electronic devices (such as cell phones, iPods, iPads, Kindle Fire, and other electronic gaming devices) may not be used once a student arrives on school property, but may be kept in the student’s locker for use on the bus. Electronic devices may be confiscated if used before or during school hours and an automatic noon hour will be given. Confiscated devices may be picked up in the office after school. Graphing calculators should not be used for games during the school day.

Exceptions: Students are permitted to use an electronic reader (such as a Kindle, Kindle Touch, or the Nook) for their independent reading assignments with the permission of the classroom teacher.

**Food/Beverages in the Classroom:**

1. Students may bring a water bottle containing water only to class. No other beverages are allowed.
2. Students may not have food, candy, or other snacks during class. Birthday treats or other classroom treats approved by the teacher are the exception.
3. Jolly Ranchers may be eaten in the class in which they were awarded.
4. No food/beverages (including water) are permitted in the library and computer lab.

**Lockers:** Each student is responsible for keeping his or her assigned locker clean. Food is not to be kept in the lockers overnight. Students are to use only the locker assigned to him or her. Any malfunction in the locker itself should be reported to the homeroom teacher. Students should gently open and close their lockers. Misuse that results in a broken handle will cost the student \$5.00. Students are not to hang on or slam the doors of the lockers, use padlocks, nor deface the lockers in any way.



Hard cover books are to be neatly placed on the top shelf of the locker. Notebooks, folders, and other large materials may be neatly placed at the bottom of the locker. Lockers will be inspected periodically.

## **PARENTS**

**Dutton Christian School Website:** The DCS website ([www.duttonchristianschool.org](http://www.duttonchristianschool.org)) and Facebook are excellent sources of information for students and parents. Contact information and the school calendar are located on the website as well as classroom information and resources for students.

**Parents In Touch:** The *Parents In Touch* (PIT) is a bi-weekly newsletter reporting news of importance to the student and parents. Included is the calendar for the week, notice of coming events and various other bits of information. The *PIT* is distributed on **Wednesday** via email and the DCS website. We would stress to the parents the importance of reading the *PIT*. All articles for placement in the PIT are due in the elementary office by noon on Tuesday. A *Community News* page is included the first Wednesday of each month. **A family may receive a paper copy by request.**

**Hot Lunch:** Caledonia Food Service has contracted with Aramark Food Service to provide a daily hot lunch for our students. There is no pre-ordering of meals. A monthly hot lunch menu will be sent home and can also be found on the Dutton Christian School web page. Teachers will ask students each morning who is taking hot lunch and this order is recorded. Parents are encouraged to set up an account at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com). You may deposit into this account 24 hours a day for a flat fee of \$1.75. To avoid this fee, please send a check for your children to either school office. Each child has a personal ID number that should be used when checking the account.

**Room Parent:** Each year parent volunteers are asked to be a *Room Parent* for a particular room. Room Parents focus on helping teachers with volunteers and classroom activities. They help the teacher plan, supervise and coordinate classroom activities throughout the year. They may be responsible for arranging transportation for field trips depending on the teacher. They will also work with other room parents from the same grade to create a Harvest Sale class project/item, which will be auctioned off at the fall Harvest Sale. Room Parents are responsible for coordinating birthday gifts for the teacher and adopt-a-staff partner for each class.

**Care Parent:** *Care Parents* focus on creating community and caring for the needs of the class, and they welcome and ease the transition for new families coming into our school. They connect with teachers and other parents within each grade to communicate praises and prayer concerns from the families within the class/grade. Care Parents also assist in providing for any family needs that arise within the class/grade (meal signups, prayer requests, etc.). They communicate community events and opportunities happening at DCS to the families within each grade/class. The goal of the program is to live out the key attributes of being Intentionally Christian and Expect Community with the families of DCS. One Care Parent is designated for each Pre-kindergarten, Early 5's, and Kindergarten classroom. In first grade through eighth grade, a minimum of one care parent is assigned for the entire grade

**Field Trips: Adults supervising field trips may not bring infants, siblings or other young children.**

**Parties:** In order to avoid problems, please do not send party invitations to school unless you send one for each boy or each girl or the ENTIRE class. We would also request that no birthday presents be given or received at school. When bringing birthday treats for a class, please ask the classroom teacher if there are any student food allergies. Please . . . NO GUM AS TREATS for students Early 5's through 5<sup>th</sup> grade.

**School Pictures:** Individual pictures of students will be taken in the fall. All students will be photographed and pictures posted to a password protected gallery for your review. No need to pre-order. Pricing and information for accessing pictures will be available after picture day.

**Channels When Conflicts Arise:**

1. **Read Matthew, Chapter 18.**
2. Parents should first attempt to reach a solution directly with the person (teacher, administrator, coach, board member, and other staff) involved.
3. After this has been done, the administrator may be contacted to help reach a solution.
4. Should resolution still not be reached to your satisfaction, the administrator should be asked to set up an appointment for you with School Board representatives on the Education or Executive Committee.

**Classroom Visits:** Parents who wish to visit a classroom are welcome. All visits should be arranged with the teacher in advance. When visiting the school, always report to the office first. Student visitors are considered only if permission is granted from the administrator at least one day prior to the visit and accompanied by a note from the parent of the Dutton Christian School student with appropriate contact information.

**Volunteers:** All volunteers who work directly with students must complete the Volunteer Background check form.

**EMERGENCY**

**Emergency/Medical:** All parents will be required to notify/update the office regarding medical information for each child.

**Accidents and Illness:**

- A. The office will call the parents to determine whether they can pick up the child; if the parent cannot be contacted, the office will use the emergency contact information provided by the parent.
- B. In an emergency, school staff may elect to call for emergency services.

**Medication policy:****Prescription**

1. The school office must be notified in writing of all prescription medications being taken by a student. This information is required by the school in order to respond properly to emergencies, as well as to respond appropriately in the educational process.
2. The school staff does not include trained medical personnel and is not equipped to assume responsibility for dispensing of medication; therefore, it is the responsibility of the parent(s) to make appropriate arrangements with office personnel for the dispensing of any prescription medication to be taken by the student. A student should not have a supply of medication more than is required to be taken during the school hours for that day without making arrangements with the office.
3. Office personnel are willing to assist parents in the dispensing of prescription medication to a student only upon the following terms:
  - a. Parent(s) must notify the school in writing of prescription medication to be administered by the school staff.
  - b. Office personnel will administer prescription medication. All prescription medication to be administered at school will be kept in the office, to be accessible only by those individuals designated by the principal, with a written log of the medications dispensed.
  - c. The parent(s) or guardian of the student must sign a Medication Dispensation Form provided by the school.
  - d. All prescription medications must be in the original container and have a pharmacy label which includes the child's full name, doctor's name and telephone number, name of the medication, strength of the medication and specific instructions regarding time and dosage to be given.
  - e. All changes in dosage or discontinuation must be made by a written statement from the parent(s) or guardian.
  - f. All medication must be picked up by the parent at the end of the school year or upon discontinuation of use, whichever occurs first.
  - g. The parent(s) or guardian is responsible to instruct the student to report to the designated dispensing area and the school assumes no responsibility with respect thereto.

### Non-Prescription

The office personnel will consider giving a student non-aspirin pain reliever provided the student's parent or guardian has agreed and given Dutton Christian School permission to dispense/treat.

Students are prohibited from providing prescription medication or non-prescription medication such as aspirin, acetaminophen, ibuprofen, etc. to fellow classmates.

**Health Services:** Vision screening for pre-kindergarten, Early 5's, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades and hearing screening for pre-kindergarten, Early 5's, kindergarten, 2<sup>nd</sup>, and 4<sup>th</sup> grades is provided by the Kent County Health Department. Dutton Christian School is required to report health records.

**School Counselor Services:** A school counselor is available through Dutton Christian to consult with parents, children and staff on a limited basis each week. Contact the homeroom teacher or administrator to begin the process. These services are not meant to take the place of necessary office visits.

**Fire, Tornado and Lockdown Drills:** A minimum of five fire, two tornado and three lockdown drills will be conducted to meet state law requirements.

### **Emergency Closing:**

#### I. TORNADO WATCH

1. All students will remain under the direct supervision of their teachers.
2. Buses will operate on schedule.
3. School will operate using the normal schedule.

NOTE: See **School Closing** below.

#### II. TORNADO/SEVERE THUNDERSTORM WARNING

1. No student will be released during a severe weather warning except to his/her parents. Students will remain at school until warning is lifted.
2. All students will be assigned to the safest possible areas within the school building until the warning has been lifted.
3. Tornado procedure signs are posted in rooms.

NOTE: See **School Closing** below.

#### *Bus transportation during a tornado warning*

1. School office must notify the drivers of a tornado warning in which a tornado has been sighted in their vicinity.
2. When notified, drivers must follow the protocol outlined in the emergency policy.

### **School Closing**

It is important for the safety of the children and staff to keep the telephone lines open for emergency information. In case of tornado warnings/watches or any inclement weather such as heavy snow fall or icy road conditions, please check local media websites (woodtv.com, wzzm.com, etc.), or check your local radio or TV for school closing information BEFORE calling the school. Generally, parents will receive an email from the school. On snowdays, we follow the decision of Caledonia Community Schools.

#### III. LOCKDOWN

- A. There are two kinds – an **Intruder Lockdown** due to presence of potential human danger and a **Shelter In Place** due to a less urgent emergency.
- B. In both cases, the exterior doors will be locked and parents/students are not permitted to enter or leave the building. Parents are advised to leave the area until determined safe to return.

## **SPIRITUAL CONNECTIONS**

**Chapels:** are held weekly for grades E5's – 2<sup>nd</sup> grade on Friday morning. Chapels for grades 3-5 will be held Friday afternoon. In the middle school, chapels and accountability groups alternate on Friday mornings. Chapels provide a time of worship for all students. Chapels include singing, prayer, praise, guest speakers, student participation, and audiovisual presentations.

During all assemblies and chapels students are expected to be courteous and attentive listeners. They are expected to enter with their designated class, sit in assigned areas, and remain under the supervision of a teacher at all times.

**Early 5's - 2nd grade GIFT (Growing In Faith Together) groups:** These multi-age groups of 10 - 12 students meet approximately once per month during the south campus chapel time. Each group is led by a DCS staff member. The goals for these GIFT groups are to build community and foster discipleship.

**3<sup>rd</sup> and 4<sup>th</sup> prayer partners:** Each third and fourth grade student is paired up with each other to form prayer partners. They meet once a month to pray and worship together during chapel. Praises and requests are written in their prayer journals. Partners also learn new ways to pray and be God Worshipers together.

**5th Grade Small Groups:** About twice a month, students in 5th grade meet together as a large group and are led by Mr. Burgess, Mrs. Noteboom and Mrs. Potter in a spiritual growth lesson. After the large group lesson, the students break up into small groups that they are assigned to. Parent volunteers are given a detailed set of questions to lead their small group towards a more in-depth discussion on the given topic. A variety of age appropriate topics are covered such as: friendships, making priorities, serving others and specific lessons on developing a personal relationship with Jesus Christ.

**Accountability Groups (6<sup>th</sup>–8<sup>th</sup> Grade):** Students in grades 6-8 will be assigned to an accountability group at the beginning of the school year. These groups will be supervised by an adult staff member or volunteer. These adult leaders will be assigned during the 6<sup>th</sup> grade year and continue for three years. The purpose of accountability groups is to develop open communication and spiritual growth in a small group setting.

## Appendix

### STUDENT ATHLETES

#### **AOK Athletics** *Putting Christ in the Contest*

The purpose of athletics in our Christian schools is to provide students with an opportunity to develop their athletic abilities in an inter-scholastic setting. It is the league's goal to provide organizational structure, coaching and a competitive environment which is consistent with our educational philosophies and the Christian faith. Although competitive in nature, athletics are a cooperative venture among several parties.

**Student athletes are expected to be at all practices and games.** In case of a conflict between the school's athletic program and a club or recreation program, the school comes first. If conflicts are foreseen, a choice needs to be made before trying out for a school team. Missing a game or practice or any part thereof will be grounds for dismissal from the team or limited playing time.

**Dress Code:** For physical education classes, school intramurals, and athletic practices, students are to wear attire approved by coaches and administration.

Student athletes will strive to conduct themselves in ways consistent with the Christian faith found in Proverbs 20:11. *Even a child is known by his actions, by whether his conduct is pure and right.* This includes:

- a) Placing the good of the team ahead of personal accomplishment or recognition.
- b) Respecting all players, coaches, officials and spectators.
- c) Allowing coaches to handle disagreements with officials.
- d) Recognizing the spirit and intensity of competition, while at the same time maintaining a spirit of cooperation and fair play.
- e) Not seeking pleasure from the degradation of an opponent.
- f) Avoiding personal confrontation with opponents and officials, including inappropriate remarks, taunting, or any action meant to put an opponent down.

### Athletic Philosophy

#### **Mission Statement**

Within a Reformed worldview, Dutton Christian School will:  
Nurture the heart with Biblical truth  
Equip the mind through academic excellence  
Impact the world for Christ

#### **Mission of Athletics at DCS**

Our faculty, staff, and coaches recognize that athletics is only one part of a comprehensive Christian education. DCS encourages their student-athletes to view their athletic experiences as a complement to the overall mission and purpose of Dutton Christian therefore;

DCS offers an interscholastic athletic program that teaches that athletics are a gift from God and should be received and valued. Our student-athletes are educated to appreciate the creativity of competitive play, the joy of participation, the expressiveness of movement, the value of community, the satisfaction of intense effort, and the motivation of goal setting.

#### **Goal of Athletics at DCS**

To uphold the overall mission of Dutton Christian by offering an interscholastic athletic experience that is shaped by Christian faith, thought, and practice that brings glory to God and honor to the Dutton Christian community.

#### **Athletic Education Objectives**

Interscholastic competition offers many rich and varied educational/ athletic experiences.

1. Student-athletes will refine their physical fitness, skills and knowledge of sport strategy;

2. Student-athletes will experience the community of team membership and learn responsibilities to each other, their coach, the spectators and the school community they represent;
3. Student-athletes will learn the ability to control their emotions and actions in a Christian manner during competition;
4. Student-athletes will learn the importance of self-discipline in adherence to rules and regulations. They will learn the relationship between hard work, success, failure, frustration, and one's self-worth.

#### **Expectations for Student Athletes**

Student-athletes will be expected to demonstrate the following:

1. Fundamental skills of the sport and team concepts.
2. Christian sportsmanship.
3. Understanding of one's role as a contributing member of the team.
4. Treatment of teammates, opponents, and officials with respect and dignity.
5. A high level of attentiveness, effort, and motivation at practices and games.
6. The ability to work with all students of different skill levels to develop their talents.

#### **DCS Athletic Policies**

1. Being a member of a team is a privilege and with privilege comes added responsibilities and accountability in the areas of behavior in school, and on the team, as well as the student athlete's schoolwork.
2. A student must be in school by 12:21pm and remain at school to participate in an after-school athletic event.
3. Team members must make every attempt to be at all practices and games. The absence from practices may lead to less playing time and, in some cases, expulsion from the team.
4. DCS will honor a "no cuts" policy in 7<sup>th</sup> grade athletics with an emphasis on playing time and skill development.
5. The increased competitiveness of 8<sup>th</sup> grade athletics continues the progression and preparation for high school athletics; however, it still remains a middle school activity. While we acknowledge the fact that some student athletes will and should earn more playing time than others, DCS remains committed to the student athlete experience remaining as inclusive as possible through the 8<sup>th</sup> grade. Therefore, DCS athletics reserves the right to implement the following plans depending on the circumstances in a school year and sport;
  - a. If the number of student athletes fit a "one team model" the school will offer one team and playing time will be earned and distributed at the coach's discretion.
  - b. If the number of student athletes is enough for multiple teams of equal ability, the school will offer two teams and playing time will be earned and distributed at the coach's discretion.
  - c. If the number of student athletes is not enough for two teams and one large team is made, then the school will make an attempt to schedule more non-league games to accommodate playing time for all the student athletes. Each athlete will be creatively rewarded with playing time according to his or her ability and attitude.

## **SUBSTANCE ABUSE POLICY**

### **I. Philosophy**

It is our goal to cultivate an atmosphere in which moral and spiritual growth can thrive, integrating lifestyle with Christian principles and devotion to Christ, removing things that distract students from this principle and devotion and encouraging students to see that living a Christian lifestyle is based on conscious choices rather than mere acceptance of prevailing practices in society at large. Christian lifestyle is expected of all students. It consists of practicing Christian virtues and avoiding attitudes and actions that the Bible condemns as sinful.

Dutton Christian School expects its students to abstain from use of alcohol and other controlled substances at all times. Experimentation with or use of alcohol and other controlled substances is irresponsible social behavior, a detriment to one's learning potential, destructive of the learning environment for oneself and others, potentially dangerous and illegal.

We recognize God's Word in this matter: *know that your body is a temple of the Holy Spirit...therefore, honor God with your body. (I Corinthians 6:19-20)*. We also accept the American Medical Association statement that "chemical abuse/dependency is an illness often preceded by misuse." Accepting God's Word regarding our bodies and the AMA's position on the dangers of chemical abuse, Dutton Christian Schools believe it is our responsibility to assist students and families faced with this issue and take necessary action to protect the rest of the student body.

In this area of life, disciplinary action must include a restorative element. Therefore, we strongly believe that professional counseling involvement and appropriate follow-up through action may be required in disciplining students. In addition, suspension or other disciplinary action may be necessary for students who violate our expectations related to alcohol and/or controlled substances.

## **II. Policy**

Any student who sells, possesses, distributes, uses, aids, or is under the influence of illegal drugs (including look-alikes), controlled substances, associated paraphernalia, or alcoholic beverages during school hours, while on school property (including busses), or at a school sponsored event is subject to disciplinary action (which may include suspension, possible probation and possible mandatory counseling). Disciplinary action will be determined by the administration and School Board.

## **III. First Offense**

Parents of the student will be contacted and will be required to meet with the administration and counselor to discuss intervention/prevention program options and make necessary arrangements. The student may not be readmitted to school until this meeting has taken place.

Parents and the student will be required to participate in the program chosen by the parents and approved by the administration until its completion and required to follow the recommendations made at the closing interview. The administration shall be supplied with a written evaluation of the student's progress from the professional in charge of the program upon completion. Refusal on the part of the student and/or parents to fully participate and follow recommendations may result in expulsion. The school will seek to work closely with the program directors, student, and the parents to insure proper follow-up.

Depending upon the severity of the offense, the administration may suspend the student (usually a minimum of three (3) days and in extreme cases may contact legal authorities). In addition, a probation period in which students are not permitted to participate in extra-curricular activities may be applied. During the probation period, the Team will also evaluate the student's attitude and behavior at school. Appropriate recommendations will be made to the administration.

As a restorative measure, mandatory counseling may be required for the student. The details of this counseling will be worked out with the administrator, counselor, and family.

## **IV. Additional Offenses**

The student will be suspended and the administration, in consultation with the counselor, will make a recommendation to the School Board regarding the student's future relationship with the school.

## **V. General Provisions**

The administration reserves the right to recommend student expulsion or other disciplinary actions to the Board for first, second, and additional offense cases.

## **VI. Tobacco Policy**

The use and/or possession of tobacco and tobacco products are prohibited at school and at school events. For the first offense, students may be suspended and placed on probation, which would prohibit involvement in extra-curricular activities for a specified period of time.

## 5320 Acceptable Technology Use

ADOPTED 4/12/01, REVISED, REVIEWED 9/01, REVISED 6/18/212, REVIEWED 04/13, APPROVED 5/2016

The use of technology in Dutton Christian School is a privilege extended to students, staff and community to enhance learning and exchange information. The technology committee and school board have approved the following guidelines for student use of technology.

### *Opportunities/privileges*

1. The role of technology at Dutton Christian School is to engage students in the learning process.
2. Students will have access to technology that will facilitate learning and enhance communication.
3. Students will have access to information from outside resources, including filtered access to the Internet conforming to the Children's Internet Protection Act (CIPA).
4. Students will participate in age-appropriate lessons on positive digital citizenship and cyber-bullying awareness. Cyber-bullying includes, but is not limited to the following:
  - posting slurs, rumors, or other disparaging remarks about anyone in any online or telecommunications environment. sending e-mail or instant messages that are harmful, mean, threatening, or harassing.
  - using a camera phone to take and send embarrassing and/or explicit photographs/recordings of students;
  - posting misleading or fake photographs of students in any online environment.

### *Responsibilities*

1. Students are responsible for using the technology in their school to facilitate learning and for purposes consistent with the school's program.
2. Students are expected to be polite, courteous, and respectful in their work, and use appropriate language as defined by the DCS Student Handbook when using the Dutton Christian School computers/network.
3. Students are responsible for adhering to the guidelines and standards established by the school for use of the equipment, programs, labs, and networks.
4. Students are not permitted to load any software on school equipment.
5. Students are responsible for keeping equipment, programs, and files from being relocated, removed from school premises, corrupted, or modified without the permission of the building technology teacher or designate.
6. Students should never reveal names, address, phone numbers, or passwords or information on other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
7. Students are not to transmit pictures or other information that could be used to establish their identity without prior approval of a teacher.
8. Students are responsible for using Internet and other telecommunication access for appropriate school-learning experiences.
9. Students should never agree to get together with someone they "meet" on-line without prior parent approval.
10. Students should promptly disclose to their teacher, other school employee, or parent any personal message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.
11. Students are responsible to uphold the Digital Millennium Copyright Act (DMCA) by avoiding downloading, copying or distributing copyrighted works and materials.
12. Students are responsible for avoiding sites that are profane, obscene, or that advocate illegal Acts, violence or discrimination toward other people. Colossians 3:1-10 provide rules for holy living and address how students should act when being responsible.
13. Students use of the Internet to access, process, distribute, display or print any material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited.
14. Students will not use the Internet to issue threats, hack, distribute malware or viruses, or participate in any form of terrorism or cyber-terrorism.



### *K-8 Internet use guidelines*

1. Students will use the Internet as one information source for specific assignments. Students will also continue to use other information resources such as books, magazines, and CDs.
2. Students will use the Internet to access sites, including search engines that have been preplanned by their teachers and media center staff.
3. Student use of the Internet will be supervised in addition to being electronically filtered.
4. Students will be taught that using the Internet inappropriately to search for sexually explicit material goes against the biblical teaching found in Philippians 4:8 to think about things that are pure.
5. Students who need to print information from the Internet must have pre-approval by the supervising staff.
6. Students are responsible for adhering to copyright guidelines.
7. Students will be allowed, with staff supervision, to access the Internet during non-class time such as before school, lunch hour, and study halls keeping in mind that the Acceptable Technology Use policy states that use of the Internet is for direct school learning experiences. The Internet is to be used for curriculum-related projects. General subject browsing, personal printing, personal e-mail, non-educational games, personal chat rooms or social networking accounts, and downloading will not be allowed.
8. Violation of these Internet guidelines may include the immediate loss of computer use up to the loss of computer privileges for the remainder of the year.
9. Students will not attempt to gain access to network resources to which they do not have permission. Students will report to their teacher any attempt they witness to circumvent network security.

### *Disciplinary action*

Violations may result in:

- Suspended use from equipment or the system,
- Restricted access,
- Financial restitution, and/or
- Other appropriate disciplinary measures.

### DCS Student Technology

At Dutton Christian School, we are constantly striving to create a school that offers excellent educational opportunities for our students. One of the requirements for a 21st century classroom is access to technology. Through a new technology initiative we will be increasing the number of devices available to our third through eighth grade students to 1 device per student. This will allow us to increase learning opportunities and allow for flexibility in our classrooms. This document will go over what you as a parent need to know about the devices your students will be using in the classroom.

### Repairs and Replacement Costs

Dutton Christian School will cover the costs of maintaining the devices and cover repairs or replacements from accidental damage (drops, cracked screens, liquid spills) as well as other hardware or software failures. DCS does not cover damages caused by intentional misuse and abuse. Dutton Christian School will assess the device damage and repair or replace the device if the damage is determined to be accidental and within these protection guidelines. Damaged devices must be turned into the DCS Technology team for evaluation and repair. These devices should not be brought to a third party to be repaired.

Parents/Students may be charged the full repair cost of a device that has been damaged due to intentional misuse or abuse.

## Privacy, Security, and Filters

### **Network Monitoring and Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a laptop or Chromebook, regardless of whether that use is for school or personal purposes, other than as specifically provided by law. The administration may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason. By using a laptop or Chromebook, students agree to such access, monitoring, and recording of their use.

### **Monitoring Software**

Teachers, school administrators, and the technology department staff will use monitoring software that allows them to view the screens and activity on student devices.

### **Passwords**

Passwords are provided by Dutton Christian School and should not be changed. Do not share passwords with anyone, ever. If a password needs to be reset, the student should contact Dutton Christian School tech support.

### **Filter**

DCS utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices used at DCS will have all Internet activity protected and monitored by the school.

## Device Use

### **Educational Use**

School issued devices should be used for educational purposes ONLY and students are to adhere to the Acceptable Use Policy at all times.

### **Ownership**

Chromebooks and laptops are issued to individual students for educational purposes and should be used only by the student to whom it is issued. The devices are property of Dutton Christian School, not the student to whom it is issued.

### **Policy Violations**

Any violation of the technology policies may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of Dutton Christian School, including applicable State and Federal laws. Students shall be granted permission to access the internet upon receipt of the signed Acceptable Use Policy form

## **F5320 Acceptable Use Parent Consent Form**

REVIEWED 04/13, APPROVED 5/2016

Dear Parents and Students,

It is important for our students to learn 21st Century technology skills; therefore, Internet service is used in your child's education at Dutton Christian School. Along with that comes the necessity for some guidelines. The technology committee, the school board, and teaching staff have formulated and agree upon the following rules.

### **The Dutton Christian School Technology Acceptable Use Policy states that:**

- A. Students will use the computer equipment for educational purposes only.
- B. Students will use the Internet to access sites for projects that have been pre-planned by their teachers.
- C. Student use of the Internet will be supervised by teachers and electronically filtered.
- D. Students who need to print information from the Internet must have approval by the supervising staff.
- E. Students are responsible for adhering to copyright guidelines.

- F. Students are responsible for avoiding sites that are profane, obscene, or that advocate illegal act, violence or discrimination toward other people.
- G. Students may use approved Google accounts, online app accounts, and other interactive online tools on school computers for teacher-directed coursework only.

Violation of these guidelines may include the immediate loss of computer use privileges.

I/We will allow our child to access the internet in a teacher-supervised setting for educational use.

## **5520 Weapons/Criminal Conduct Policy**

ADOPTED 9/11/08, REVIEWED 04/13, REVISED 04/2015

### **A. Introduction – A Christian Environment:**

The board and administration of Dutton Christian School seek to create a safe environment where each student and each staff member can live and work in the way God intended. Therefore, Dutton Christian School will not tolerate behavior that creates an unsafe environment or a threat to safety.

### **B. Procedures**

1. In compliance with Public Act 250 if a student is alleged to have possession of a dangerous weapon, or to have committed arson, or to have committed criminal sexual conduct in a Dutton Christian School building, on school property, in transportation vehicles, or at any school activity or contest in violation of Section 1311 of the Michigan School Code, the following procedures must be followed:
  - a. The school administrator must investigate the circumstances to substantiate the allegations.
  - b. If the allegations are substantiated, the board must conduct a hearing to determine whether the student must be permanently expelled. The hearing must conform with due process requirements.
  - c. If the allegations are proven, in compliance with State Law (Public Act 250 of 1995) the board shall expel the student from this school.
2. If the student is expelled, the Administrator or designee shall ensure:
  - a. That the weapons expulsion is duly noted in the student's permanent record;
  - b. That the student has been referred to the county Department of Social Services (DSS), to the criminal justice system or juvenile delinquency system and the Community Mental Health Department within three (3) school days;
  - c. That the parents are informed of the referral;
  - d. That the DSS form is completed – School Expulsion Referral Form and send the form to the County DSS office and Community Mental Health Department.
3. P.A. 250 makes the following provisions:
  - a. A homebound educational program may be provided to the expelled student.
  - b. Students in grade 5 and below who are expelled for reasons other than possession of a firearm or threatening another student with a dangerous weapon may petition for reinstatement at any time and may be reinstated after ten (10) days.
  - c. Alternative programs must provide that these students are physically separated at all times during the school day from the general school population.

### **C. Policy – Definitions and Statement**

1. For purposes of this policy, a dangerous weapon is defined as (a) firearms, such as handguns, shotguns, rifles, pellet guns, machine guns, stun guns, tazers, or electronic stun weapons; (b) explosives, such as bombs, grenades, blasting caps, or other containers containing explosive substances; and (c) other equipment, material, and devices that, in the manner they are used

could ordinarily cause harm, or are readily capable of causing serious bodily injury. The items described in clause (c) include, but are not limited to, knives (except small personal pocket knives with folding blades that are less than three (3) inches long.), tear gas, chemical substances, brass knuckles, clubs, chains, etc.

2. The board need not expel if the student can establish to the satisfaction of the board or its designee that:
  - a. The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
  - b. The weapon was not knowingly possessed;
  - c. The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
  - d. The weapon was possessed at the suggestion, request or direction of or with the express permission of a school administrator or the police. \*

\*There may be circumstances under which an object or instrument described as a dangerous weapon under the definition above is legitimately used for demonstration or other school-sanctioned activity. However, such an object or instrument may only be brought to school with prior written permission of both teachers involved and the administrator. Such instrument or object will be brought directly to the school office and held there until released to the teacher for the activity for which requested, then returned to the school office immediately following the activity. It will only be released to the student for direct transport off school property.

#### D. Reinstatement Provisions

1. A student who has been expelled under this policy may apply for reinstatement in accordance with the following guidelines:
  - a. If the student is in grade 5 or below at the time of expulsion, the parents may submit a request in writing for reinstatement after sixty (60) school days from the date of expulsion but the student may not be reinstated before ninety (90) school days from the expulsion date.
  - b. If the student is in grade 6 or above, the parents or an emancipated minor may submit a request for reinstatement after 150 school days from the date of expulsion, but the student may not be reinstated before the 180 school days from the expulsion date.
  - c. The parent or the emancipated minor shall submit a written request for reinstatement to the administrator or designee.
  - d. The administrator or designee shall, within ten (10) school days after receiving the request, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two (2) board members, an administrator, a teacher, and a parent of a student.
  - e. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:
    - 1) The extent to which reinstatement would create a risk of harm to students or school personnel;
    - 2) The extent to which reinstatement would create a risk of school system or individual liability for the board or Christian School personnel;
    - 3) The age and maturity of the student;
    - 4) The student's record before the expulsion incident;
    - 5) The student's attitude concerning the expulsion incident;
    - 6) The student's behavior since the expulsion and prospects for remediation;
    - 7) Compliance with Behavioral Performance Contract if created for potential reinstatement.

2. The board shall make its decision no later than the next regular board meeting following the committee's submission of its recommendations. The board's decision shall be final and not subject to appeal.
3. In the event a student who has been permanently expelled from another school or school district requests admission to Dutton Christian School, the board shall, in making its decision, rely upon the recommendation of the stated committee.
4. The administrator or designee shall ensure that Dutton Christian School's policies and guidelines regarding a student's rights to due process are adhered to when dealing with a possible expulsion under this policy.

## **5621 Promotion or Retention of Students**

ADOPTED 5/13/96, REVISED 4/22/13, APPROVED 5/2016

Most children will be promoted at the end of the year. In cases where retention is recommended, a conference with parents, teachers and administrator will be held to inform the parents of the recommended retention, the reasons for retention, and the implications of retention. Since the value of retention for elementary children is largely dependent on the attitude of the parents, it is desirable that the parents reach agreement. It will be the administrator's responsibility and duty to promote or retain students.

If the parents do not agree with the administrator's decision, they may appeal the decision to the DCS Education Committee, whose decision will be final.

### *Procedure:*

1. Once a teacher is aware of a possible problem the teacher should:
  - Check student's previous records
  - Talk with previous teachers
  - Monitor progress more closely
  - Document the problems
  - Consider calling a Child Study Team
2. The fall conferences should be used to discuss methods of improvement in particular areas of concern.
3. Inform the administrator of possible problems and what is being done to correct these areas.
4. By second semester do in-house testing – usually in areas of math and/or reading.  
Then:
  - Meet with parents and other involved staff to review testing results.
  - Discuss possible future and further testing.
  - Talk with parents about retention as a possible solution to the existing problem.
  - Discuss the use of summer tutoring to aid the student.
5. Before the school year ends, a final meeting with parents, staff and administrator to arrange and discuss more testing, tutoring and/or retention.