



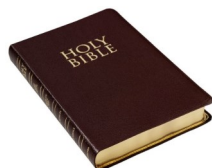
### **Pledge to the American Flag**

I pledge allegiance to the flag  
of the United States of America,  
and to the Republic for which it stands,  
one nation, under God, indivisible,  
with liberty and justice for all.



### **Pledge to the Christian Flag**

I pledge allegiance to the Christian flag,  
and to the Savior for whose Kingdom it stands;  
one Savior, crucified, risen, and coming again,  
with life and liberty for all who believe.



### **Pledge to the Bible**

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



# **Elementary Parent-Student Handbook 2024-2025**

Committed to Christian Education

Since 1971

P.O. Box 9

8555 Uva Drive

Redwood Valley, CA 95470

(707) 485-8778

[dvcs@pacific.net](mailto:dvcs@pacific.net)

[www.deepvalleychristianschool.org](http://www.deepvalleychristianschool.org)

## **School Hours**

### **Child Care**

Before and after school Child Care is available from 7:30 a.m. to 5:30 p.m. for all students at the rate of \$5.00 per hour up to 5:30 p.m. (rounded up to next quarter hour.) Children should be picked up no later than 5:30 p.m.

If children remain after 5:30 p.m. the rate of \$ 20.00 per hour is charged (rounded up to the next quarter hour.) Students must be signed in and out of Child Care by their parent. For planning purposes, please try to arrange with school main office for your approximate child care needs. Child Care rates are billed monthly.

Self-supervision or care by an older sibling is not an option due to safety and liability concerns.

### **School Hours**

School hours are from 8:30 a.m. to 2:30 p.m. If your student arrives before 8:15 a.m. or is still here after 2:45 p.m., he or she will be checked into Child Care and that time will be billed on your invoice.

### **Office Hours/Finance Office**

The main school office hours are from 8:15 a.m. to 3:00 p.m. daily. The Finance Office is located in Room 12 (behind the main office.) If it is not open, tuition payments or other forms may be dropped through the mail slot in the Finance Office door (Room 12) or given to main office personnel.

## **School-wide Values Curriculum**

Each year there is a school-wide values curriculum added in order to encourage students in character building. This is tied to specific Biblical principles and Bible verses.

By having this emphasis for the whole school, it unifies all the students and encourages discussion and learning about these important principles. The values curriculum is focused on the attributes of God, how to treat each other, and how God helps us to interact with love, forgiveness and grace.

Chapel speakers reinforce these Biblical truths every month.

## **Community and Service**

At Deep Valley Christian School we foster a spirit of community and service. Students are encouraged to serve one another and the school in small and large ways throughout the year.

## Finances

### Enrollment Fee

This per-family fee is for new families and is to be paid when the application for enrollment is submitted. The fee is non-refundable.

### Re-enrollment Fee

This per-family fee is for returning families and is paid at the time of re-enrollment. The fee is non-refundable.

### Tuition

Tuition is based on an annual amount and is paid in monthly installments. Illness, vacations, snow days or power outages, minimum days and school holidays do not affect the tuition cost. School holidays and minimum days are shown on the annual calendar. The first month of tuition is non-refundable.

### Late Fee

All payments are due on the first of each month and considered late after the 15th of each month. A late fee will be assessed as agreed upon in your enrollment paperwork.

### Delinquent Accounts

Accounts are not allowed to be more than one month overdue.

On the first of any month, if there is a balance owed from the previous month, the student will not be allowed to attend school until the account is paid through the previous month or other considerations have been approved by the Finance Manager, Administrator and School Board.

### Additional Charges and Fees

Yearly fees (materials, etc.) will be assessed with the first tuition payment. Charges may occur for other items including lost or damaged books, field trips, non-sufficient funds payments, or other fees which may be assessed as required.

## Table of Contents

Welcome .....	3
Purpose Statement .....	4
Vision & Mission Statement .....	4
Statement of Faith .....	4-5
School Motto.....	5
Admissions Policy and Procedure.....	5-6
Attendance Policy .....	6-7
<b>General School Information</b>	
Achievement Tests .....	7
Behavior Expectations .....	8
Bible Memory .....	8
Bicycles and Skateboards .....	9
Birthdays.....	9
Chapel.....	9
Closed Campus .....	9
Communications.....	10
Dress Code.....	10-11
Electronic Devices.....	11
Emergency Closures .....	11
Emergency Drills .....	11
Field Trips .....	12
Holiday Celebrations .....	12
Illness Policy.....	12-13
Medical Attention.....	13
Medication.....	13
PE Excuses.....	14
Lost and Found .....	14
Pick-up, Drop-Off.....	14
Playground Rules.....	14-15

Prayer..... 15  
 Technology—Acceptable Use..... 16  
 Telephone Use..... 16  
 Theft..... 16  
 Visitors ..... 16-17  
 Volunteering..... 17

**Conflict Resolution**

Conflict Resolution ..... 17-18

**Student Conduct Policies**

Student Conduct Policies..... 18-19  
 Unacceptable Behavior ..... 19-20  
 Probation Policies ..... 20-21  
 Probation Appeal Procedure ..... 21  
 Discipline Policy ..... 21-23  
 Discipline Policy Flowchart ..... 23

**Financial Information**

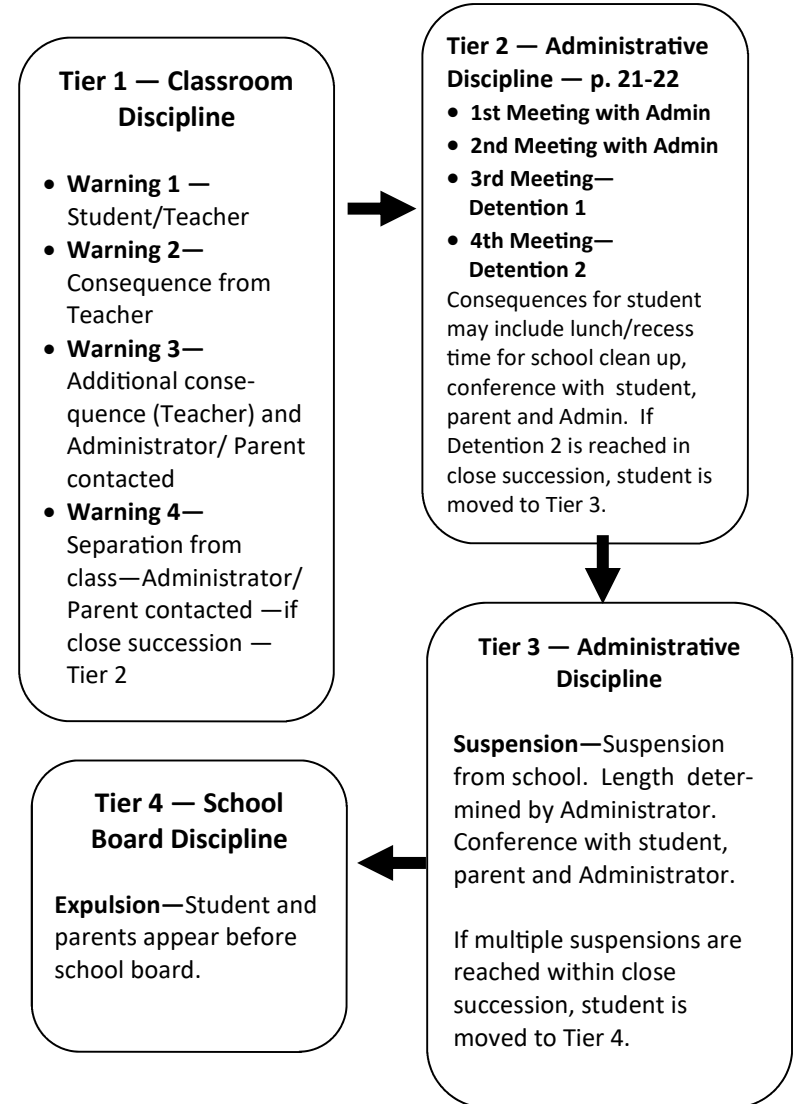
Finances ..... 24

**School-wide Values Curriculum..... 25**

**Community and Service..... 25**

If a student chooses to do any of the following at school, the student will automatically receive a **minimum three-day suspension** and/or a recommendation of expulsion by the school board: Alcohol, tobacco or illegal substances (possession, involvement, distribution or use), arson, pornography or other obscene literature, (possession, involvement, distribution or use), sexual misconduct/harassment, weapons (possession, involvement, distribution or use.)

**Discipline Policy Flowchart**



## Tier 2 — Administrative Discipline

- 1st Meeting — Administrator meets with student. Possible consequence for student (Administrator decision)
- 2nd Meeting — Administrator meets with student. Consequence for student (Administrator decision)
- 3rd Meeting — Detention 1 — One day lunch and/or after school cleanup. Conference with student, parent, and Administrator (Administrator decision)
- 4th Meeting — Detention 2 — Three to four days of lunch and/or after school clean up, conference with student, parent, and Administrator (Administrator decision)

If Detention 2 is reached with close succession student is moved to Tier 3.

## Tier 3 — Administrative Discipline

**Suspension** — Suspension from school. Conference with student, parent, and Administrator, School Board notified.

If multiple suspensions are reached within close succession, student is moved to Tier 4.

## Tier 4 — School Board Discipline

**Expulsion** — Student and parents appear before school board.

If a student chooses to do any of the following at school, the student will automatically receive a **minimum one-day suspension** at the first offense: Acts of indecency, hazing, violence (aggression to people or objects), leaving school without permission, stealing, truancy, or vandalism/graffiti.

## Welcome

The foundation of Deep Valley Christian School has always been Christ Jesus our Lord. Proverbs 9:10 states that “The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding.” By choosing to educate your child(ren) here, you are assured they are exposed to God’s Word throughout the day. This exposure comes not only through the study of the Bible but also through every subject which is taught from a Biblical worldview. Through Scripture memorization, your child will have tools with which to fight the enemy. Through the example, teaching, and prayers of Godly teachers and support staff, DVCS comes alongside to reinforce Christian values and standards which are taught at home.

Deep Valley Christian School began in 1971 through the efforts of individuals from several evangelical churches in the greater Ukiah area. These Christian families desired to provide their children with an education that would keep Christ in their children’s hearts and minds. Just as the original founding families worked together to establish DVCS, we must continue to work cooperatively to maintain and improve our school.

Thank you for choosing to be a part of the DVCS family. It is our prayer that we will serve together to raise children of character who will choose to walk with God throughout their lives.

Serving with you,  
The Deep Valley Christian School Board

## **Purpose Statement**

Deep Valley Christian School exists to glorify God by providing students the opportunity to grow spiritually and academically.

## **Vision Statement**

Students are spiritually, morally, and academically prepared with a Biblical worldview to serve the purposes of God in their generation. Students know they are loved and demonstrate it in caring service.

## **Mission Statement**

DVCS will shine the light of God in Mendocino County through teaching students the truth of God's Word and the gospel of Jesus Christ, integrated into a strong academic curriculum, which prepares students to impact their world. DVCS will employ teachers and staff who are committed disciples of Christ who sacrificially invest in students so they come to know and love Christ. Partnering with students, parents, and local churches, DVCS will foster a vibrant and compassionate community who care about one another.

## **Statement of Faith**

Deep Valley Christian School stands committed to the following Biblical truths:

- We believe the Bible is the infallible, inspired Word of God and therefore the Bible alone is our final authority in matters of faith and practice.
- We believe in the eternally existing triune God: Father, Son, and Holy Spirit.
- We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, and in His ascension to the

While on probation, a student's progress will be monitored. The school will be looking for improvement in behavior, attitude, citizenship, and evidence of spiritual growth. Students who do not show the desired improvement may be suspended.

Recommendation to the School Board for expulsion from DVCS will be made by the Administrator when other forms of disciplinary action have not changed behaviors and attitudes. Failure to make satisfactory behavioral progress will result in a recommendation to the School Board for dismissal from the school.

The Administrator will recommend to the School Board the suspension and/or expulsion of any student who is found under the influence, in the possession of, or who has provided to others tobacco, alcohol, or illegal drugs, or who is in possession of a firearm or other lethal weapon on campus. Suspension will be immediate for a minimum of 3 days and/or until the Board makes a decision about expulsion.

## **Probation Appeal Procedure**

Upon notice of a failed probation, a student may appeal to the School Board if it is felt that a change can be demonstrated in study habits or behavior. The appeal must be requested of the Administrator within one week of notification of failed probation.

## **Discipline Policy**

A four-tier Discipline Policy has been adopted by the School Board which includes:

### **Tier 1—Classroom Discipline**

- Warning 1— Reminder between student and teacher
- Warning 2 — Consequence for student (Teacher decision)
- Warning 3 — Additional consequence (Teacher decision), Administrator notified and parent contacted
- Warning 4 — Separation from class, Administrator notified and parent contacted. If warning 4 is reached in close succession, student is moved to Tier 2.

Discipline is handled by the classroom teacher or yard-duty staff. Teachers will contact parents regarding matters involving repeated behavior, defiance, or injury to others. Behaviors will be documented and brought to the attention of the Administration and/or School Board as needed.

### **Sexual Harassment**

Conduct constituting sexual harassment will not be tolerated and should be reported to a teacher or the Administrator immediately. An investigation will follow. Disciplinary action will be based on the severity of the incident and the conduct of those involved.

## **Probation Policies**

### **Academic Probation**

Students receiving below average grades will be referred to our Resource Teacher to determine the cause of the deficiency in grades. They will be monitored in their progress by the Resource Teacher and their classroom teacher.

Any student may be placed on academic probation at any time when recommended by a teacher and approved by the Administrator. Failure to make satisfactory academic progress may result in a recommendation to the School Board.

### **Behavioral Probation**

Any student may be placed on behavioral probation when recommended by a teacher and approved by the Administrator. Behavioral probation is a conditional period assigned to students who fail to meet the standards and uphold the policies of this school in their attitude or behavior.

Students placed on behavioral probation will have a designated time period to demonstrate changed behavior and attitudes. At the end of that time, a conference will be held to determine the student's status. Other conditions such as a contract may be decided upon by the teacher and/or Administrator as necessary.

right hand of the Father, where He now acts as Mediator and Advocate.

- We believe in the personal, imminent return of our Lord Jesus Christ for His own, in power and glory to reign in righteousness over the earth, and in the resurrection of both the saved and the lost—they that are saved unto the resurrection of life, and they that are lost unto the resurrection of judgment and everlasting punishment.
- We believe that Heaven is the place of eternal blessedness for the saved and that Hell is the place of eternal conscious punishment for the lost.
- We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men and that all who receive the Lord Jesus Christ by faith are born again and become children of God.
- We believe in the present ministry of the Holy Spirit whose indwelling in all believers enables them to live Godly lives.
- We believe in the spiritual unity of believers in our Lord Jesus Christ and the obligation of all His followers to maintain good works as evidence of faith.
- We believe that God is the Creator of all things and has full authority over all things. We believe in the literal six-days of creation, as opposed to evolution, and in the foundational basis of a literal understanding of the book of Genesis.

### **School Motto**

Because God loves us,  
We love God,  
We love others,  
We love ourselves,  
and we take care of His world.

## **Admissions Policy and Procedures**

### **Admissions**

Deep Valley Christian School is a private institution and as such reserves the right to refuse admission to any student at the discretion of the Administrator and/or School Board.

Deep Valley Christian School is committed to student success; however, due to limited resources it may not be possible to address all needs. We will strive to meet the needs of as many students as possible, but may not have the resources to serve every student.

## **Procedures**

1. Parents and students agree to read and abide by the policies of our school.
2. Beginning March 1, applications for re-enrollment for current families for the next school year will be accepted. Applications for new families will be accepted starting in April.
3. For new students an appointment should be made with the Administrator to discuss school structure, faith based activities, policies and academics. Parents inform the Administrator of student needs or concerns (academic, physical, emotional, behavioral, learning disabilities.) If the parent has a copy of a student's IEP it is reviewed by the Administrator. Assessment or testing is scheduled as needed and a determination is made to see if the school can address the student's needs.
4. When the application fee and all completed forms have been received by the school, assessments are completed, and the enrollment packet has been approved, the student will be considered enrolled for the next school year.
5. At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at DVCS. Parents of enrolled students have an ongoing duty to provide any documents or information relevant to a change in current custody or visitation rights to the school office within seven days of any change.
6. A student who enrolls after school begins will not be admitted to class on the first day of the admission process.
7. Payment for the first month of tuition is non-refundable and any applicable fees must be paid before a student can begin his or her first day of class.

## **Attendance Policy**

The instructional program designed for each class is progressive and sequential consisting of class participation and teacher

## **Respect for Property**

Students are expected to respect the property of other students, staff, and the school. Students are never to get into others' backpacks or teacher's desks or files without permission. If property is damaged or vandalized, whether extensive or partial, intentional or accidental, restitution is expected and may involve physical repair, financial reimbursement, and/or other disciplinary action as determined by the Administrator. Failure to accept personal responsibility may result in suspension.

## **Unacceptable Behavior**

**Cheating** — Honesty is expected of all students enrolled at DVCS. Each student is expected to do his/her own work on tests and all school assignments. If cheating occurs, disciplinary action may include both the student who provided the information as well as the student who used the information.

**Violence** — We define violence as aggression towards people or objects. Students must refrain from fighting, bullying, or using people or objects against others. Fighting is against the law and may result in suspension or other disciplinary action. There will not be allowed any gang-related or violent slogans, items or actions at school or at any school event.

**Weapons or toys resembling weapons are not allowed at DVCS.**

**Drugs, Alcohol, Smoking**—DVCS does not allow any illegal substances, alcohol or smoking on the school campus or at events. DVCS reserves the right to search personal effects.

**Inappropriate Pictures**—DVCS will not allow any inappropriate or explicit drawings, notes or pictures or the viewing of the same.

**Personal Responsibility**—DVCS enforces a hands-off policy. Students are to keep their hands and feet to themselves.

Boy-girl relationships and friendships are important, but at school public displays of affection are not permissible.



This process requires courage and integrity, but it is essential in maintaining the health of our school. Gossiping with others not involved in the situation brings about further conflict and can lead to misinformation, resentment or bitterness.

## **Student Conduct Policies**

Students are expected to display high standards of conduct at all times. Inappropriate comments, jokes, or actions intended to upset or ridicule another person will not be tolerated and will result in disciplinary action.

### **Good Attitude**

At DVCS a good attitude or following the “spirit of the law” is just as important as good conduct and obeying the written rules. We desire for students to cooperate with teachers, participate in class work and activities, and have a positive attitude toward the school. A negative attitude violates the spirit we are looking for at DVCS.

### **Language**

Speech should honor the Lord at all times. Misuse of the Lord’s name, cursing, as well as any other offensive or inappropriate language is not acceptable at school or at any school-related activity. Talk should be helpful, encouraging and kind.

### **Respect for Others**

Respectful behavior is the expectation of all students at DVCS. Students should conduct themselves in a respectful, courteous manner at all times with school personnel, other students, and guests.

School personnel must be addressed by the use of terms such as “Miss,” “Mrs.” or “Mr.” This standard is applicable in the classroom, outside, and at all school-related activities.

instruction. Students who regularly attend classes are more aware of class expectations and are more likely to meet or exceed them. For this reason, failure to attend class is a serious matter. Each teacher keeps daily and cumulative absence records in the student’s official permanent file.

### **Early Departures**

Parents must sign their student out of the classroom if leaving before 2:30.

### **Planned Extended Absence**

Absences outside of illness, family emergencies, and medical or dental appointments must be prearranged with the Administrator or teacher. A week’s notice will help teachers prepare for assignments while the student is absent. Upon return, students may find additional assignments required.

### **Repeated Absences**

Students with frequent absences may be referred to the Administrator and/or School Board.

### **Tardies**

When a student is tardy, it has a negative effect on the class. Please make every effort to have your student arrive on time.

## **General School Information**

### **Achievement Tests**

Students in 2nd grade and above are assessed annually in the spring using the standardized Terra Nova achievement tests. These test results will become part of the student’s permanent file. Parents will also receive a copy of their student’s scores. Terra Nova achievement scores compare both state and nationwide test scores which allows DVCS to determine where students compare by grade level. Attendance is critical during testing time and careful attention to sleep and good nutrition is strongly encouraged.

## Behavior Expectations

It is our desire to teach and model a Biblically-based Christian lifestyle with the result that our students grow into Christ-like character. Students will be clearly informed of the various behavior expectations at the beginning of the year. They may need periodic reminders about special areas. Parental feedback is appreciated as we are striving to be an extension of the home.

A student's attitude toward authority is perhaps the most important factor governing success in school and life. Your student will reflect a parent's attitude toward teachers, classes, and homework. Please model "respect for authority" that you desire your student to replicate. Hebrews 13:17: "Obey your leaders and submit to them."

Students are expected to:

- Willingly abide by attendance policies, expectations for conduct, dress code, and classroom rules
- Accept responsibility for their behavior
- Perform to the best of their ability in all areas
- Respect those in authority, fellow students, and the property of others
- Practice being quiet, considerate, and respectful toward adults and peers
- Not chew gum on campus
- Clean up after snacks and lunch by disposing of waste in a garbage can. Check for litter and assist in maintaining playground area by picking up playground equipment
- Promote wholesome friendships with all students and not exclude others
- Practice forgiveness and grace to all students

## Bible Memory

Students will have Bible verses to memorize. Parents are to help and encourage their students in these assignments.

students. They must remain in sight and sound of the teacher at all times.

Modest dress and appropriate behavior and language are expected of all visitors.

## Volunteering (except when limited by health mandates)

Parent volunteering in the classroom must have teacher and Administrator approval. Please fill out a Volunteer Information Form which allows us to run a background check through our insurance company. A current TB risk assessment form must also be completed prior to volunteering.

Please interact with all students as you volunteer in the classroom and do not just single out your own child.

## Conflict Resolution

Any time two or more people are together, conflict can arise. Having a disagreement with somebody is inevitable and a natural part of each student's life at any school. Most problems can be worked out by first going to the person we are in conflict with and talking with them with the aim of resolution and restoration. Students and adults associated with DVCS are expected to follow this Matthew 18 Biblical principles as follows.

1. Go and talk with the other person involved, sharing your concern from your perspective. This should not be done in an accusatory fashion but with the purpose of hopeful resolution. If this does not resolve the conflict in a timely manner, move to step 2.
2. Talk with the person next in line of authority (Teacher or Administrator) at school and ask for help in resolving the conflict. If this does not resolve the conflict in a timely manner, move to step 3.
3. Talk with a higher authority (Administrator or School Board Chairman).

## **Technology—Acceptable Technology Use Policy**

DVCS believes that technology, with its wide variety of resources, has much to offer students. It is our goal to educate students about the efficient, ethical, and appropriate use of those resources. Within the context of our school’s mission statement, technology resources will be used to meet the goals of our curriculum. Students understand that using technology at school is a privilege and agree to use it only as intended.

### **Telephone Use**

For emergency purposes, students may use a phone in the main office. With permission they can use a teacher’s cell phone to place a call.

### **Theft – Misplaced Personal Items**

In order to prevent lost or misplaced personal items, students are requested not to bring valuables (cell phones or large amounts of money) to school. Students are to report any lost items immediately.

Toys or personal items are not to be brought to school except for “designated sharing times” or special days.

### **Visitors (except when limited by health mandates)**

Parents are allowed limited visitation during the school day with approval from the teacher and administrator.

Visiting at the school includes the following special events: Spirit Week, chapel, birthday parties, class parties, lunch visits, classroom conferences, and classroom observations. Obtaining a background check is not necessary for the above-mentioned visits.

All visitors during school hours (including parents) must report to the office to register. All visitors are to abide by school policies and rules throughout the visit. Visitors may not be alone with

## **Bicycles and Skateboards**

Bicycles, skateboards, etc., may not be ridden on campus during school hours. After school hours, permission must be obtained from staff. Students are responsible to lock their items securely to prevent theft. Please remember that state law requires helmet use.

### **Birthdays**

It is acceptable to distribute party invitations on school grounds if the following standards are met:

1. Invitations are for every person in the class, or
2. Invitations are for every boy or every girl in the class.

When invitations do not meet these standards, they must be delivered somewhere other than the school.

### **Chapel**

Chapel is held each month. The purpose of Chapel is to encourage students to learn God’s Word and how to apply it to their daily lives. Chapel is also a wonderful opportunity to teach our students through praise and worship, learn about missionaries, and receive messages by special speakers.

### **Closed Campus**

In order to maintain a safe and orderly campus, DVCS has a closed campus. After arriving at school, students are not permitted to leave class and must be in class or involved in an authorized specific assignment during school hours.

If a student must leave school during the day, the teacher must be notified. The adult picking up the student must check in with the office to sign the student out.

## Communications

- **School Website:** [www.deepvalleychristianschool.org](http://www.deepvalleychristianschool.org)
- **Monthly newsletters** will be sent home and the newsletter is posted on the school website under Parents' Corner.
- **Homework Folders** — Teachers will send home special announcements with their weekly homework sheets in the homework folders. Parents, please use this easy and effective means of communication to keep tabs on your student's progress.
- **Email or text messages** will be sent for special events.
- **Facebook:** Deep Valley Christian School
- **Parent Teacher Conferences** will be held at the end of the first trimester in the fall. Please see school calendar for dates.
- **Social Media:** Please use discretion when posting pictures of DVCS events on the internet or a social media site without the consent of each family represented.

## Dress Code

The purpose of the DVCS dress code is to help students develop a standard of dress which promotes an atmosphere of respect and modesty and complies with Biblical perspectives.

## General Guidelines

Final decisions on dress code rest with the School Board and Administrator and will be influenced by, but not limited to the following guidelines:

- Clothing and hair styles should not distract or draw attention away from the learning environment in the school classroom.

- Parking lot is always off limits.
- All playground equipment must be used as intended.
- Swings: Take turns by counting to 50 per student turn.
- No digging in the dirt.
- No climbing in trees or hiding in bushes.
- Piling woodchips requires that they be spread back before recess is over.
- Students going to restroom notify teacher or yard duty staff.

**Snack Recess**—Seated and eating for at least 5 minutes before play begins.

**Lunch and Lunch Recess**—Seated and eating for at least 10 minutes before play begins.

## Warnings

A warning given by the playground supervision staff will include one verbal warning. There will be a two-minute seated time on the second instance.

**Whistles:** Failure to respond to below whistle instructions will result in two minutes of seated time.

**Two whistle blows**—come to staff member immediately (staff with raised hand)

- Used for large group corrections
- Used for emergency situations

**Three whistle blows** (2 short, 1 long): Recess/Lunch is over. Students should quickly line up to return to classroom.

## Prayer

Students are encouraged to share their needs with others and pray in a group setting. Times of prayer are observed during the school day and often at other occasions. Prayer is a natural communication with God that can be initiated at any time.

Students are not allowed to possess or administer their own medication. All medications (Rx and over the counter) will be kept in the School Office, administered by school personnel. In some instances, at the request of the teacher, the medication may be kept in the classroom and given by the teacher. All prescriptions or “over the counter” medicine require a DVCS Medication Form be completed and filed in the school office.

## **P.E. Excuses**

If a student must be excused from PE for medical reasons, a signed note from a parent is sufficient for the first week. If the need persists, a written doctor’s statement will be required.

## **Lost and Found**

Every attempt will be made to locate lost student clothing items. Please label children’s coats and special clothes with their names to help keep lost items to a minimum. Unidentified items in a classroom will be sent to the office, after all attempts have been made to locate the owner.

## **Pick-up and Drop-off**

The curb in front of the school is for immediate drop-off and pick-up. This is important for the safety of all our students. Parents needing to leave their car for any reason must park in one of the parking spaces provided. The upper parking lot is reserved for pre-school students and parents during drop off and pick up times.

## **Playground Rules**

Students have recess in the large playground. Upper grades have areas near their classes. Listed below are the playground rules:

- Boundaries: Students must be able to be viewed by staff. Play area boundaries for lower grades are the large playground to mid-field. Upper grades are back of athletic field and may extend to front sidewalks of main buildings.

- Clothing and general appearance should be modest, clean and neat (no rips, holes, ragged edges, etc.). Clothing should in no way become a safety hazard or hinder the student from participating in school activities.
- No spaghetti straps. Shorts and skirts must be as long as fingertips. No shirts showing midriffs. No cleavage showing.
- Leggings must be covered by dress or long shirts for modesty

## **Shoes**

- Shoes must be worn at all times and must be appropriate for active play.
- No open-toe sandals, backless clog type shoes, or heels.

## **Sunglasses and Hats**

- Sunglasses are not to be worn inside the buildings.
- Hats must be removed for prayer and pledges

## **Electronic Devices**

Electronic devices are not allowed on campus during school hours, at school-related events, or on field trips. Cell phones are not allowed at school with the exception of medically necessary devices. Exceptions must have approval from the administrator.

## **Emergency Closures**

DVCS will make every effort to remain open. If the public schools are closed, please check our website, social media, or contact the Administrator. Every effort will be made to contact families in a group email or text.

## **Emergency Drills**

Fire, earthquake, and disaster drills are scheduled frequently to provide familiarity with proper emergency procedures. A calm and orderly manner is expected throughout the drill as instructions are given by school or emergency service personnel.

## Field Trips

With Administrator approval, teachers arrange field trips for classes. In all cases transportation will be arranged by the school. All regulations regarding student responsibilities while at school are applicable on field trips or any school-sponsored activity.

In some cases, a drawing may be held to determine who may chaperone and drive for the field trip if there are limited chaperones allowed.

All parents driving on a field trip must have a Proof of Insurance form on file with the school and must agree to abide by the school's field trip policies:

- During the field trip, do not make any other stops with students in the car
- Have the car fully fueled and ready to go
- No smoking or offensive language by drivers
- Modest dress by drivers
- Compliance with all speed and vehicular driving laws
- All students must be in booster seats or seat belts according to age and weight
- Parents are responsible for monitoring student behavior, safety, language, music choices, and electronic devices
- Medical Release forms for each student will be given to the teacher in charge of the field trip

## Holiday Celebrations

When holidays are celebrated at DVCS, the goal is to worship and honor Christ and to emphasize the Biblical elements found in each holiday. For this reason, Spirit Week will take the place of a Halloween observance.

## Illness Policy

A parent may not bring an ill student to school. Please have an alternate plan. By strictly enforcing the guidelines below, the spread of illnesses to teachers and other students is minimized. The following are guidelines for parents to follow:

You may not bring your student to school:

- When your student has a contagious illness
- When he/she has had a fever (temperature above 100.4°) or has vomited within the last 24 hours
- When your student has a severe cold (heavy nasal discharge, green in color), constant cough
- Has symptoms of communicable disease (sore throat, red-dened eyes, runny nose, earache, headache, abdominal pain)
- If he/she has had diarrhea within the last 24 hours
- During the first 24-hour period of treatment on antibiotic medication
- If he/she cannot participate comfortably in program activities

If your child becomes ill while at school, you will be notified by staff and expected to pick up your child until the child returns to good health. Temperature checks may be taken in classrooms as needed. The staff will make the final decision regarding the health of your child as it relates to participation in school.

The school will give appropriate first aid to an injured child, and paramedics will be called to the school in the event of a medical emergency.

## Medical Attention

Each school year parents must sign a Medical Emergency Consent Form for each student. This form authorizes a staff member to seek appropriate medical treatment for the student in the event of an emergency when the parents cannot be readily located or contacted.

## Medication

Employees may not administer any medication (prescription or over-the-counter) to students for any reason without a signed medication authorization form from the parents or guardians. Medication accepted for administration to the students must be in the original container.