Dakota Christian School
Parent-Student Handbook

2026-2027 School Year



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Welcome to Dakota Christian School!

It is a real privilege to welcome you to Dakota Christian School. This is truly an exciting time for our parents, students, and staff. We are so thankful for a Christ-centered education based on God's Word. What a blessing it is to work with dedicated Christian parents who believe in quality Christian education for their children.

Our school board and staff are committed to providing a well-rounded Christian education. At Dakota Christian students can discover and develop their gifts and talents. These talents are to be used for Kingdom service and God's glory.

The following expectations, regulations, and policies have been formulated to help all of us work together for the welfare of our children. Please take the time to read this handbook and use it for future reference. Please feel free to call or stop in the office if you have any questions.

DAKOTA CHRISTIAN SCHOOL
PARENT-STUDENT HANDBOOK

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Background:

Dakota Christian School:

Dakota Christian School seeks to educate children in grades preschool through 12 in the light of God's Word. DCS is accredited by the State of South Dakota. Our school is a member of Christian Schools International, as well as CSI District 6 locally. Our staff is composed entirely of evangelical Christians committed to the task of nurturing our young people for Christian service in God's Kingdom.

Philosophy:

We believe parents have the primary responsibility from God to provide consistent Christian training and nurturing for their children (Ephesians 6:4). Realizing this awesome responsibility, parents have organized Dakota Christian School to be co-laborers, preparing young people to be Christian citizens and leaders in God's world and teaching them to let Christ permeate every part of life.

The basis of this Christian school is the infallible Word of God, written in the Scriptures of the Old and New Testament, as they are generally interpreted in the historic evangelical confessions of faith. In accordance with these confessions, we hold unreservedly to the sovereignty of God, revealed in the Lordship of Jesus Christ over the world and thus over every department of human activity, and submit unconditionally to the authority of Holy Scriptures, thereby recognizing these Scriptures as the supreme and final standard for Christian education and all other matters of faith and life. Students, regardless of their career choice or calling in life, grow in wisdom to know God and to respond to Him in every dimension of creation and in every aspect of their lives.

Acknowledging Christ's preeminence as Lord of the universe (Col. 1:18), as Redeemer of a people fallen into sin, and as the Sovereign Ruler over all of life, education at Dakota Christian School is a refreshing and renewing alternative to government education, "...so that we are not conformed to this world but transformed by the renewing of our minds". (Romans 12:1-2)

Mission:

The mission of Dakota Christian School is to assist parents by providing education based on a biblical worldview, thereby enabling children to grow in Christian wisdom, to nurture godly character, and to serve Christ as Lord. (Philippians 2:11, II Timothy 3:17)

Non-Discrimination:

Dakota Christian School admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Family Educational Rights and Privacy Act of 1974:

The Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) is applicable to any school. This law provides for limited accessibility to the student's records by the person who has legal responsibility for the student, for the right to challenge any misleading or inaccurate information contained in the student's records, for the necessity of obtaining written permission to release records to those legally responsible for the student, and for the responsible parties to be notified of their rights under the law.

In order to comply with the law, Dakota Christian School employs the following policies:

1. To secure the student's and the family's right of privacy within the school, only the Administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
2. Outside of the school community, only the person(s), usually the parent(s), who has legal responsibility for the student may have access to that student's records. Any parent or adult student request must be honored within fifteen days. When actual inspection of a child's file is made, this will be recorded on a log sheet kept at the front of each child's cumulative folders. On this log sheet the following information is to be recorded: date of visit, name of person examining the records and, initials of personnel handling the conference.
3. The school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is accorded by the school's record release form.

4. According to the law the school is authorized to release information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions, and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

Dakota Christian School Goals:

1. **To guide students to choose Jesus as their Savior and Lord in response to God's covenant.**
2. **To establish a Christian value system based on the Bible.** Students must be assisted and led to make choices rooted in God's Word so that decisions in daily life are made in accordance with the will and way of Jesus Christ.
3. **To develop a desire to learn about and enjoy God's creation.** We seek to stimulate in students a desire to investigate and probe what God has created and what he has enabled man to discover and develop. We nurture the joy of discovering the vastness and beauty of God's creation.
4. **To develop skills to assume their place of responsibility in God's kingdom and society.** We seek to refine the basic elementary skills while expanding to make students proficient in thought processes, oral skills, and the skills of proper social interaction.
5. **To develop the unique potential of each individual as an image-bearer of God.** We help students realize they are image-bearers of God with individual talents and needs. Opportunities are given to explore potential in areas such as choral and instrumental music, drama, term papers, special projects, and sports. Guidance testing is also conducted to direct students to identify their own God-given abilities, capacities, and interests.
6. **To develop Christian character and behavior.** We seek to develop within the students a knowledge of God's Word and the world. We help students realize that every thought and action in study, sports, work, and leisure must be brought into captivity to obedience in Christ (II Corinthians 10:5). Thus, love and forgiveness are basic ingredients in Christian students' lives, bearing witness of Christ in the community.
7. **To develop physical, emotional, spiritual, and mental health.** With the foundation of the Word of God, principles of living are taught in class, in physical education, school-sponsored social activities, and personal counseling.

Admission Policy:

We have designed our admission policy within the framework of our mission as a Christian school. Therefore, we will admit students from all families who are members in good standing of an evangelical church. The board does reserve the right to request an interview with a prospective student's family, if the board believes the need for an interview exists.

Tuition and Fees:

$150 Registration Fee for each child / $50 for Preschool
$50 Technology Fee for each child in grades 1-12
2-Day Preschool: $1,626
5-Day Preschool: $4,097
Grades K-6: $4,794
Grades 7-8: $5,780
High School: $6,515

For multiple children from one family:

1) The oldest child pays full rate according to schedule.
2) The second oldest child pays 85% of the assigned rate.
3) The third child also pays 85% of the assigned rate.
4) The fourth child and beyond pays 50% of the assigned rate.

Transfer Student Discount: A 66% tuition reduction will be given the first year to children transferring from another school and entering grades 1-12. A 33% tuition reduction will be given to those families the second year.

One half of the tuition must be paid by the end of the first semester. The second half of the tuition must be paid by the end of the second semester. If this is not possible, please contact the school office to make other arrangements.

Attendance Policy:

1. Tardy Policy

A. Tardiness is defined as not being prepared and in the classroom or at the appropriate location, with required materials, when the bell rings. Tardies are only excused by the principal or a teacher who detained a student for a valid reason. Tardies are cumulative quarterly.
B. On the 3rd tardy a letter is sent home to the parents.
C. On the 4th tardy the student must serve a detention hour.
D. On the 5th tardy the student shall receive a two-hour detention.
E. On the 6th tardy and each subsequent tardy a three-hour detention will be served.

2. Absences

A. Definitions
   1) School Excused Absence: An excused absence is any absence from class relating to school-affiliated curricular or extra-curricular activities (i.e. Athletic Events, Music Contests, Academic Award Banquets, Class or School Field Trips, etc.).
   2) Unexcused Absence: Any absence that is not considered school excused (i.e. Doctor Appointments, Illnesses, Family Vacations, etc.).
B. Student absences shall not exceed 10 unexcused absences per semester per period for the purpose of:
   1) Personal illness
   2) Personal or family problems
   3) Any reason that the parent and the student feel warrants an absence from class
C. It is the responsibility of the student to contact the teacher to receive make-up assignments and missed course work and to complete them within the time limits set. Students may lose attendance and participation points for discussions and in-class activities they have missed as certain elements of class cannot be regained or made up. Students must complete an advanced make up slip for pre-planned absences (i.e. sporting events, family vacations, doctor appointments, etc.). Parents must notify the office of all absences.
D. On the 5th unexcused absence per semester per period, a letter will be sent home to parents notifying them of current absences and requesting legal documentation (i.e. a doctor's note) for previous and all future absences.
E. On the 7th unexcused absence per semester per period a second letter will be sent home to parents.
F. On the 8th unexcused absence per semester per period and any subsequent unexcused absence, the student will serve a detention with the classroom teacher. The student may have to miss practices to serve detentions.
F. After 10 unexcused absences per semester in any period, a meeting between the parents, student, and education committee will be arranged to review absences and documentation. The education committee will develop a course of action. Disciplinary action may be discussed, which may include, additional make-up time, an additional project, the student being dropped from the class without credit, and/or may be reported for truancy. Parents will be informed of the developed plan. Parents have the right to appeal the decisions made with the education committee.
G. The education committee may make exemptions for specific absences on a case-by-case basis, such as but not limited to major surgery or documented illnesses necessitating prolonged isolation. The education committee may totally excuse or reduce the number of counted absences. Parents/guardians may make a request to the education committee to exempt specified absences. Legal documentation (i.e. doctor's statement) may be required.

3. Attendance Eligibility

DCS offers many curricular and extra-curricular activities. A student must be in school the entire day of, as well as the day after an SDHSAA-sanctioned event. If they are not, the student will be ineligible for the next event or performance in that activity.

The principal may grant an exception to the attendance eligibility policy (i.e. for emergencies) on an individual basis. All requests for this consideration should be made at least one day prior to the scheduled activity. If a student is absent due to a medical appointment, a doctor's statement is required to be submitted.

4. Truancy

A. Truancy is any unapproved absence of any student, e.g. leaving campus without the permission of the principal, being present in school but failing to report to class, obtaining permission to go to a particular place but failing to report at that location.

B. Parental approval must be obtained prior to a student's leaving school. Students will not be allowed to sign out and leave the campus unless prior approval has been obtained.
C. One detention must be served for each truancy.

5. Attendance Procedures

A. Parents are expected to notify the school on the day of the absence or on the day of the student's return. Pre-arranged absence notification is appreciated.
B. Failure to provide parental verification of an absence is considered truant.
C. Any student arriving late at school or leaving school early for any reason must report to the office when they arrive or before they leave.

6. Elementary Student Dismissal

School dismisses Monday – Thursday at 3:10 pm.
School dismisses Friday at 2:20 pm.

Students may be picked up in the car line outside the main doors by a parent/guardian. Students will not be released to other individuals unless the office has been notified by a parent via phone call or email. Should another individual need to pick up your student on a regular basis (i.e. grandma picks up every Tuesday) please notify the office of this arrangement so it may be recorded. If your student participates in a consistent carpool please notify the office of the driving arrangements on a weekly basis.

Should a student's dismissal routine need to change (i.e. going home with a friend, picked up by a relative or family friend, etc.) the office must be notified of this change by the parent/guardian prior to 2:30pm (Monday – Thursday) or 1:30pm (Friday) so teachers may be informed before dismissal time. Students will not be released to other individuals without parental consent.

7. Right of Appeal

Students removed from class due to a violation of the Attendance Policy have the right to appeal this action to the Administrator. Further appeals may be made to the Education Committee.

Expectations of Parents;

1. Parental Concerns Regarding School Personnel:

Misunderstandings or problems can arise between staff and students, teachers and parents, or parents and the school. Matthew 18 is our guide:

A. First, go directly to the staff member.
B. If the situation is not cleared up, bring it to the attention of the principal.
C. If the problem is still not solved at this level, it should then be presented in writing to the school board president for assignment to the appropriate committee for consideration and action.
D. A written appeal from the committee, the parent(s), or teacher may be brought to the full board for its consideration.

2. Parental Involvement:

Dakota Christian School needs active and full parental involvement in the education of their students. Therefore, we urge parents to:

A. Attend all scheduled parent-teacher conferences to discuss student progress, the various fund-raising activities, and as many public student activities events as possible.
B. Volunteer to chaperone class activities, and drive for field trips or athletic events.
C. Be supportive of the academic, extra-curricular, and disciplinary policies, as well as the expectations of the school.
D. Be active members of the Fellowship, as all parents of DCS students are regular members of the Fellowship Committee (Article III of Fellowship By-Laws).

Expectations of Students in Academics

1. Graduation Requirements:

A. The state of South Dakota requires students to successfully complete twenty-two credits to graduate. One credit equals two semesters of course work.
B. A cumulative grade point average of 3.0 or greater entitles a student to graduate with honors.
C. Classes are combined 9/10 and 11/12. As such, students might take the junior regiment of courses during

their senior year; the same applies for freshman taking sophomore classes.

D. A valedictorian and salutatorian will be named from the senior class after all grades are reported for the fourth quarter. Highest GPA achieves valedictorian, second-highest GPA achieves salutatorian.

E. Courses required for graduation are as follows:

1)

Courses		**Credits**
FRESHMEN:		
Christian Perspective:	O.T. Bible	1.0
Computer:	Computer 1	.5
Language:	Speech	.5
	Writing I	.5
Math:	Algebra I	1.0
Science:	Physical Science	1.0
Social Science:	Geography	.5
Fine Arts:	Choir and/or Band	.25 each
Other:	Physical Education	.5
	Health	.5
SOPHOMORES:		
Christian Perspective:	N.T. Bible	1.0
Language:	World Literature	.5
	Writing II	.5
Math:	[1]Geometry	1.0
Science:	Biology	1.0
Social Science:	World History	1.0
World Language:	Spanish I (.5 required)	1.0
Fine Arts:	Choir and/or Band	.25 each
JUNIORS:		
Christian Perspective:	Church History	1.0
Language Arts:	American Literature	.5
	Creative Writing	.5
Math:	[1]Algebra II	1.0
Science:	[1]Chemistry	1.0
Social Studies:	U.S. History	1.0
Fine Arts:	Choir and/or Band	.25 each
Elective:		1.0
SENIORS:		
Christian Perspective:	[2]Social Problems	.5
	[2]Faith and Life	.5
Language Arts:	Senior Literature	1.0
Personal Finance:		.5
Social Studies:	U.S. Government	.5
Fine Arts:	Choir and/or Band	.25 each
Electives:(capstone .5)		.5

[1]*With school and parent/guardian approval, a student may be excused from this course (Geometry, Algebra II, Chemistry) in favor of a more appropriate course*.
[2]Includes Capstone Experience: Service Learning coursework. See #13 below for further information.

2) Students will take elective courses so that they will achieve at least the minimum credits in each area as follows:

Courses	**Credits**
Christian Perspective	4.0

Capstone/Service	.5
Computer	.5
Language Arts	4.0
Math	3.0
Science	3.0
Social Science	3.0
Fine Arts	1.0
World Language	1.0
Personal Finance	.5
Physical Education	.5
Health	.5
Elective	1.0
Total	22.5 (SDDOE required 22)

2. Early Graduation:

Students may graduate prior to the completion of grade twelve if the course work required for graduation has been completed. In such cases, the student must have the approval of the board upon recommendation by the principal.

3. Attendance Certificates:

A student who has attended four years of high school, has a good attendance and conduct record, and has earned 20 credits may receive an Attendance Certificate rather than a diploma at graduation. Although the certificate is not the equivalent of a diploma, no distinction will be made between the two at graduation.

4. Alternate Methods of Earning High School Credit:

South Dakota has made it possible for upper classmen to enroll in eligible post-secondary institutions. Eligible students may take classes at four-year colleges and technical colleges, with administration approval.

Courses may be in the area of math, science, social science, humanities, vocation-technical education, and career option programs. The student will pay all related tuition, books, materials, and fees.
Dakota Christian School will provide a post-secondary option to students who are eligible under our policy. Our goal is to provide extra academic challenges and offer courses not available at DCS. We encourage students to plan their academic goals with the help of the administrator.

Dakota Christian School has the following Post-Secondary Options Policy:

A Students must have successfully met, or are in the process of meeting, DCS's graduation requirements.
B. Students must work the college courses around DCS's class schedule.
C. The student, parents, and administrator must agree that this is in the best interest of the student.
D. Students will complete the necessary forms before the end of the school year and return them to the administrator.
E. The college will give the student college credit and DCS will give high school credit for the course. It will be figured in with the student's GPA at DCS as well as with students GPA at the college.
F. DCS will determine how much high school credit per South Dakota Legislative Guidelines.
G. An administrator or the head teacher will supervise the course work.

Correspondence or Internet Courses:

Students may earn credit for courses that are successfully completed through an approved correspondence or internet program using the following guidelines.

A. The courses may be in the area of math, science, social science, humanities, vocation-technical education, and career option programs.
B. The student must have successfully met, or be in the process of meeting DCS's graduation requirements.
C. Students' 9th-12th grade, may enroll in more than one online course per semester with administrator approval and following the HSDC guidelines.

5. Grading:

Students are evaluated in course work to provide an understanding of their achievement. Students are encouraged to discuss their grades with their teachers, advisors, the principal, and their parents.

Report cards are issued every semester. Grades can be followed on the school's grading program, Educate, at any time. The A-B-C-D-F coding will be used for grades. An explanation of grading symbols will appear on student transcripts along with information on grade-point values. In determining GPA's, the following values are assigned to letter grades:

A	4.0	A-	3.67	B+	3.33
B	3.0	B-	2.67	C+	2.33
C	2.0	C-	1.67	D+	1.33
D	1.0	D-	0.67	F	0

The grading scale used by DCS is as follows:

A	100 - 95	A-	94 - 93	B+	92 - 91
B	90 - 85	B-	84 - 83	C+	82 - 81
C	80 - 75	C-	74 – 73	D+	72 - 71
D	70 - 65	D-	64 - 63	F	62-0

6. Academic Eligibility:

Students participating in any extra-curricular activities will be expected to maintain a GPA of 1.33 (D+) per semester, not cumulative, and must be passing all classes. Students will be evaluated two weeks into each semester and weekly afterward to determine their status. If a student is failing said standards (except at the end of the semester), he/she will be ineligible for one week in all extra-curriculars. They can be reinstated if meeting the standards after the one week period. A grace period of 2 weeks will be given at the beginning of each semester.

7. Standard for Written Work:

A. Daily assignments to be turned in must be completed as neatly as possible. Answers must be clearly visible and cross-outs kept to a minimum.
B. Formal work (such as laboratory reports, book reports, and other papers) must be typed (unless informed otherwise by the teacher) double-spaced, with margins, titles, and other information included as directed by the teacher. Spelling, sentence structure, and grammar must demonstrate clarity and carefulness, depending upon the teacher's specific instructions. .
C. All hand-written work on assignments, quizzes, and tests must be readable. Any answers that cannot be deciphered will be marked incorrect.
D. The bottom line: Your work reflects your values. Take pride and show pride in your work.

8. Drop-Add Procedure:

A student must have permission (indicated on a slip signed by the principal, parents, and all involved teachers) from the principal to drop or add a course. This must be done within the first 10 days of the course.

9. Homework:

Homework plays a vital part in our educational program and therefore will:

A. Reinforce lessons taught at school.
B. Help students gain self-discipline.
C. Promote good study habits.
D. Complete work that cannot be completed in a normal school day.

Homework assignments will be kept to reasonable limits; ordinarily a maximum of two hours for all classes combined. Most homework assignments should not take longer than a half-hour in a single class. Tests, however, may require more than a half-hour of study.

10. Late Work:

Any assignment that is turned in late will be marked as late. 50% will be deducted from a high school course, 25% from a middle school assignment. Late and missing work reports will be run weekly. Students on the report will be required to stay after school or come early the next day to work on assignments. In severe situations, students might miss extra-curriculars to make up their work.

11. Semester Exams/Projects:

Semester exams or projects will be given in nearly all courses to all high school students. The teacher and principal may decide that in certain classes an exam would not be of value or necessary for the students.

Semester exams will account for 20% of the semester grade in grades 9-12 and 5% of the semester grade for grades 7 and 8.

High School students will have the option of opting out of one (1) exam each semester, provided they end the semester with an 'A' in the class (A- does not qualify) and have 5 or fewer absences in that class. During spring semester, seniors may exempt all exams for which they meet the criteria of an 'A' and 5 or fewer absences.

12. Standardized Testing Program:

In addition to tests in courses and semester exams, students will participate in other school-wide and group-wide tests. These tests, which are usually given in the fall and spring, may include the Smarter Balance testing, PSAT, PLAN, the Armed Services Vocational Aptitude Battery (ASVAB), and the ACT. Other surveys and assessments are administered for career planning purposes.

13. Service Learning:

Dakota Christian encourages students to grow in Christian wisdom, to nurture godly character, and prepare for a life of service to Jesus Christ through service learning. Students will be required to complete 10 hours of service each year in grades 9-12 for a total of 40 hours. Service time must benefit a person in need or in some way improve the quality of life of the recipient. While there are some service projects that are part of the school year, students may need to participate in church and community activities in order to compile required hours. The Capstone Service Learning will include future planning elements. Students will use service learning experiences to plan their senior chapel.

14. Academic Cheating:

Cheating is a serious offense. Plagiarism, the illegal use or copying of another person's materials, reports, books or online articles, is considered cheating and will be addressed.

A. **First Offense:** The teacher will call the parents immediately. The student will receive a 0 on the test or assignment.
B. **Second Offense:** Parents will be notified immediately and the student will receive a 0 on the test or assignment. The student shall serve a one day in school suspension.
C. **Third Offense:** Student will lose credit for the course.

Expectations for Student Conduct

Background: Discipline and its application at Dakota Christian School is grounded in Scripture (see particularly: Proverbs 12:1, 13:18 & 24, 22:15; Ephesians 5:1-4; Hebrews 12; I Corinthians 13 and Revelation 3:19). Just as discipline and disciple come from the same root word, the full meaning and intent of discipline should be not only to correct behavior, but also to build up, encourage, and train a person in concepts as well as behavior that is pleasing to God. Discipline is ordained by God for the building of character and the training of behavior.

Aims:

1. To honor and obey our God's commands to train and discipline His young people in a way pleasing to Him.
2. To develop and maintain a positive climate for truly Christian learning and achievement for all students.
3. To train students in positive habits that will help them to live Christ-like lives.
4. To maintain the overall integrity of and promote an accurate, Christ-like image for Dakota Christian School.

Responsibilities: Teachers and the administrator are responsible to God and to students' parents or guardians for the lives placed under their care. They are also held accountable by the laws of the United States and of the State of South Dakota to exercise a proper standard of care for the students entrusted to them.

Teachers and administrators must work with parents or guardians to discipline students, informing them in a prompt manner of actions taken, and making themselves available to the students themselves and to the parents for discussion and counsel. Parents or guardians are asked to cooperate as fully as they can with school personnel in matters of discipline. By sending their children and young people to DCS, parents or guardians agree to abide by all of its policies. The ideal objective of the involvement is to foster understanding, to challenge parent and student alike to supportive behavior, to enlist student cooperation and to build like-minded attitudes.

Since Christianity is a total lifestyle, biblical standards of behavior are expected of students at school and away from school while attending school-related events.

1. Discipline Definitions

A. **Corporal Punishment:** Corporal punishment is not to be used to discipline students at Dakota Christian School. Physical force, however, may be used by school personnel without notice and without prior explanation to students when the use of such force is essential for self-defense, for the preservation of order, to quell a disturbance which threatens others, to protect school property, and/or to protect other people on school property. Reasonable force should be in keeping with the necessities of the situation, and should be moderate enough to avoid permanent physical harm to the student(s) involved.
B. **Detention:** Detention is time served before or after school for a predetermined amount of time as set by the teacher or other staff member. The student is assigned to the detention room to do homework or some other related school work. The principal or staff member may assign other school jobs when homework is not available.
C. **In-School Suspension:** In-School suspension is the isolation of a student from the rest of the student body. Students in suspension will be kept working at all times, shall receive a "zero" for all daily work missed from classes, but will be allowed to make up any tests missed.
D. **Out-of-School Suspension:** Out-of-School suspension is the removal of a student from school, upon a decision by the School Board's Education Committee, for up to ten days. Such action is reserved for severe cases of misbehavior or repeated misbehavior and the circumstances will be up to the Education Committee to determine.
E. **Expulsion:** Expulsion is the permanent or semi-permanent removal of a student from school. The Education Committee will make a recommendation to the school board regarding the decision to expel and the conditions required for re-admittance. The school board will make the final decision.
F. **Restraint:** The use of restraint will be avoided unless employed to prevent immediate harm to the person or others. Restraint may not be employed as punishment or for the convenience of staff. Prone restraint, defined as physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface, is prohibited except when the use is necessary and reasonable in manner and moderate in degree.
G. **Seclusion:** The use of seclusion will be avoided unless employed to prevent immediate harm to the person or others. Seclusion may not be employed as punishment or for the convenience of staff. Seclusion, defined as involuntary confinement of a student locked alone in a room, is prohibited, unless there is a clear and present danger.

When restraint or seclusion is used to respond to the danger of harm, the intervention shall be discontinued as soon as the danger of harm has dissipated.

2. Use of Alcohol, Tobacco, Vape Devices, or Illegal Drugs or being willfully present where these substances are used illegally, on a "per year" basis, will result in the following:

A. **First Offense**: One day In-School suspension. As part of the suspension, students will write a report on the effects of drugs, alcohol, vape, or tobacco.
B. **Second Offense**: Two day In-School suspension. A conference will also be held with the students, parents/guardians and administrator before the student returns to classes. The student will also either attend 10 hours of drug/alcohol counseling or perform 10 hours of community service.
C. **Third Offense**: Out-Of-School suspension, up to ten days, pending a conference with the student, parents/guardians, administrator and the Education Committee. Decisions could be made on whether the student will remain at DCS. The student will be evaluated for drug/alcohol addiction. Further penalties will be decided by the Education Committee on a case-by-case basis.
D. In addition to the previous consequences, substance abuse by students will impact their eligibility for extra-curricular activities:
   1) **First offense:** The individual shall lose eligibility in their sport for the following scheduled consecutive interscholastic events:
   Basketball—8 events, Cross Country—3 events, Football—4 events, Track—5 events, Volleyball—7 events, Golf—3 events, Cheerleaders (same as event), Archery – 2 events, Trap – 2 events.
   If the student who violated this policy confesses before the school begins an investigation of the infraction, the ineligibility will be cut one-third and the student will lose eligibility in the sport as in the following: for Basketball 5.5 events, Cross Country – 1 event, Football 2.5 events, Track – 3.5 events, Volleyball – 5 events, Golf – 1 event, and Cheerleaders (same as event), Archery – 1 event, Trap – 1 event.
   If the first violation occurs at the end of the school year, the suspension must be satisfied the next year. In fine arts, students must be suspended from at least one event.
   2) **Second offense:** Suspension from all extra-curricular activities for the remainder of the school year. If the second violation occurs at the end of the school year, the suspension must be satisfied the next year. The penalty is loss of eligibility for six events or six weeks, whichever is longer. In fine arts,

students must be suspended from at least one event.

Note: DCS is a tobacco-free school. Students are not allowed to smoke on school grounds. In regards to smoking/tobacco use, students who wish to receive help quitting will be referred to the school counselor or outside counselors.

3. **Sexual Promiscuity as Evidenced by Pregnancy** shall be dealt with as sensitively and as caringly as possible. Such an event will not affect the normal, base rights and privileges of students to receive an education; however, participation in extra-curricular activities will be prohibited.

   Following the birth of the child or other non-abortive termination of pregnancy, the involved students may apply for reinstatement to eligibility for extra-curriculars through the normal appeals procedure.

   Pregnant students will be permitted to continue in school in all instances with the sanction of the expectant mother's physician. If the administrator so recommends, a physician's approval of continued attendance must be on file at school. The administrator is authorized to make special arrangements for the instruction of pregnant students and to provide an educational program designed to meet their special needs.

4. **Overt and Clear Disrespect Toward School Personnel or Fellow Students** will result in, depending upon the severity and nature of the act of disrespect, detention, Saturday school, two-day In-School suspension, Out-of-School suspension, or expulsion. The involved students will also meet with the administrator and any involved staff-members to work out necessary restitution.

5. **Classroom Disruptions Requiring Removal from the Classroom** shall result in a conference with the administrator and appropriate consequences—such as those listed in #4 above.

6. **Sexual harassment** of students by other students or by employees of DCS is unlawful and contrary to our religious beliefs and the commitment of this school to provide a stable learning and working environment. School authorities will not tolerate any sexual harassment of students. It is the policy of this school that all contact between students, teachers, and other adult employees be in keeping with respect for the individual student, be of a nature that does not make a student feel uncomfortable, and be conducive to creating a stable environment.

   Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning environment. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

   School authorities will investigate all such reports immediately. Criminal charges will be handled by civil authorities. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student, termination from employment if they are an employee.

   All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that this school is required by law to report child abuse to the appropriate social agency which protects the rights of individuals in such cases.

7. **Bullying** of students by other students or by employees of DCS is contrary to the commitment of this school to maintain a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity. School authorities will not tolerate bullying of students.

   Bullying consists of repeated physical, verbal, non-verbal, written electronic, or any conduct directed toward a student that it results in an intimidating, hostile or offensive academic environment, or interferes with a student's academic performance.

   Incidents of bullying can be reported directly to the administrator or head teacher either in-person or through email. Reports can also be submitted anonymously through the Safe2Say platform. School authorities will act to investigate all complaints of bullying. Anyone found to have violated this policy is subject to discipline pursuant to DCS's student discipline procedure. This policy may not be interpreted to prohibit civil exchange or

opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

8. **Improper Driving** to and from school will result in consequences. DCS student driving regulations include
   A. Driving on school property and in the surrounding community is to be done with due regard for the lives, safety, and property of the school and others. Failure to do so will result in the following consequences:
      1) **First Offense**: Warning to student and notification of parents.
      2) **Second Offense**: Detention, notification of parents, and loss of driving privileges.
      3) **Third Offense**: Two day In-School suspension, notification of parents, and loss of driving privileges.
      Note: A student may waive any of the above actions in favor of immediate and direct reporting of violations to the County Sheriff.
   B. Student vehicles are to be parked immediately upon arrival within the lines marked on the lot in the area designated for student parking. Students are not to park in reserved handicapped spaces.
   C. Speed limit is 15 mph.
   D. Students are to stay out of the parking lot and their vehicles during the school day, unless they receive permission from the office.
   E. The concrete area directly along the sidewalk is reserved for loading and unloading and for a legal fire lane. During the school day or during any school activity, no cars are to park in this area.

9. **The School's Administrator** may also become involved in each of the above cases (1-8). The administrator will meet with any involved students in each of the above-described circumstances at least once. Students may also be referred to the administrator in any other circumstances.

10. **Other Actions Requiring Non-Proscribed Consequences** include disobeying school rules (including failure to complete homework properly), use of profanity, possession of non-or-anti-Christian material (pornography, tobacco or alcohol advertisements or paraphernalia as examples), and/or any other non-Christian acts or acts of disobedience and/or disrespect. School personnel may take any actions necessary, e.g. lower grades for uncompleted homework, assign incident-related papers, and/or assign before or after-school detentions.

11. **Inappropriate Material or Material that is Misused** may be confiscated by school personnel. Depending upon the material and circumstances, it may be returned at an appropriate time, or the confiscation may be permanent.

12. **Expectations** for students can be summarized in one statement: **Respect** others' 1) person, 2) possessions, and 3) time.

Miscellaneous Information ***(In alphabetical order)***

1. **Awards Program:**
   The Awards Program is in May when efforts in many different areas for our students that participate at the high school level are rewarded. Individual awards are given for Band, Choir, Drama, Cheerleading, Basketball, Track, Cross-Country, Volleyball, Football, Golf, Prairie Readers, Archery, Trap, and other efforts. Scholarships and academic awards will also be given on this night.

   A. Qualifications for lettering:

   Drama: 6 points to earn a letter (Points accumulated will carry over to following year)

Lead role	6 points
Medium role	4 points
Minor role	2 points
Bit part	1 point
Committee Work	1-2 points
Committee Chairman	2-3 points

   Oral Interp: 10 points to earn a letter (Points accumulated will carry over to following year)

Attending Regular Contests	2 points each contest
Districts	4 points
Regions	5 points
State	6 points

   Choir: 10 points to earn a letter (Points accumulated will carry over to following year)

Praise Team Vocalist	2 points
All-State Chorus	2 points
All-State Chorus Alternate	1 point
All-State Chorus Tryout	1 point

National Anthem	1 point
State Tourney National Anthem	2 points
Church/Community Event	1 point (must be documented)
Solo at Contest:	
I rating	2 points
II rating	1 point
Ensemble at Contest:	
I rating	2 points
II rating	1 point
Accompanist at Contest	1 point
Outstanding Accompanist	1-2 points (at director's discretion)
Honors Choir	6 points
Honors Choir Alternate	4 points
Honors Choir Tryout	2 points
Band: 10 points to earn a letter	(Points accumulated will carry over to following year)
Augustana Band Participant	2 points
All-State Band	6 points
All-State Band Audition	4 points
Solo at Contest:	
I rating	2 points
II rating	1 point
Ensemble:	
I rating	2 points
II rating	1 point
Accompanist at Band Contest	1 point
National Anthem	1 point
State Tournament National Anthem	2 points
Church/Community Event	1 point (must be documented)
Praise Team at school and/or church	2 points (a full-time member)
Help outside class time	1 point

Specific lettering requirements for each sport or activity are left to the discretion of each head coach. The first time a student letters he/she will be given the respective letter "AC" or "DC" pin and a bar for that particular activity. Every time thereafter, he/she will only be given a bar by the head coach. It is understood that for an athlete to earn an athletic award they must have complied with all rules and regulations for athletic participation as established by the AC/DC Cooperative and the SDHSAA. The athlete must complete the season unless released by the coach for reason of illness, injury, or extraordinary circumstances. In this case, the lettering will be at the discretion of the head coach and his/her staff. Lettering requirement should be made known to the athletes prior to the season. Lettering requirements for each activity should also be on file in the athletic director's office.

Awarding varsity letters to athletes for contributions made in their sport will be a coach's decision. However, there are some **guidelines** that the coaches should follow.

1. The policy should be made known to the athletes prior to the season.
2. The policy should be set so it is difficult to achieve, but attainable.
3. Athletes must complete the entire season to earn a letter.
4. Seniors that complete three (3) years in the program will earn a letter.
5. The head coach and athletic director will use discretion in the following categories: injuries, conduct, attitude, citizenship, post-season play, managers, student transfers or any condition not covered.

Football:

- Participation in half of the total number of regular season quarters and completion of the season in good standing.

Volleyball:

- Participation in half of the total number of regular season games.

Cross Country:

- Participate in half of the cross country varsity meets.
- Be an individual state qualifier.

Basketball:

- Participation in one-fourth of the total number of regular season quarters and completion of the season in good standing.

Wrestling:

- Winning a minimum number of seventeen (17) letter points and completing the season in good standing.

Track:

- Winning three (3) or more points during the season in major meets and having completed the season in good standing. Major meets shall consist of varsity competition at any of the following: invitational meet with five (5) or more schools, conference meet, regional meet, or state meet.

Golf: To letter in golf, participants must have completed any one (1) of the following:

- Participate in half the varsity matches.
- Medal in a varsity match.
- Receive a match score of 90 for boys or 110 for girls.

Cheerleading:

- Finish the season in good standing.

Student Managers/Statisticians:

- Complete the requirements of the sport that they served as manager

B. Class Academic Scholarships:

These scholarships are given to the student in each class (freshmen, sophomore, junior, and senior) with the highest GPA for that year (not cumulative), with grades figured through the third quarter of that year. Students receive a certificate and pin at Awards Night.

C. Perfect Attendance Pins:

Given to each student who has not missed any school days during the year.

D. Student Council Scholarship:

The DCS Student Council awards two scholarships. The first-place recipient will receive $750, and the second-place recipient receives $500. Any senior wishing to be considered for this scholarship is asked to write an essay on a topic specified by the Student Council. The freshmen, sophomore, and junior Student Council representatives then select the recipient.

E. Scholarships awarded at Awards Program:

1) Joe & Mildred Maas Scholarship - To be awarded to a student who attends Dordt College and is entering teaching or special kingdom work. If no one is entering teaching or special kingdom work, it is to be awarded to the student with the highest GPA.
2) Bernice A. Kuipers Education Scholarship - Awarded to a senior entering the field of Christian school teaching. The monetary award is to be divided equally to all qualifiers, seniors and those currently in college.
3) George Shea Memorial Scholarship - awarded to a senior with financial need whose future plans uphold George's wishes. He loved to see DCS students strive for big dreams, reaching far for opportunities.
4) Adeline Kuipers Scholarship - Awarded to a senior who demonstrates by their life style that they wish to honor God in all they do. The recipient has interests and goals that indicate they will eventually reside in our community.
5) DCS Dollars for Scholars Award - given to two students whose words and actions reflect the ideal qualities of a Christian school educator, such as patience, service, dedication, and love for others.
6) First Fidelity Bank Scholarship - Scholarships of $500 are given to two DCS seniors attending SD institutions of higher learning, and who are leaders, scholastic achievers (min. 3.0 GPA), involved in extra-curriculars, and have a financial need.
7) Other scholarships from outside miscellaneous sources will be awarded based on student application and selection.
8) Scholarships awarded by colleges will also be announced.

F. Scholarships awarded at Graduation

1) Frank Faber Scholarship - monetary scholarship based on GPA after the 4th quarter grades have been averaged. Awarded to two seniors who plan on attending Dordt College.
2) Kredit Academic Achievement Scholarship for Valedictorian - monetary scholarship based on GPA after the 4th quarter grades have been averaged. Goes to the senior with the highest GPA.

2. Calendar of Events:

The school calendar can be found on the school web site. Additions will be made as events are scheduled. Anyone who does not have Internet access can receive a printed copy from the school office.

3. Change of Address/Phone Number/Work Number/E-mail:

Please notify us of any changes. It is very important that we have current information in case of an emergency.

4. Closed Campus:

We follow a closed campus policy. Students must stay on the school grounds from arrival time until dismissal time. For a student to receive permission to leave campus for any reason, the office must have parental permission (i.e. Text, Call, Permission Form on File, etc.). This also means that lunches will be taken on the school premises unless the office receives parent permission. Students can earn off-campus lunch privileges as determined by the administrator. The administrator may grant and revoke open campus privileges (the ability or freedom to leave campus during study halls or dual credit or virtual class periods) to seniors as long as they maintain a C or better in all courses, do not have late work, are not late to physical classes, sign in and out in the office, and have a permission slip signed by their parent and administrator on file in the office.

5. Communicable Disease:

Please notify us immediately of any student(s) with a communicable disease. We need your cooperation to keep other students healthy.

6. Custodians and Buildings:

Our custodian works very hard and has a very big job. We are very fortunate to have someone to clean the school every day. Please be courteous and help keep things neat and clean. Take pride in our buildings -- pick up scraps of paper, pop cans, and other litter. Be sure to dispose of all waste properly and make our building a pleasant place to be. Please note as well that the custodian is an employee of the school and thus has appropriate authority within the school. Please respect the custodian as you would any faculty member.

7. Dress Code:

A. Our dress code demonstrates the Biblical principles of decency and moderation, so that others are not embarrassed, tempted, or caused to stumble. I Timothy 2:9 and I Peter 3:3 ask us to refrain from calling attention to ourselves. Be attractive but do not be an attraction.

B. Specifics:
   1) All clothing must be neat, clean, and appropriate for the classroom. Shirts must have sleeves.
   2) The following are not allowed:
      a. Shirts that do not cover bottom wear by 2-3 inches so that the midriff isn't exposed when raising arms;
      b. Clothing marked with slogans that detract from our Christian witness (examples: alcohol, cigarettes, sexual innuendo);
      c. Caps, hats, bandanas, or any other headgear during school hours;
      d. Sunglasses;
      e. Tank tops of any type, spaghetti-strapped-tops, tops with revealing scoop or V-necks, or open back;
      f. Dresses or skirts of immodest length; (Girls are to use Christian discernment & modesty – no more than 2 inches above the knee). Shorts may be worn all year.
      g. No visible body piercings that could cause harm to self/others or school environment.
      h. No Lycra, spandex, or other form fitting bottoms unless your top meets the criteria for shorts (fingertip length).

C. The Dress Code applies to all school functions, e.g. class/field trips, concerts, etc.

8. Electronic Devices

A. CELL PHONES AND PORTABLE DIGITAL MEDIA DEVICES: Dakota Christian School, as part of a commitment to upholding academic integrity and providing a safe learning environment free from distraction, limits student use of cellular phones and portable digital media devices.

B. We recognize that cell phones are a part of today's society, but we want to protect our student's mental, emotional, and spiritual well-being and prevent distractions to the educational process. To this end, Dakota Christian is a phone-free environment during school hours. Smartphones, personal smart devices (watches etc.), and other portable digital media devices may not be used by students during school hours. The following are guidelines for cell phone and portable media device usage during the school day:
   1) Phones, smart devices, and other portable digital media devices must be deposited in a box by the office each morning before the 8:15 bell. The box will be moved to a secure location.
   2) Students will not be allowed to access their phones throughout the day. Should parents or students need to contact each other, they will be encouraged to contact the office and use school phones. Students may be granted permission to access their phones for two-factor authentication purposes to log into their online learning platforms.
   3) Exceptions related to medical needs will be handled on an individual basis in coordination between the administrator and families.

4) Devices can be picked up at the end of the school day or when the student leaves school (e.g. sporting events, doctor appointments)
5) Failure to adhere to the above stipulations will result in the following:
    a. First offense – student's phone will be confiscated and brought to the office. The student may pick up the phone from the office at the end of the day.
    b. Second offense – student's phone will be confiscated and brought to the office. Office staff will notify a parent/guardian. A parent/guardian may be required to pick up the phone at the end of the day.
    c. Third Offense – student's phone will be confiscated and brought to the office. Office staff will notify a parent/guardian. A parent/guardian may be required to pick up the phone at the end of the day. The student will receive a detention.

C. Students may possess cellular phones and portable digital media devices while in school-owned or school-operated vehicles and while students are attending or engaging in school-sponsored activities, subject to limitations of this and other policies and regulations of Dakota Christian School, including teacher and administrator discretion.
D. Students found to have violated this policy shall be subject to disciplinary action. The DCS school board acknowledges that certain violations of this policy pose severe risks to academic integrity or student safety. Students found in severe violation of this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Severe violations of this policy involve highly inappropriate activities including, but not limited to:
    1) Electronic communication that contains inappropriate content, profanity, intimidation or threats to others;
    2) Sexting, which includes intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a person in any condition of nudity, or involved in any prohibited sexual act;
    3) Academic dishonesty or cheating;
    4) The use of a camera or recording features of cellular phones and portable digital media devices in restrooms, locker rooms or for any use constituting an invasion of any person's reasonable expectation of privacy;
    5) Communicating in any way with outside groups or individuals to participate in violent acts or other inappropriate or unlawful activities on school property or at school-sponsored activities;
    6) Refusal to relinquish phone to persons of authority upon request.
E. This policy shall not be interpreted to justify unreasonable searches of cellular phones or other digital media devices by school personnel. Any search of a student's cellular phone or portable digital media device by school personnel shall be:
    1) Justified at its inception and based on reasonable grounds that the search would reveal evidence of a student's severe violation of this policy;
    2) Reasonably related to its objectives and not excessively intrusive in light of the nature of the infraction; and
    3) Conducted in accordance with DCS policy and in the presence of a student's parent or guardian.
F. As necessary for the implementation of this policy, the administrator may establish regulations, consistent with this policy, further limiting or prohibiting the possession and use of cellular phones or portable digital media devices.
G. Dakota Christian School assumes no responsibility for loss, damage or theft of cellular phones and digital media devices, whether in the possession of students, on school property or if confiscated by school personnel pursuant to this policy.

Legal References: ARSD 24:07 (Student due process)
SDCL 13-32-4 (School board to assist in the discipline)
SDCL 49-31-31 (Harassment by electronic devices)

9. Extra-Curricular Activities:

We offer a variety of activities to supplement the learning that takes place in the classroom. We encourage all students to take advantage of this privilege and to participate.

Each activity has its own requirements for operation and sponsors will make participating students and parents aware of the requirements. Along with these requirements, the students will be required to follow the requirements written above in the "Expectations for Student Conduct" described earlier in this handbook.

All SDHSAA sanctioned extra-curricular events are subject to academic and attendance eligibility requirements,

as described in this handbook.

Letters and other awards will be given to participants in extra-curriculars according to the guidelines listed under Awards Night.

***Special Note:** Extra-curricular activities are normally limited to high school students. A decision to include 7th and/or 8th graders may be made jointly, by the coaches, the athletic director, the principal, and the parents.

10. Field Trips:

Field trips are planned for their educational value. Details of all trips will be given to parents in advance.

Parents may be invited to participate, but teachers do retain full right to exercise any and all authority while on the trips. If the faculty sponsor finds that removal of a student from the group is necessary as a result of his or her behavior, the student's parents are responsible for picking the child up from the field trip site.

Parents must sign the consent statement included on the medical release form in order for students to go along on any field trips.

11. Fire/Tornado Drills:

Practice drills will be held throughout the year -- unannounced.

The fire alarm will be voice over evacuation orders with strobe lights and horns. When this sounds, all the people in the building will file out in a quiet, orderly fashion. Doors must be shut, lights turned off, and students must refrain from talking. Students will remain with their classmates at all times. Each classroom has an "assigned exit" and students will be made aware of how and where to exit the building in case of fire. This exit and the evacuation route will be marked on a building map by each doorway.

The tornado alarm will be announced over the intercom. When the tornado alarm sounds, all the people in the building will go to their classroom's assigned shelter area. This area, and the route to the area is marked on a building map by each doorway.

12. Gym and Kitchen Policy and Fees:

A. Students groups may use the gym and kitchen for free as long as they have school-approved supervision and all is left clean and orderly after use.
B. All non-student groups must pay regular fees. DCS reserves the right to refuse facility rental for any event that does not align with the stated mission and beliefs of Dakota Christian School.
C. Order of use:
    1) First: DCS activities take precedence over all else.
    2) Second: Supporting community activities are next.
    3) Third: Outside group requests.
D. "Open Gym":
    Often students wish to use the gym for recreational activities during the evening hours. At these times the gym will be open to anyone who wants to use it on a voluntary basis. At ALL TIMES during the open gym, there must be a member of the school staff or an administration approved adult present. The open gym supervisor must not coach. Open gym times must not be organized practice sessions. The time for the open gym session must be published. Open gym will be limited to twice per week for a maximum of two hours per session, but not to go beyond 11:00 p.m.
E. All students using the gym at any time are asked to store all equipment that has been used.

13. Honor Rolls:

Will be published and posted after each marking period. Students will be listed alphabetically by grade level. Criteria for A honor Roll is a GPA of 3.50 – 4.00. Criteria for B Honor Roll is 3.00 – 3.49. Cumulative GPA's will be determined at the end of each school year.

14. Hot Lunch/Lunch Rules:

A. Students should line up and enter the cafeteria in an orderly fashion.
B. Students should be polite and respectful, and should sit while eating.
C. Hot lunch and all other lunches will be eaten at the north end of the gym during lunchtime.

D. Students will be expected to clean up any refuse of their lunch and place it in appropriate containers.
E. Food, soda, juice, and sports drinks are permitted in the classrooms at the teacher's discretion.

15. Injury or Illness at Our School:
Any injury or illness will result in parent's being notified as soon as possible.

16. Insurance:
Optional insurance will be available for each student attending DCS. Information is available at the time of registration.

17. Internet and Acceptable Use:
Introduction
The Internet links thousands of computer networks around the world, giving Dakota Christian School students access to a wide variety of computer and information resources. The Internet is a tool—part of God's creation. As with any tool, it can be used for good or evil and we see evidence of both. As a Christian high school, we want our students to serve God through the use of the Internet. Our use must witness to Christ's Lordship.

Dakota Christian School does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. Dakota Christian School and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment.

Dakota Christian School uses filtering software to screen incoming material or to block access to certain web site addresses. However, there is no guarantee that some objectionable content will not slip through. Trying to disable or circumvent the filters is grounds for withdrawal of device or Internet privileges or other disciplinary actions.

Dakota Christian School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

To ensure proper internet usage, DCS will conduct a cyberbullying seminar and internet safety instruction with all students. DCS will instruct students on appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms.

Student Guidelines:
Students are expected to follow all guidelines stated below as well as those given orally by the staff and to demonstrate ethical behavior in using the network facilities. Students are also expected to realize that the opportunity to use the network and Dakota Christian School facilities go hand in hand with using computer hardware, software, and the Internet in a responsible manner. Any actions that might harm the computer equipment or software, or impair its effective use, or showing disregard for the proper procedures set up for network access will not be tolerated.

A. Before use, all students will receive an overview of the aspects of security and ethics involved in using the Dakota Christian School network.
B. Students may not allow others to use their account name and/or their password. To do so is a violation of the Acceptable Use Policy.
C. Any action by a student that is determined by his classroom teacher or a system administrator to constitute an inappropriate use of the Internet/hardware at Dakota Christian School or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the Acceptable Use Policy, e.g.:
    1) Using, downloading or transmitting inappropriate website material (no pornography)
    2) Disregarding rules of honesty, courtesy or integrity including abusive or vulgar communication and bullying.
    3) Using outside application software of any kind—ever.
    4) Disrespecting copyrights, vandalism, any form of hacking; or
    5) use for private business or personal gain.
    6) Students will not use any forms of electronic mail, chat rooms or other forms of direct electronic communications that is not related to classroom assignments or work.
D. Transmission of material, information or software in violation of any school district policy, or local, state or federal law is prohibited and is a breach of the Acceptable Use Policy.

E. For security reasons the computer lab shall remain locked unless there is a class in session or a staff member present to supervise. Exceptions can be made based on individual need.

F. Dakota Christian School will conduct a cyberbullying seminar and internet safety instruction with all students during the first weeks of school each year, instructing them on appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms.

Violating the Acceptable Use Policy may result in:

- Restricted network access,
- Loss of network access,
- Loss of privileges to use devices such as laptops or iPads,
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

In order to ensure smooth system operations, the System Administrator and teachers have the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

School-Owned Device Use:

Dakota Christian School may provide access to educational technology and resources such as school-owned laptops, iPads, and Promethean Boards. God calls his people to be good stewards of the things He has provided. Students are expected to protect and care for the technology and resources they have access to. As such, students or their families may be held financially responsible for repairs to school-owned devices for damages that are determined to be the result of negligence, misuse, intentional actions, or failure to follow the school's technology guidelines and care expectations.

18. Laptops

Each student in grades 7-12 will be assigned a school-owned laptop. Students may use these laptops as long as they abide by the expectations and requirements laid out in the acceptable use policy and other applicable sections of this handbook.

Laptops are to remain at school, will be stored in the office, and should be returned by students every day after school. The administrator may grant exceptions and special permission for a student to retain the laptop for use at home on a case-by-case basis.

Students may be held financially responsible for repairs to laptops for damages that are determined to be the result of negligence, misuse, intentional actions, or failure to follow the school's technology guidelines and care expectations.

19. Late Start or Early Closing:

Late starts or early closings due to emergency or unfavorable weather conditions will be announced via our School Messenger calling system, on the school's Facebook page, over KMIT (105.9 FM radio), KSFY-TV and KELO-TV. You can also view late starts or early closing at the following website: http://www.keloland.com/weather/Closeline.cfm.also

20. Library Policies:

Our library is open to all students, staff members, and members of our community. Reading a variety of books and using library material is an excellent way to discover more about God's world.

Food and drink are not allowed in the library or in computer labs.

Schedule

Grades PK–6 library sessions will be weekly. Grades PK–6 will return their library material to the box outside the library door. Students in grades 7-12 will use the library as directed by the faculty. Students in grades 7-12 must return their material to the library circulation desk. If students are in the elementary library, there must be adult supervision.

Circulation Policies

Only the librarian will use the scanner to check out material. Due dates of material are posted on the front cover of books. If the librarian is not present, the barcode in the book and the student's ID will be written down on a sign out sheet.

--Books

Books may be checked out for two weeks and may be renewed twice. An excessive number of over-due books will result in a reduction in the number of books a student may check out.

--Magazines and Newspapers
Magazines and newspapers in the high school library may not be checked out. Articles may be copied if necessary.
--Reference Material
Encyclopedias, dictionaries, school yearbooks, and other reference material may not be checked out. Articles may be copied for reference work if necessary.
--**Web OPAC** (Online access to our school library)
All students may access library information from home at our school website www.dchs.net. The directions are as follows:

- **a.)** Look under Resources on the home page and then click on Web Library.
- **b.)** Students may do research for material in the Dakota Christian School libraries or look up their account to see their checked out material.
- **c.)** Click on "my items." A student's barcode and pin number are the same, except add the number 9 in front of the both.

--South Dakota State Library Resources
Students are encouraged to use online electronic resources that are available free of charge from the South Dakota State Library at www.library.sd.gov/. A database with a complete list of online resources is on the home web page of our state library. Students may acquire their personal state library number from the South Dakota State Library or ask our librarian for the Dakota Christian School barcode number and password required by students to log into the state library's resources.
Fines and lost/damaged material
Students responsible for lost or damaged material will be charged at replacement value and fines will be collected at the end of the year. Checks should be made out to DCS Library.

21. Lockers:
Lockers are maintained for student use. Students are expected to keep lockers neat, clean and closed. Materials for class or study hall must be obtained from the locker before the class period begins. (Please do not expect to leave a class or study hall to get materials.) Lockers may be inspected at random throughout the year.

22. Medications:
Medications must be controlled by the school office under federal and state law. Parents are asked to consider the potential dangers of medications brought to school. No medication will be administered without the written request of a parent and/or the directive of a physician.

23. Off-Campus Student Transportation Policy:
Any student participating in an off-campus, school-sponsored event of any kind must ride in school-provided transportation both to and from the event. School-provided transportation is defined as an authorized bus or designated carpool. Once the event is over, students may ride home with their parents if the teacher or coach in charge of the event grants permission to do so. Permission should be obtained in advance if possible. If the school does not provide transportation to an off-campus school-sponsored event, then the students are permitted to make their own arrangements to and from an off-campus school-sponsored event.
Note: DCS fans are not considered participating students and are not subject to this policy.

24. Personal Items:
Backpacks, books, clothing, and other personal items are not to be left in the classrooms, hallways, or gym. Lockers must be shut when not in use.

25. School Spirit:
School spirit is important and influential in the life of our school. We encourage our students, staff, and supporters to be loyal to the school, to be cooperative in its programs, and to be responsible for creating a positive atmosphere.

26. Sportsmanship:
A. Sportsmanship is the quality of honor that is always courteous, fair, and respectful to the opposition, officials, and guests. All of our players, spectators, coaches, and school officials must set good examples of sportsmanship as Christians first and members of the South Dakota High School Activities Association second.
B. We will conduct ourselves in a manner which will at all times and under all circumstances be pleasing to our Lord Jesus Christ. Therefore,
   1) We will practice fair play in both reality and spirit and always observe the Golden Rule.

2) We will treat our opponents as the personal guests of DCS.
3) We will respect the rights of others, the officials' decisions, the American flag, and the national anthem.
4) We will show appreciation and respect to the teams by staying throughout the entire game, no matter what the score.
5) We will show appreciation for the band, drill team, cheerleaders, and the opposing team.
6) We will show appreciation for our team with praise for victory and encouragement in defeat.
7) We will win without boasting and lose without excuses or blame.

27. Student Council:

Student Council represents the voice of the DCS student body. The student body will elect a President and Vice-President who will run meetings, set the agenda (in conjunction with the faculty advisor), and provide leadership for the council. The President will chair all meetings, but will not vote. The Vice-President will vote only in case of a tie. Each 9th through 12th grade student interested in being a student council representative will be added to the ballot for their class. The 7-12 student body will vote for two representatives from each class. In the event that a class does not have at least 2 representatives on the ballot, the remaining representatives will be the student(s) with the next highest votes, regardless of class.

The Council will promote the spiritual, social, academic, recreational, and cultural welfare of DCS. The faculty, administration, and board welcome suggestions and requests from the Student Council that are submitted properly and officially in writing.

28. Study Halls:

Study halls are meant for studying. We are accountable to God for our use of time. A study period is to be treated as a class. All class rules apply.

Seniors may use their designated spot. They must check in with their study hall monitor before going to their designated spot. Seniors may be granted open campus privileges during study halls by the administrator.

29. Telephone Use:

The telephone in the main office is reserved for official business. Students may be granted permission by a staff member to use the phone in the office's conference room.

30. Textbooks Use:

The textbook deposit fee is a one-time charge for fifth through twelfth grade students. Students are expected to treat their textbooks with reasonable care. However, if any textbook is returned with excessive damage, the student responsible for the damages will be charged for repairs or replacement of the textbook. These expenses will be deducted from the deposit. Any remaining money will be refunded at graduation or transfer to another school. Expenses in excess of the deposit will be charged to the student.

31. Visitors to School:

Visitors are always welcome. All visitors will report to the office and receive permission for their visit. All visitors are advised to follow school rules during their visit.

32. Withdrawal from School:

A. Any student indicating the intention of withdrawing from school is asked to continue to attend school for 3 more days. During these three days, the student will meet with the counselor to discuss the reasons for leaving school, the student's plans for the future, as well as the student's present academic standing. The student, along with the parents, counselor, and administrator will review all pertinent information and give their recommendation.
B. If, after all of the above has taken place, the student still wants to leave school, then a final meeting will take place between student and counselor to discuss educational and occupational alternatives available to the student.
C. When the student has been a dropout for a ten school day period, an attempt will be made by his counselor to confer with the student for a re-evaluation of his decision to leave school, with the option offered to return to school at this time as a student in good standing, depending upon his willingness to make up all missed scholastic assignments.

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

The signatures below state that I give my consent to Dakota Christian School to photograph, film, videotape and then use, reproduce, and publish said images of my child/children for the yearbook, in local newspapers, in publications such as the monthly newsletter, on the school website, and/or on the DCS Facebook page.

Parent or Guardian Agreement:
The signatures below also mean that we agree to the following contract of the Acceptable Use Policy (on page 17-18 of the Handbook) at Dakota Christian School. We ask you to review the Acceptable Use policy with your child/children and to sign the consent form. Your child's teacher will discuss this policy with your son or daughter. If you would like more information about the Dakota Christian School Internet accounts, please call the school administrator at 243-2211.

As the parent or guardian of this student I have read the Acceptable Use Policy for Dakota Christian School regarding device and internet access. I hereby give my permission for my child to use school-owned devices and the internet through classroom curriculum projects.

Guardian Signature _____ Date _____

Students: Please read the following statement carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook. I certify that I consent to, and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

Student Access Contract:
I understand that when I am using the Internet or any other telecommunication environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either federal, state or local law, Mid-State Communications, and Dakota Christian School.

Student's Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____