



Academic HANDBOOK

Upper School Edition
2024-25



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Academic Planning and Scheduling

Graduation Requirements

Credits By Grade Level

- Freshman & Sophomore - 6 credits*
- Junior & Senior - 5 credits*
- Upper School total - 25 credits

**Not including credits earned outside of the typical school day (Robotics, Tech Crew, Mock Trial, SAIL)*

Credits By Subject Area

Bible	4 credits*	Math	3 credits
English	4 credits	World Language	2 credits
History/Social Studies	3 credits	PE/Health	1 credit**
Science	3 credits	Fine Arts	0.5 credit**

**Exceptions made for students who do not attend DC for all four years of high school.*

***Alternative methods of earning credit are available. See "Earning Credit Elsewhere" in the Academic Policies section of the Academic Handbook.*

SAIL Courses

Students must be enrolled in SAIL classes during designated weeks, unless traveling on a DC-sponsored trip or participating in a DC-endorsed internship.

SAIL internships must be scheduled and approved by October 1. Students who do not meet this deadline are expected to sign up for and attend SAIL classes. Those who participate in an unapproved internship during SAIL week will not receive credit, and will incur unexcused absences.

Service Hours

Students are required to complete a minimum of 15 service hours each year. Hours must be reported to the Academic & College Counseling Office and verified by a supervisor. Students may not complete hours during the school day or be compensated for their service.

Internships

Sophomores and Juniors must complete 20 internship hours each year. Acceptable activities for internships are shadowing, completing tasks or projects and interviewing employees (gathering information about educational and career paths, or other field-related advice). Internship opportunities must be approved by the Academic & College Counseling Office and verified by a supervisor. Hours may be completed during

PRTs, SAIL weeks, school breaks or summer vacation. Sophomore and Junior Internships may not be completed at the same time or location.

See **SAIL Courses** above for information about scheduling an Internship during SAIL week.

Seminars

Sophomores, Juniors and Seniors must be enrolled in their grade-level Seminar. Those who request an exception due to schedule conflicts will be required to complete coursework outside of school hours.

Academic Levels

All Upper School courses are categorized into three tracks: College Preparatory, Honors, and Advanced Placement. Placement criteria vary by academic discipline, and can be found in the course descriptions on DC's [Upper School Curriculum](#) page. Students may be placed in a different level for each subject area.

Course Flow Chart

The charts below show course options, typical student pathways, and graduation requirements for DC's upper school. Each chart shows the most **typical** pathways of progression through each discipline. Other paths are possible based on student interest and performance.

Bible - 1 credit required for each year enrolled at DC

9th Grade	10th Grade	11th Grade	12th Grade
Bible 9	Christian Doctrine	Pentateuch & Romans	Apologetics & Christian Thought

English - 4 credits required

This chart shows typical pathways of progression from 9th through 12th grades.

Other paths are possible based on student interest and performance.

9th Grade	10th Grade	11th Grade	12th Grade
H English 9	H English 10	AP English Language	AP English Literature
CP English 9	CP English 10	CP English 11	CP English 12

CP - College Preparatory

H - Honors

AP - Advanced Placement

History - 3 credits required (including US History)

Typical pathways are shown. Alternatives are possible based on student interest and performance.

9th Grade	10th Grade	11th Grade	12th Grade
H World History I	H / AP World History II	H / AP U.S. History	AP European History
			H Amer Gov & Econ / AP US Gov & Politics
CP World History I	CP / H World History II	CP / H U.S. History	CP / H American Gov & Economics

CP - College Preparatory

H - Honors

AP - Advanced Placement

Mathematics - 3 credits required (through Algebra 2)

Typical pathways are shown. Alternatives are possible based on student interest and performance.

9th Grade	10th Grade	11th Grade	12th Grade
H Algebra 2	H Precalculus	AP Calculus AB	AP Calculus BC
			AP Statistics
H Geometry	H Algebra 2	H Precalculus	H Calculus / AP Calculus AB
			AP Statistics
CP Geometry	CP Algebra 2	CP Precalculus	Honors Calculus
		CP Algebra 3 & Trigonometry	CP Probability & Statistics
CP Algebra 1	CP Geometry	CP Algebra 2	CP Probability & Statistics

CP - College Preparatory

H - Honors

AP - Advanced Placement

Science - 3 credits required (including Biology and Chemistry)

Typical pathways are shown. Alternatives are possible based on student interest and performance.

9th Grade	10th Grade	11th Grade	12th Grade
Honors Biology	Honors Chemistry	H Physics	AP Physics 1
		H Anat & Phys	AP Biology
		AP Physics 1	AP Physics 2
		AP Chemistry	Any AP Science
		AP Biology	Any AP Science
CP Biology	CP Chemistry	CP Intro to Forensics	CP Topics in Earth & Envir
		CP Conceptual Physics	CP Intro to Forensics
	CP Conceptual Physics	CP Chemistry	CP Intro to Forensics

CP - College Preparatory

H - Honors

AP - Advanced Placement

World Language - 2 credits required (through level 2)

Typical pathways are shown. Alternatives are possible based on student interest and performance.

9th Grade	10th Grade	11th Grade	12th Grade
H Spanish II	H Spanish III	H Spanish IV	AP Spanish Lang & Culture
CP Spanish II	CP / H Spanish III	CP / H Spanish IV	
CP Spanish I	CP / H Spanish II	CP / H Spanish III	CP / H Spanish IV
Honors Mandarin II	Honors Mandarin III	Honors Mandarin IV	

CP - College Preparatory

H - Honors

AP - Advanced Placement

Course Selection

The Academic & College Counseling Office oversees the annual course selection process. During the spring semester, Academic Advisors meet with students to discuss their course interests for the upcoming school year.

Students request electives via Google Form. They are encouraged to enter their top 3 choices, with the understanding that some electives fill up quickly, and most schedules allow for only one elective. For core courses, teachers report a recommended level for each student in each subject.

In March, a compiled course list including elective requests and teacher recommendations is sent to each family. The list will be considered approved unless an appeal is submitted within two weeks. Appeals should be initiated with the classroom teacher, before escalating to the department head, then the Academic & College Counseling Office. Appeal decisions and final placements are typically completed before the end of the school year.

The final schedule is released in early August. All questions or concerns should be addressed with the Academic & College Counseling Office before the first day of school.

Schedule Conflicts & Course Changes

In July, students with schedule conflicts will be notified and offered options for resolution. The scheduling team works hard to accommodate requests, but may be unable to resolve all conflicts.

For information about resolving conflicts with online or other off site classes, see “Earning Credit Elsewhere” in the Academic Policies section of this Handbook.

Drop & Add Policies

General

- The Drop/Add period extends through the third week of school (Friday at 3:00PM).
- Parent permission is required for dropping below 6 credits, taking fewer than 5 core classes, or moving to a lower track.
- Students must attend classes according to their schedule until changes are made in Blackbaud.
- No courses may be **added** after the close of the Drop/Add window, unless necessary to meet graduation requirements.
- A course may be **dropped** after the close of the Drop/Add window if parent, teacher and Academic Team agree it is in the best interest of the student.
- Senior classes that are dropped after being reported on college applications will be reported to colleges.

Grades

- Moving to a **higher** track - Lower track grades do not transfer.
- Moving to a **lower** track - Grade transfer is at the teacher's discretion.
- Dropping a course after the 2nd quarter starts - The final grade will be Withdrawn, Passing or Failing (WP or WF).

SAIL

Changes must be requested before the 2nd meeting of the class, and will be approved only for extenuating circumstances.

Grading, GPA & Class Rank

Grade Reports

Report Cards

Report cards are released on the Friday following the end of each marking period. Parents who wish to have permanent access to quarterly teacher comments should download and save each report.

Progress Reports

In the middle of each marking quarter, a detailed grade report is emailed for each subject. At teachers' discretion or parent request, additional Progress Reports may be sent for students who struggle to meet their academic goals.

Final Grade Calculation

The final average for full-year courses is calculated as follows:

$$\text{Final Average} = [(Q1 \times 2) + (Q2 \times 2) + (Q3 \times 2) + (Q4 \times 2) + \text{Final Exam}] / 9^*$$

*For a full-year course with no final exam, divide by 8.

*For a one-semester course with a final exam, divide by 5.

*For a one-semester course with no final exam, divide by 4.

GPA

Weighting

DC operates on a 5.0 weighted GPA scale. Weighting is as follows:

- Honors – add 0.4 point to the number of points earned on the CP scale.
- Advanced Placement – add 1 point to the number of points earned on the CP scale.

Transfers

Grades earned outside of DC are not incorporated into a student's cumulative GPA.

Class Rank

DC does not report rank or decile. In a rigorous academic environment, publishing comparative statistics can support an unbalanced view of grades and foster unhealthy competition among peers.

In cases where such data are required for an award or scholarship application, the Academic & College Counseling Office will report directly to the requesting organization.

At graduation, the Valedictorian, Salutatorian and top four academic achievers are recognized using class rank determined by cumulative GPA at the end of the third quarter of the senior year.

Grade Conversion Chart

Number Grade	Letter Grade	CP GPA	Honors GPA	AP GPA
100	A+	5.0	5.4	6.0
99	A+	4.9	5.3	5.9
98	A+	4.8	5.2	5.8
97	A	4.7	5.1	5.7
96	A	4.6	5.0	5.6
95	A	4.5	4.9	5.5
94	A	4.4	4.8	5.4
93	A	4.3	4.7	5.3
92	A-	4.2	4.6	5.2
91	A-	4.1	4.5	5.1
90	A-	4.0	4.4	5.0
89	B+	3.9	4.3	4.9
88	B+	3.8	4.2	4.8
87	B+	3.7	4.1	4.7
86	B	3.6	4.0	4.6

85	B	3.5	3.9	4.5
84	B	3.4	3.8	4.4
83	B	3.3	3.7	4.3
82	B-	3.2	3.6	4.2
81	B-	3.1	3.5	4.1
80	B-	3.0	3.4	4.0
79	C+	2.9	3.3	3.9
78	C+	2.8	3.2	3.8
77	C+	2.7	3.1	3.7
76	C	2.6	3.0	3.6
75	C	2.5	2.9	3.5
74	C	2.4	2.8	3.4
73	C	2.3	2.7	3.3
72	C-	2.2	2.6	3.2
71	C-	2.1	2.5	3.1
70	C-	2.0	2.4	3.0
69	D+	1.9	2.3	2.9
68	D+	1.8	2.2	2.8
67	D+	1.7	2.1	2.7
66	D	1.6	2.0	2.6
65	D	1.5	1.9	2.5
64	D	1.4	1.8	2.4
63	D	1.3	1.7	2.3
62	D-	1.2	1.6	2.2
61	D-	1.1	1.5	2.1
60	D-	1.0	1.4	2.0
59-0	F	0	0	0

Awards & Honors

Honor Roll

The honor roll is determined at the end of each quarter using the following GPA criteria:

- Highest Honor 4.3 or better
- High Honor 3.7 - 4.29
- Honor 3.3 - 3.69

The following are disqualifying factors:

- A grade below 73
- More than one grade below 77
- An “Incomplete” grade

National Honor Society

The **Delaware County Christian School** chapter is a duly chartered and affiliated chapter of the **National Honor Society** (NHS). The Chapter Advisor is appointed by the Head of the Upper School, and serves as Chair of the Faculty Council that selects inductees. Membership in NHS is open to juniors and seniors who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character.

The **scholarship** criterion is a cumulative GPA of 4.3 or better at the end of the first semester. Eligible students are invited to complete an application detailing their **leadership** experiences and participation in school or community **service**. To evaluate **character**, the Faculty Council obtains additional professional input, which may include teacher comments and official school disciplinary records. The Faculty Council then selects inductees by majority vote.

Following a review of the Council’s selections by the Head of School, each candidate is notified according to a predetermined schedule. A formal induction ceremony is held in the spring to recognize the newly selected members. Members are subject to dismissal if they do not maintain the standards of scholarship, service, leadership, and character that were used as a basis for their selection. A detailed description of the dismissal process can be found in Appendix A of the Academic Handbook.

Questions regarding the NHS selection process, membership obligations or dismissal should be directed to the NHS Chapter Advisor.

President's Awards*

Educational Excellence

This award recognizes academic success in the classroom. Following are the eligibility criteria, both of which must be met.

1. Cumulative Upper School grade point average of 90 on a 100 point scale.
2. A score greater than or equal to the 85th percentile on a nationally-normed achievement test or college entrance exam. This can include Math or English subscores.

Educational Achievement

This award recognizes students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the Educational Excellence Award. Its purpose is to encourage and reward students who give their best effort, often in the face of special obstacles.

Possible Selection Criteria:

- Show tremendous growth but did not meet all the criteria for the President's Award for Educational Excellence.
- Demonstrate unusual commitment to learning in academics despite various obstacles.
- Maintain a school record that would have met the school's selection criteria for the President's Award for Educational Excellence but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work.
- Achieve high scores or show outstanding growth, improvement, commitment or intellectual development in particular subjects, such as English, math, science, etc.
- Demonstrate achievement in the arts such as music or theater.

**Source: <https://www2.ed.gov/programs/presedaward/eligibility.html>*

Templeton Scholarship

The Templeton Scholarship was created to encourage capable young Christian men and women to consider serving the Lord through a career in medicine or scientific research.

Eligibility

- Cumulative GPA of 4.4 (upper school) or cumulative grade average of 95 (8th grade)
- Academic aptitude, as affirmed by current teachers

- Demonstrated Christian commitment, as expressed in school, church or community involvement as well as essay submissions
- Two Essays, which carry the heaviest weight in determination of recipients

Scholarship Terms

- Recipients receive \$1500, applied to their tuition for the upcoming school year.
- Students may apply annually.
- Awards are decided anonymously by the Merit Scholarship Selection Committee.

Graduation

Academic Honors

The Valedictorian, Salutatorian and top four ranking students in the graduating class are honored at our annual commencement ceremony.

Eligibility Criteria

- Rank in the top four, determined by GPA after the 3rd quarter of the senior year.
- Attend DC full-time for the entirety of the junior and senior years.*
- Meet all graduation requirements.
- Have no “Incomplete” grades.

**Although transferred grades are not incorporated into the DC GPA, students who transferred during their upper school years must have earned similar grades at their previous school in order to be considered.*

Academic Policies

Homework

Late Homework

Students will lose up to 30% of an assignment’s value for turning it in one day late*.

Diminishing credit will be given for work turned in late, up to the cut-off time determined by the individual teacher (generally one week, or the end of the testing unit).

**Pre-labs are an exception. These assignments are imperative pre-work for conducting labs effectively; therefore, teachers may give a zero for pre-labs that are not submitted on the due date. This grade will not account for more than 25% of the overall lab grade.*

Deadline Extensions

If illness or extenuating circumstances will prevent the student from finishing a major project, paper or long-term assignment on time, an extension may be requested *before*

the due date. Major assignments turned in late will receive a ten percent penalty for each consecutive school day the assignment remains outstanding.

Make Up Work

- It is the student's responsibility to determine and complete assignments missed due to illness.
- Deadlines will be extended for the number of days absent, plus one. (i.e. 3 days of absence = 4 days to complete missing work).
- If a student is absent for multiple class periods leading up to a test or major quiz, arrangements can be made with the teacher to postpone the assessment. Students who exhibit a pattern of absence on or around test days may lose the privilege.
- If an extended absence occurs at the end of a marking period, a grade of "Incomplete" can be given. After the missing work is completed, the grade and report card can be amended.
- If an "Incomplete" grade is not resolved within the allotted two weeks, missing work will be entered in the gradebook as a zero and the resulting grade will be updated on the report card.

Tests & Final Exams

- Students will not be required to take more than two tests (or full-period quizzes) in one school day. Teachers are responsible for updating and checking the test calendar for conflicts. In the case of a teacher oversight, students must notify the teacher as soon as it becomes apparent that tests are overscheduled.
- Final examinations are given in most core subjects. Advanced Placement (AP) classes generally do not have an in-class final exam. All AP students are required to take the AP exam at their own expense.
- Teachers must provide a minimum of one class period to review for tests, and two class periods to review for finals.
- A \$50 fee will be assessed for each final exam a student requests to take outside of the scheduled exam time. Additionally, there will be a 5% grade reduction on the exam. Questions about extenuating circumstances should be directed to division heads.
- Seniors with an average of 87 or better in a full year course are excused from the final exam.
- On Senior Review Days, seniors must attend the review periods for the exams they are required to take.

Earning Credit Elsewhere

Transfers

Classes taken at other high schools will receive upper school credit and be counted toward graduation requirements. Grades will be reported on the DC transcript where possible, but the GPA will not be incorporated into the DC cumulative GPA. Decisions about grades, credits and GPA calculation for mid-year transfers will be handled case by case.

Alternate Credits

Health - Students who are unable to complete the required Health credit in 9th grade due to a schedule conflict or transfer from another school may earn the required credit by completing an approved independent study.

Physical Education - The PE credit requirement may be earned through participation in a DC sport, or other outside activity that is similar in duration and intensity. A form must be signed by the supervising teacher.

Fine Arts - The Fine Arts credit requirement may be earned through participation in an outside orchestra, band, choir, dance or theater company. A form must be signed by the supervising teacher.

County Intermediate Unit Programs

Seniors who participate in programs such as Allied Health, Medical Careers and Teacher Leadership Academy will earn 2 credits, which can be counted toward the minimum requirement of 5 credits.

Online Classes

Students may take high school level online classes that are not offered at DC. Credits earned are reported on the transcript, but not counted toward the minimum school day requirement. Grades are reported on the transcript, but are not incorporated into the GPA.

Dual Credit

Colorado Christian University (CCU) is a Christian liberal arts university located in Lakewood, CO. DC partners with CCU to offer college credit for select upper school courses. Read more about DC's dual credit partnership with Colorado Christian University [here](#).

Dual Credit courses are reported for **high school credit** on the DC transcript and the grade is incorporated into the GPA. The corresponding **college credits** are reported on an official CCU transcript, which must be requested by the student and sent to the college(s) of their choice.

College Courses

Students may take college courses while enrolled at DC. Requests to do so during school hours will be considered case by case. College credits are not reported on the

DC transcript. Rather, an official transcript from the reporting institution must be requested by the student and sent to the college(s) of their choice.

Personal Responsibility Time

At DC, traditional study halls are called “Personal Responsibility Time”. Students who have free blocks in their schedule will be placed in either Directed or Undirected PRT, depending on their GPA from the previous marking quarter.

- Juniors and seniors with a 3.8, and sophomores and freshmen with a 4.0, are assigned to Undirected PRT. This privilege allows students the flexibility to spend their free time in a variety of locations around campus after checking in with a teacher in the student union.
- Students who do not meet the above requirements are placed in Directed PRT, which is a silent, proctored study hall.

Extracurricular Eligibility

Following are circumstances in which a student may be removed or suspended from participation in a leadership position or extracurricular activity:

- A student who is failing two or more subjects at any time during the year may be permanently removed from a leadership position or extracurricular activity by action of the Head of the Upper School.
- Two days prior to the scheduled departure for a school-sponsored trip, all participating students must be current in all assignments and turn in a trip clearance form.
- Those with missing assignments may use the remaining two-day grace period to turn them in
- Students will not be allowed to go on the field trip/tour or continue in the drama production until their work is current.
- At least two eligibility checkpoints (dates) will be established for all who participate in drama productions. All participating students must be current in all assignments to date, both short- and long-term.

Note: Athletes should read all of the special school and PIAA regulations for athletic eligibility in the Athletic Handbook. Grades are checked every Monday morning to determine athletic eligibility.

Academic Accountability

Purpose of Academic Accountability

- To assist students experiencing academic difficulty by providing a support structure and accountability aimed at raising their academic performance to an acceptable level.
- To give a strong warning that a student is experiencing academic difficulty, and in danger of not continuing at Delaware County Christian School.

Criteria for Academic Accountability

- Failing two or more major subjects in a marking quarter.
- Having an overall D average or below in a marking quarter.

Steps Leading to Academic Accountability

1. Students who have deficiencies in two or more major subjects will be given a cautionary letter from the Guidance Office. This letter will alert the student and parents that a continued slide would mean the student is in danger of academic accountability.
2. Students who fail two or more courses at the end of a quarter or have an overall D average or below (below 70%) in a quarter will be placed on academic accountability. An academic accountability conference will follow with the Head of the Upper School.

Counseling During Academic Accountability

A student on academic accountability will have a personal conference each school week with an administrator or guidance counselor, who will receive written input from faculty members and will provide periodic reports for parents.

Activities Limited

During the academic accountability period, a student may not participate in extracurricular activities, must relinquish all positions of leadership and responsibility and/or may not run for class office.

Length of Academic Accountability

Students on academic accountability are evaluated at the conclusion of each marking period. If a student has passed all of the subjects in that marking period and does not have a failing cumulative average in two or more courses, or an overall D average or below, he or she is removed from academic accountability.

- A. A student who does not earn the grades necessary to be removed from academic accountability after two successive grade reports may be recommended for non-continuance.
- B. Continued enrollment on academic accountability beyond two successive marking periods requires approval of the Head of the Upper School.

- C. Continued enrollment by a student who is placed on academic accountability on more than two occasions requires approval by the Head of Upper School.
- D. A student may not enter the junior or senior year on academic accountability except by approval of the Head of the Upper School.

Back Work

At the discretion of the classroom teacher and Upper School administration, students who routinely have missing assignments may be assigned to complete their “Back Work” during lunch time in the library.

Failing a Class

Students who fail a required full year course must make up the credit as described in the following chart:

	54 and Below	55-59	60-75
Bible	Successfully complete a project assigned by the Bible teacher.	Successfully complete a project assigned by the Bible teacher.	
All Other Required Courses	Repeat course at DC OR Take a course for original credit (pre-approved by department head).	Repeat course at DC OR Take a Credit recovery course elsewhere (pre-approved by dept head). OR Complete 20 hours of tutoring (pre-approved by dept head), then pass a re-examination	10-20 hours of tutoring strongly recommended** (World Languages and Math only)

**Since this option is not available for Bible courses, students must successfully complete a project assigned by the Bible teacher.*

*** The Language study is cumulative and language acquisition requires a solid foundation upon which to build subsequent skills. Since students must pass level III of their language to meet graduation requirements, it is imperative that they demonstrate sufficient mastery in levels I and II.*

Grading

- For Failing Grades 54 and Below - Upon successful completion of a course repeat or Original Credit course, the new grade will appear on the transcript and will count toward the GPA. The failing grade will also appear on the transcript, but will not count toward the GPA.

- For Failing Grades 55-59 - Upon successful completion of a course repeat or **Credit Recovery** course, the final grade for the failed course will be changed to a 60 on the transcript.
- If the failing grade is 55-59, students may opt to complete 20 hours (10 hours for a semester course) of tutoring and pass a re-examination. Tutors must be approved in advance by the department head. Upon passing the exam, the final grade for the failed course will be changed to a 60.

Promotion

- Ninth and tenth grade students must pass Bible, English, history, math, science, and physical education to be promoted to eleventh grade.
- An eleventh grade student must pass Bible, English and at least two other core-subject classes to be promoted to twelfth grade.
- Any variation of these requirements must be approved by the Head of the Upper School. For a detailed list of graduation requirements, please refer to the “Course Flow Chart” in the Academic Handbook.

Graduation

Participation in Commencement exercises is a privilege extended to seniors who have completed all of the requirements for graduation. Exceptions may be made in the following cases:

- A student who needs to fulfill up to 1.0 credit may participate in commencement exercises, but will not receive a diploma until the credit has been completed.
- A student who needs to fulfill more than 1.0 credit due to extenuating circumstances (including but not limited to extended illness, family crisis, etc.) may receive a special exception. The Upper School Leadership Team will work with the family to develop a plan for completing requirements. A diploma will be awarded only after they all are met.
- A student may lose the privilege of participating in commencement exercises due to a serious behavior policy violation.

Academic Honesty

As stated in the DC Honor Code, students are expected to pursue a life of honor and integrity that is characterized by honesty, respect, gratitude, and responsibility. Commitment to this lifestyle reflects respect for DC’s mission and core values, and an effort to strive for excellence in academic endeavors. As members of a greater community, this individual pursuit enriches the teaching and learning of all others. Our hope is that behavioral compliance will be rooted in each student’s desire to honor

themselves, their community, and ultimately the Lord. Violations of the DC Honor Code will be handled as outlined in the [Student & Parent Handbook](#).

Student Support Services

Upper School Resource Room

Resource Room is a contracted service that may be requested by parents, recommended by classroom teachers, or offered as the result of educational testing. In the Resource Room, students may be supported through reinforcement of new concepts and strengthening of academic and executive functioning skills. The ultimate goal of the Resource Room is for each student to achieve independent success in the classroom setting. For more information about enrollment in the Upper School Resource Room, please contact Student Support Services.

Psycho-Educational Evaluations

Students who appear to have academic or social-emotional challenges may be recommended for a Psycho-Educational Evaluation referred to determine additional supports that may be needed for holistic success at school. For more information, please contact Student Support Services.

Accommodation Plans

Students with documented disabilities and/or medical needs may qualify for an Accommodation Plan. Current documentation (within the past three years) from a Licensed Psychologist or Medical Doctor must be submitted for consideration. For more information about Accommodation Plans, please contact Student Support Services.

Standardized Testing Accommodations

Students with an active Accommodation Plan may apply for accommodations on College Board (AP, PSAT, SAT) and American College Testing (PreACT, ACT) exams. For more information about the application process, contact the Guidance Office.

Appendix A

National Honor Society Dismissal Process

Purpose:

To outline the procedure for dismissing a member from the National Honor Society (NHS) due to failure to maintain standards in the areas of scholarship, leadership, service, and character.

Criteria for Dismissal:

A member of NHS may be dismissed for any of the following reasons:

1. Failure to Maintain GPA Requirement:

Members must maintain a minimum GPA of 4.3. If a member's GPA consistently falls below this standard, dismissal may be considered.

2. Failure to Complete Service Hours:

Members are required to complete service hours annually. Failure to meet the service requirement of Delaware County Christian School without proper documentation of extenuating circumstances can lead to dismissal.

3. Violation of School or NHS Code of Conduct:

Any behavior that violates the code of conduct of NHS or the school (e.g., academic dishonesty, disruptive behavior, substance abuse, bullying, etc.) may result in dismissal.

4. Failure to Uphold Leadership and Character Expectations:

NHS members are expected to demonstrate leadership qualities and positive character. If a member consistently fails to meet these expectations, dismissal may be considered.

Dismissal Procedure:

- 1. Initial Concern Noted:** If a teacher, staff member, or NHS advisor notices an issue with a member's adherence to NHS standards, they should document the concern in writing and inform the NHS advisor or the school administrator.
- 2. Notification of Concern:** The NHS advisor will meet with the student to discuss the issue. The advisor will clearly explain the concern, listen to the student's perspective, and provide an opportunity for the student to address the issue. This may involve setting a timeline for improvement or additional actions the student needs to take.
- 3. Probation Period:** If the issue is not resolved immediately, the student will be placed on probation for a specified period (typically 1–2 months). During this time, the student will be monitored for improvement, and the NHS advisor will provide guidance and support.
- 4. Review of Improvement:** At the end of the probation period, the student's progress will be reviewed. If improvement is made, the student may remain a member of NHS,

though continued monitoring may occur. If improvement is not made, the dismissal process will proceed.

5. **Dismissal Review Committee:** If dismissal is deemed necessary, a formal review committee will be convened. This committee will typically include:
 - The NHS advisor
 - The NHS Faculty Council
 - A school administrator (e.g., head of school and/or dean of students)
 - The student (with a parent or guardian if desired)
6. **Student Notification:** The student will be notified in writing of the committee's decision, including the reason for dismissal and any potential steps for appeal.
7. **Appeal Process:** If the student disagrees with the dismissal decision, they may appeal the decision to the school's administration. The appeal must be submitted within 5–7 school days after receiving the dismissal notification. The appeal will be reviewed and a final decision will be made.
8. **Final Decision:** Following the review committee and any appeals, a final decision will be made and communicated to the student and family. If dismissal is confirmed, the student's NHS membership will be terminated, and their name will be removed from the official roster.