



# Academic HANDBOOK

UPPER SCHOOL EDITION  
2025-2026



**DC**  
DELAWARE COUNTY  
CHRISTIAN SCHOOL

# 2025-2026

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# ***Academic Planning and Scheduling***

## **Graduation Requirements**

### ***Credits by Grade Level***

Students must take a minimum of 6 credits\* per school year, with a minimum of 25 credits required for graduation.

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

### ***Credits By Subject Area***

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

*\*Exceptions are 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".*

### ***SAIL Courses***

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

SAIL internships must be scheduled and approved by October 1. Students who do not meet this deadline are expected to attend on-campus SAIL classes. Those who participate in an unapproved internship during SAIL week will not receive credit, and will incur unexcused absences. Acceptable activities for internships are shadowing, completing tasks or projects, and interviewing employees (to gather 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.

### ***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.

### ***Seminars***

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

## **Academic Levels**

All Upper School courses are considered college preparatory. Some courses may have an Honors and/or Advanced Placement option. Placement into these tracks is based on objective criteria that 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 Charts**

The charts below show graduation requirements and course options for each core subject. Each chart reflects **typical** pathways of progression through each discipline; however, 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

**Typical pathways are shown. Alternatives 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 & Economics / 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

### ***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 V / AP Spanish
CP Spanish I	CP / H Spanish II	CP / H Spanish III	CP / H Spanish IV

CP - College Preparatory      H - Honors      AP - Advanced Placement

**Mathematics** - 3 credits required (through Algebra 2, including Geometry)

*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 Finance

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	
H Biology	H Chemistry	H Physics		AP Physics 1	
		H Anatomy & Physiology		AP Biology	
		AP Physics 1		AP Physics 2	
		AP Chemistry		Any AP Science	
		AP Biology		Any AP Science	
CP Biology	CP Chemistry	Any CP 1 semester elective*			
		CP Anatomy & Physiology		Any CP 1 semester elective*	Any CP 1 semester elective*
	CP Conceptual Physics 1 & 2	CP Chemistry		Any CP 1 semester elective*	Any CP 1 semester elective*

CP - College Preparatory      H - Honors      AP - Advanced Placement

\*Including Intro to Forensics, Topics in Earth & Environment, Zoology, Conceptual Physics 1 & 2

## **Course Selection**

The Academic & College Counseling Office oversees the annual course selection process. During the spring semester, Academic Advisors are available to meet with students to discuss their course interests for the upcoming school year(s). Families and teachers are encouraged to communicate proactively throughout the school year about the future courses that will be the best fit for each student.

Course selection takes place during the month of April. After third quarter grades are released, core subject teachers evaluate student performance against objective criteria (defined in the course descriptions on DC's [Upper School Curriculum](#) page). A recommended level for the following year is entered into Blackbaud for each core subject. Next, students enter their own elective requests in Blackbaud. Finally, families are prompted to review the compiled list and request corrections or changes by May 15.

### ***Appeals***

Students whose grades **very nearly** meet the grade requirement for a higher level placement may appeal on the basis of extenuating circumstances or more subjective criteria.

Appeals should be initiated with the current classroom teacher before escalating to the department head, then to the Academic & College Counseling Office. Appeal decisions and final placements are typically completed by the end of the school year.

### ***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 by taking online or other off site classes, see "Earning Credit Elsewhere".

Schedules for the following school year are available for student viewing in early August. Questions or concerns should be submitted to the Academic & College Counseling Office before the first day of school.

## **Drop & Add Policies**

### ***General***

- The Drop/Add period extends through the third week of school.
- Parent permission is required for core subject changes.
- Students must attend classes according to their schedule until changes are made in Blackbaud.
- Courses may not 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 initial transcripts are sent to colleges must be reported by the Academic & College Counseling Office.

### ***Grade Reporting***

- When moving to a **higher** track, the lower track grades will not transfer.
- When moving to a **lower** track, grade transfer is at the discretion of the Academic Team.
- If a course is dropped after the 2<sup>nd</sup> quarter starts, it will be reported on the transcript as Withdrawn, Passing or Failing (WP or WF).

### ***SAIL***

Course 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***

At teachers' discretion or parent request, Progress Reports may be sent intermittently throughout the quarter.

## **Final Grade Calculations**

For full-year courses:

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

For one-semester courses:

$$\text{Final Average} = [(Q1 \times 2) + (Q2 \times 2) + \text{Final Exam}^*] / 5$$

\*Seniors with a grade average of at least 87 in any course are exempt from the final exam in that course.

## **GPA**

### ***Weighting***

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

- Honors courses add 0.4 to the points earned on the CP scale.
- Advanced Placement courses add 1 to the points earned on the CP scale.

\*See "Grade Conversion Chart" for more details.

### ***Transfer Courses***

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

### ***GPA Neutral Electives***

In cases where earning an A in an unweighted elective negatively affects the GPA, students may opt to exclude the course from the GPA calculations. To qualify for this exception, the student must earn an A in the course, and submit a request form to the Academic & College Counseling Office by the end of the first quarter.

This exception may be applied to courses taken in the 25-26 school year and forward.

## **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.

## **Grade Conversion Chart**

<b>Number Grade</b>	<b>Letter Grade</b>	<b>CP GPA</b>	<b>Honors GPA</b>	<b>AP GPA</b>
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:

- One grade below 73
- More than one grade below 77
- Any “Incomplete” grade

## Graduation

The Valedictorian, Salutatorian and top four ranking students are honored at our annual commencement ceremony. Following are the eligibility criteria:

- Rank in the top four, determined by GPA after the 3<sup>rd</sup> 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 after ninth grade must have earned similar grades at their previous school in order to be considered.*

## 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 the NHS is open to juniors and seniors who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. To meet the **scholarship** criterion, students must have 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**. The Faculty Council evaluates **character** by obtaining additional professional input, which may include teacher input, report card 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. Questions regarding the NHS selection process, membership obligations or dismissal should be directed to the NHS Chapter Advisor.

\*A detailed description of the dismissal process can be found in Appendix A of the Academic Handbook.

## **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 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 include:

- Showing tremendous growth
- Demonstrating unusual commitment to learning despite personal obstacles.
- Experiencing temporary extenuating circumstances that prevent the student from meeting the selection criteria.
- Achieving high scores or showing outstanding growth, improvement, commitment or intellectual development in a particular subject.
- Demonstrating outstanding achievement in the Fine Arts.

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

## **Templeton Scholarship**

The Templeton Scholarship was created to encourage capable young 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.

# Academic Policies

## **Academic Honesty**

As stated in the DC Honor Code, students are challenged 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 community members. 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](#).

## **Homework**

### ***Late Homework***

- Daily assignments - Students may lose up to 30% for turning an assignment in one day late\*. Diminishing credit may be given for work turned in later, up to the cut-off time determined by the individual teacher (generally one week, or the end of the unit).
- Major projects and long-term assignments - Students may incur a 10% penalty for each consecutive school day the assignment remains outstanding. If illness or other extenuating circumstances will prevent a student from turning in a major project, paper or long-term assignment on time, an extension may be requested *before the due date*.

*\*Because pre-lab assignments are imperative for conducting labs effectively, teachers may give a zero for pre-labs that are not submitted on the due date. Pre-lab exercises will not account for more than 25% of the overall lab grade.*

### ***Make Up Work***

- It is the student's responsibility to identify and complete assignments missed due to absence or 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 *in advance* to postpone the assessment. Students who exhibit a pattern of absence on or around test days may lose this privilege.
- If an extended absence occurs at the end of a marking period, a grade of "Incomplete" may be given. After the missing work is completed, the grade and report card will be amended.
- "Incomplete" grades must be resolved within two weeks of the end of the marking period, unless other arrangements are made in advance. Assignments that remain outstanding after the close of this grace period will be entered in the gradebook as a zero, and the resulting average 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 final exams.
- 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 the division head.
- Seniors with an average of at least 87 in any class are excused from the final exam in that class.
- Seniors must attend the review sessions for the exams they are required to take.

## **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.

- All freshmen are enrolled in Directed PRT for the first 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.

## **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.

## **Promotion**

- Ninth and tenth grade students must pass Bible, English, history, math, science, and physical education to be promoted to the subsequent grade level.
- 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.

## **Failing a Course**

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

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

\*The study of these subjects is cumulative, and mastery requires a solid foundation upon which to build subsequent skills.

### ***Grade Changes***

- **Failing Grades 54 and Below:** Upon successful completion of the requirements above, 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.
- **Failing Grades 55-59:** Upon successful completion of one of the above requirements, the final grade for the failed course will be changed to a 60 on the transcript, and will be incorporated into the GPA.

### **AP Courses & Exams**

- The College Board sets the date and time for each exam, as well as all policies for administration, including the circumstances under which a late exam may be taken.
- Students who are enrolled in an AP course are required to sit for the corresponding AP exam at their own expense. Tuition accounts will be billed automatically.
- AP exams are hosted at an offsite facility, and transportation is not guaranteed by the school.
- Students may study independently and take AP exams for courses they did not take at school. Additional fees for proctoring or room rental may apply.
- Students are permitted to be absent from school for 24 hours prior to each exam. Monday exams do NOT qualify for a study day. Those who have an afternoon test may be dismissed before lunch on the previous school day.
- Students must attend all extracurricular practices and contests, even during their allotted 24-hour study period.
- Students who take a morning AP exam must return to school for their 4th block class.

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

## **Earning Credit Elsewhere**

### ***Alternative Credits***

#### **Health**

Freshmen are required to take a 0.25 credit Health course. Those who are unable to do so due to a schedule conflict or transfer from another school may earn the credit by enrolling in Health in a subsequent school year, or completing an approved independent study at their own expense.

#### **Physical Education**

Freshmen are required to take a 0.25 credit Strength & Conditioning course. Students who are unable to do so may earn the credit by enrolling in Strength & Conditioning in a subsequent school year, or participating in strenuous physical activities outside of school hours. Qualifying activities include:

- Working out at a gym 5 hours per week for a full school year
- Participating on an organized sports team for one season
- Participating in a weekly class for a full school year (dance, gymnastics, martial arts, etc). To receive credit, students must submit a form AND verification from the coach or supervisor.

#### **Fine Arts**

The Fine Arts credit requirement may be earned through participation in an outside orchestra, band, choir, dance or theater company. To receive credit, students must submit a form AND verification from the coach or supervisor (on company letterhead or from a company email address). Students may not receive both PE and Fine Arts credit for the same activity.

### ***County Intermediate Unit Programs***

Seniors who participate in programs at Delaware County Technical School or (Chester County) Technical College High School will earn 2 honors credits.

### ***Online Courses***

Students may take high school 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 when possible, 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. Grades for 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.

### ***Transfers***

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

### **Graduation**

Participation in Commencement exercises is a privilege extended to seniors who have completed all graduation requirements. 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 all requirements are met.

A student may lose the privilege of participating in commencement exercises due to a serious behavior policy violation.

# ***Student Support Services***

## **Upper School Resource Room**

Resource Room is a contracted service that may be requested by parents, recommended by classroom teachers, or required 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 in order to identify supports that may be needed for holistic success at school. The Delaware County Intermediate Unit offers testing to Upper Campus students at no cost. For more information, please contact Student Support Services.

## **Accommodation Plans**

Students with documented disabilities and/or medical needs may qualify for an Accommodation Plan. A formal Evaluation (completed 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 Academic & College Counseling 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:

- **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.
- **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.
- **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.
- **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, NHS Faculty Council, a school administrator, and 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.