



Providing a Christ-centered education which enables students to discover and glorify God, to pursue excellence in education with the Bible and Jesus Christ as our focus, and to equip students for daily living and eternal life.

Employee Handbook

2022-2023

“Be strong and courageous, do not be afraid or tremble at them, for the Lord your God is the one who goes with you. He will not fail you or forsake you.”

Deuteronomy 31:6



DCS Mission Statement

It is the mission of Discovery Christian School to provide a Christ-centered education which enables students to discover and glorify God, to pursue excellence in education with the Bible and Jesus Christ as our focus, and to equip students for daily living and eternal life.

Discovery Christian School
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Administration

Wendi Teten
Head of School
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Kevin Walker
Assistant Principal
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Management/Office Staff

Darlenia Andrews
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April Benton
Preschool and High School Receptionist
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<p>April Benton Preschool and High School Receptionist abenton@dcslions.com</p>
<p>Katy Richards Parent-Teacher Liaison/Special Events Coordinator for Families krichards@dcslions.com</p>
<p>Jessica Wade Director of Special Programs/Dyslexia Therapist jwade@dcslions.com</p>
<p>Heather Walker School Counselor hwalker@dcslions.com</p>

<i>Instructional Staff</i>	
Andrews, Darlenia dandrews@dcslions.com	High School Science Instructor/Science Chair
Arinder, Ashley aarinder@dcslions.com	Music Instructor
Bairfield, Wendy wbairfield@dcslions.com	First Grade Instructor
Bray, Terri tbray@dcslions.com	High School Science and English Instructor
Brown, Ashleigh abrown@dcslions.com	High School History Instructor/History Chair
Brown, Debra dbrown@dcslions.com	Elementary Bible Instructor
Brown, Traci tbrown@dcslions.com	First Grade Instructor
Buchanan, Diana dbuchanan@dcslions.com	High School Math Instructor/RISE Math Learning Specialist/Math Chair
Bynum, Cindy cbynum@dcslions.com	Librarian
Cliburn, Brad beliburn@dcslions.com	Driver's Education Instructor/Assistant JV Boys Basketball Coach
Cook, Paula pcook@dcslions.com	Third Grade Instructor
Craft, Annah acraft@dcslions.com	High School English Instructor
Dewease, Keith kdewease@dcslions.com	Middle School Bible Instructor

Dixon, Daisy ddixon@dcslions.com	Middle School English Instructor
Edmonson, Heather hedmonson@dcslions.com	Fourth/Fifth Grade English Instructor
George, Jessi jgeorge@dcslions.com	Bible/Spanish Instructor
Germany, Kim kgermany@dcslions.com	High School Honors English Instructor/Dual Enrollment Instructor/English Chair
Griffin, Diane dgriffin@dcslions.com	PE Instructor
Grubbs, Jenny jgrubbs@dcslions.com	High School Science Instructor/Lab Coordinator
Herbert, Angela aherbert@dcslions.com	Senior Kindergarten Instructor
Herrington, Cory cherrington@dcslions.com	High School Math Instructor
Jackson, Mary mjackson@dcslions.com	Middle School History Instructor
Johnson, Amanda ajohnson@dcslions.com	Fourth and Fifth Grade History and Science Instructor
Kyzar, April akyzar@dcslions.com	Elementary/Middle School Art Teacher/Assistant First Grade Instructor
Lang, Josh jlang@dcslions.com	Middle School Science Instructor
Mayfield, Rich rmayfield@dcslions.com	High School Math Instructor
McCrory, Stephanie smccrory@dcslions.com	RISE Learning Specialist
Murphy, Donna dmurphy@dcslions.com	Assistant Junior Kindergarten Instructor
Pickett, Jennifer jpickett@dcslions.com	Fourth and Fifth Grade Math and Science Instructor
Pilgrim, Sharon spilgrim@dcslions.com	Middle School Math Instructor
Rushing, Carlia crushing@dcslions.com	Assistant First Grade Instructor
Schirmer, Megan mschirmer@dcslions.com	Second Grade Instructor
Shelton, Cara cshelton@dcslions.com	Preschool Instructor

Snell, Ally asnell@dcslions.com	Preschool and Senior Kindergarten Assistant Instructor
Stamps, Randi rstamps@dcslions.com	Junior Kindergarten Instructor
Stewart, Jason Jason.Stewart@hindsec.edu	Dual Enrollment: History Instructor
Taylor, Dawn dtaylor@dcslions.com	3rd Grade Instructor
Valdez, Tobie tvaldez@dcslions.com	Assistant Second Grade Instructor
Walker, Heather hwalker@dcslions.com	High School Electives Instructor
Walker, Lindsey lwalker@dcslions.com	High School Science Instructor

<i>Support Staff</i>	
Copeland, Dawn	Food Services Assistant Manager
Holmes, Angie	Food Services Manager
Macoy, Linda	Food Services
Redden, Lorrie	Food Services

<i>Coaching Staff</i>	
Adams, Dennis mississippiarcheryacademy@gmail.com	Head JV and Varsity Archery Coach
Cliburn, Brad bcliburn@dcslions.com	Assistant JV Boys' Basketball Coach
Annah Craft acraft@dcslions.com	Assistant JV and Varsity Cheer Coach
Herrington, Cory cherrington@dcslions.com	Head JV and Varsity Girls' Basketball Coach
Hosey, Jennifer jhosey@dcslions.com	Head JV and Varsity Girls' Soccer Coach
Lang, Josh jlang@dcslions.com	Assistant Soccer Coach/Head Tennis Coach
Macoy, Christian cmacoy@dcslions.com	Head JV Boys' Basketball Coach
Mayfield, Rich rmayfield@dcslions.com	Assistant JV and Varsity Football Coach

McCrorry, Stephanie smccrorry@dcslions.com	Head Cheer Coach
McNeece, Teresa tmcneece@dcslions.com	Assistant Softball Coach
Swindle, Kailey kswindle@dcslions.com	Head Mini Cheer Coach
Thurman, Jayleen jthurman@dcslions.com	Assistant Football and Assistant Girls Basketball Coach
Tucker, Darrell dtucker@dcslions.com	Head Varsity Boys Basketball Coach
Wade, Jessica jwade@dcslions.com	Assistant Softball Coach
Walker, Lindsey lwalker@dcslions.com	Head JV and Varsity Softball Coach
Wilson, Calvin cwilson@dcslions.com	Head JV and Varsity Football Coach

2022-2023 School Calendar	
August 10, 2022	First Day of School
September 5, 2022	Labor Day Student Holiday
*October 7, 2022	Last Day of First Term (Reduced Day-After School Closed)
October 10-12, 2022	Fall Break- Student Holidays
October 13, 2022	2nd Term Begins
October 14, 2022	1st Term Report Card
November 21-25, 2022	Thanksgiving- Student Holidays
*December 21, 2022	Last Day of Second Term (Reduced Day-After School Closed)
Dec. 22, 2022-Jan. 4, 2023	Christmas- Student Holidays
January 5, 2023	3rd Term Begins
January 6, 2023	2nd Term Report Card
January 16, 2023	MLK Day-Student Holiday
February 20, 2023	President's Day- Student Holiday
*March 10, 2023	Last Day of Third Term (Reduced Day-After School Closed)
March 13-17, 2023	Spring Break- Student Holidays
March 20, 2023	4th Term Begins
March 21, 2023	3rd Term Report Card
April 7-10, 2023	Easter Break- Student Holidays
April 24-26, 2023	Standardized Testing, Grades 3-9
May 9, 2023	Graduation
*May 19, 2023	Last Day of School (Reduced Day-After School Closed)
May 19, 2023	4th Term Report Card
*Denotes a reduced school day. Dismissal time for K4-5th is 11.00 a.m. and 6th-12th is 11:15 a.m.	

A. About this Document

The policies stated in this handbook are intended as guidelines only and are subject to change at the discretion of the Head of School. All staff members are responsible for upholding the policies and procedures stated herein, and in any other procedural documents. Those guidelines should be read carefully and questions should be asked for clarification.

B. Statement to Staff

In this document we discuss our beliefs, expectations and intentions with all staff members. The fundamental premise is that a staff of talented, competent, responsible adults has been selected, and that you, in turn, have chosen Discovery Christian School as the place you want to be employed. These individual decisions were based on our shared vision of education and the mission of DCS.

C. Statement of Faith

Discovery Christian School is in partnership with Restoration Church and as such agrees with and operates in alignment with the Statement of Faith adopted by the governing body.

D. Philosophy

It is the mission of Discovery Christian School to provide a Christ-centered education which enables students to discover and glorify God, to pursue excellence in education with the Bible and Jesus Christ as our focus, and to equip students for daily living and eternal life.

Spiritually the school strives:

- To lead students into a personal, saving relationship with Christ as Lord and Savior by presenting the Bible regularly.
- For students to know, understand, and apply God's Word in daily life.
- To develop a desire in our students to know and do the will of God.
- To teach students consistent Christian living and service through local and global outreach.
- To help students articulate and defend their Biblical worldview and Christian faith while having a basic understanding of opposing worldviews.
- To encourage students to be empowered by the Holy Spirit and pursue a life of love, peace, joy, patience, kindness, goodness, faith, humility, and self-control
- To encourage students and families to be actively involved in a local Bible-believing church.

Academically the school strives:

- To promote high academic standards by instilling initiative, a good work ethic, and reliance on God
- To prepare students in all academic disciplines, ensuring students are proficient in reading, writing, speaking, listening, and thinking
- To encourage the development of good study habits
- To foster intellectual inquiry, utilizing skills to question, solve problems, and make wise decisions
- To demonstrate how to utilize resources, including technology, to find, analyze, and evaluate information in a discerning way
- To encourage lifelong learning
- To teach students to become independent learners

- To prepare and encourage students to further their education beyond high school, seeking God's will for their lives

We believe spiritually:

- The Bible is God's word and our instruction book for life
- In one God, creator of all things
- Jesus Christ is God's son and gave His life so that we can eternal life and abundant life
- Salvation is a free gift obtained by God's grace alone through personal faith alone in Christ's atoning work alone
- The Holy Spirit empowers us to live a life that pleases God and ministers to others
- The church is commissioned by God to reveal His word, His worship, and His ways to the world
- Satan is a personal, spiritual adversary of God and His followers
- God has a purpose for our lives and we should seek it
- There will be a final judgment at which God will assign all people their eternal destinies
- God wonderfully and immutably creates each person as male or female.
- The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union and intimate relationships between them should only take place within the covenant of marriage to each other.

We believe academically:

- Promoting high academic standards by instilling initiative, a good work ethic, and reliance on God
- Preparing students in all academic disciplines, ensuring students are proficient in reading, writing, speaking, listening, and thinking
- Encouraging the development of good study habits
- Fostering intellectual inquiry, utilizing skills to question, solve problems, and make wise decisions
- Demonstrating how to utilize resources, including technology, to find, analyze, and evaluate information in a discerning way
- Encouraging lifelong learning and striving for students to become independent learners
- Preparing and encouraging students to further their education beyond high school, seeking God's will for their lives.

We believe:

- Leadership authority is given and ordained by God (Romans 13:1)
- Leaders must be servants (Luke 22:25-26, John 13:13-16)
- Leaders must have a teachable spirit (Proverbs 19:20, 27)
- Leaders must model right behavior (Titus 2:7-8)
- Leaders must evaluate themselves (2 Corinthians 13:5; Galatians 6:4)
- Leaders regularly examine thoughts and motives (2 Corinthians 13:5; Psalm 139:23-24)
- Leaders use authority to nurture and serve (Ephesians 4:12; Romans 13:4)

E. Staff Expectations

We come together as a staff not only with our vision and personal stories, but also with expectations of and responsibilities to each other. We will promote the highest quality, professional, consistent and respectful school environment. We will support each person's personal and professional endeavors to the best of our ability. In turn, we expect each of you to be 100% accountable for your performance and to work

collaboratively with all other members of our DCS community. We expect you to stay informed of school matters by attending staff meetings and other school functions and by reading the staff updates/emails/school newsletter.

Individuals serving on the faculty and staff shall be born-again believers who agree wholeheartedly with Section D of this document. Such individuals shall be Christian role models in the school and community. They shall actively serve and worship in a local evangelical church whose doctrine aligns with Section D of this document and agree to the scriptural principles for leadership set forth in said section.

- Faculty and staff responsibilities are to be defined in job descriptions approved by the Head of School.
- The faculty shall be appointed each year by written contract after careful consideration of evaluations and spiritual and academic qualifications.
- The Head of School or her designee shall evaluate faculty and staff periodically on the basis of their job descriptions and other relevant factors.

All staff should:

Agree to the following guidelines set by the Employee Handbook. This handbook can and will be updated from time to time.

- Defend and protect our school by believing in its ideals, policies and mission and constantly strive to improve its services.
- Realize that as an employee of DCS, our daily behavior on and off campus is being observed and scrutinized by the general public and the DCS community including students, parents, and other staff.
- Read and understand all DCS Handbooks.
- Demonstrate a true love and respect for students and their individual learning differences.
- Demonstrate the characteristics of honesty, integrity and sense of humor.
- Demonstrate the ability to effectively deal with confidentiality issues.
- Communicate directly and effectively with all staff members without adhering to gossip or speaking ill of others at any time.
- Show compassion and empathy with parents/families at all times without adhering to gossip or speaking ill of others at any time.
- Be constantly aware of the appropriateness of the conversations that we have with co-workers, students and other adults.
- Model positive attitudes and courtesy for all students and adults.
- All staff present during the time for morning devotion are expected to attend devotion and model expected behavior for students.
- Demonstrate an ability to communicate and collaborate with colleagues, parents, and community.
- Be flexible and open minded to new ideas and processes.
- Realize that each of us is an educational leader and that each of us is equally responsible for creating the Discovery Christian School community. To this end, we must be flexible and help out when needed.
- Not send out emails, or other forms of communication, to families soliciting for your personal event/product unless getting prior approval from the Head of School.
- Do not discuss one student with another student or parent. Refrain from discussing private school business with fellow employees and the public.
- When contacting parents, always maintain an attitude of courtesy, sincerity and understanding.
- Be aware that his/her first responsibility is for the health and safety of all the children. Always be alert to any safety hazard and avoid even the appearance of a safety hazard or poor supervision of students or inattentiveness to their safety. Injuries/accidents should be documented and reported to the school

nurse. Parents should also be notified if a mark from the injury/accident is left on the child. A courtesy call is encouraged.

Student Supervision

The teacher/student relationship is a unique relationship; it is one that should be treasured and held in high regard. DCS has been entrusted and authorized with the sacred charge of teaching and training students. Every employee of DCS should realize the importance of maintaining a respectable and professional relationship between students and their families. As Christian role models and mentors of young students, it is our responsibility to evaluate all situations to ensure the relationship is not compromised in any way and any presence of evil cannot be allowed. All DCS employees must follow these guidelines:

- All students should be monitored at all times on campus and off-campus activities.
- Any activities which occur after school hours must be extra-curricular and organized as a class activity with the required number of chaperones and approved by the school administration.
- After dismissal, employee children are expected to follow school guidelines for behavior and be supervised by their parent or a responsible staff person at all times.
- Employees are not permitted to bring non-enrolled children to work with them while school is in session.

Staff/Student Interaction

Staff members must ensure that their interactions with students are always of a professional and appropriate nature.

Whether certain conduct is professional and appropriate in the circumstances is a question of subjective judgment taking into account all the relevant circumstances. By way of guidance, all staff members should:

- maintain an appropriate physical and emotional distance from students and parents
- use their FACTS email accounts, telephone and internet access for school-related communications with students, avoiding unauthorized use of social media sites (such as Facebook, Instagram, etc.)
- copy the Head of School in all emails of issues of concern
- refrain from divulging intimate personal information about yourself to students and parents
- all correspondence with students and parents should be done via email, school telephone, and Group Me.
- be mindful that the same guidelines and rules for appropriate conduct apply when staff and students are participating in school-related activities away from the school campus.
- refrain from texting/private messaging students (especially of the opposite sex)

F. Non-Discrimination Policy

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

G. Sexual Harassment Policy

Sexual harassment in employment violates the provisions of Title VII of the Civil Rights Act of 1964. Any employee who is aware of any instance of sexual harassment should report the alleged act immediately to the Head of School. All complaints will be investigated promptly, impartially and discreetly and, upon completion of the investigation, the appropriate parties will be notified immediately of the findings. The School will not

tolerate any forms of discrimination and harassment by anyone. Any employee who harasses another will be subject to disciplinary action up to and including termination.

H. Criminal Background Check Policy

All employees and contracted individuals that work with students will have a national background check conducted upon their initial employment. Any offense set forth, or any successor statute will constitute grounds for termination. If at any time an employee, contracted individual or volunteer is under investigation or is convicted of any offense, they will notify the Head of School immediately.

I. Non-Smoking/Tobacco/Vaping Free Policy

We believe in the right of all people to breathe clean air. To help protect the health of our students, families, staff and our community, we are a Tobacco/Vaping Free Campus. Tobacco and vaping products are not permitted on school premises or at school events.

J. Cell Phone Use

Cell phone use will be strictly limited to school business when students are present. For example, taking attendance and lunch count in FACTS is a school related event. Cell phones should always be silenced when near or around students. Cell phones are not allowed to be used during instructional time unless used for an instructional purpose. Checking voicemail or answering the phone when students are present should only happen in rare situations when the exception is unavoidable (ex. your child's doctor is returning your call) or an emergency. Access to all social media should be limited to after-school hours. Improper use of personal cell phone use will result in a conference with the Head of School.

K. Care of the Building

It is the responsibility of each staff member to keep the classrooms and the building neat, safe, clean, organized, attractive and appropriate daily for students. Teachers will encourage students to clean up after themselves. Staff should monitor restrooms by making sure the water is off, sinks and counters are wiped, toilets are flushed and there is no paper on the floor. Taking care of our school is a joint effort on the part of each staff person. Staff should take the initiative daily to maintain neatness and cleanliness of their classrooms. Implement proper and frequent cleaning practices and routines to provide a clean environment for students and to help prevent the spread of sickness. Turn off all lights when rooms/areas are not in use. Place trash outside the classroom door at the end of each school day. Open flame candles are not permitted to burn in the school building.

L. Confidentiality

We emphasize the extraordinary degree of care that employees (including volunteers) must take in maintaining the confidentiality of all school matters, including information about children, families and employees. Our obligation to maintain confidentiality requires that information not be released to anyone other than the individual, the students, parents, or the transferring school without the express written consent of the individual (or parent/guardian, if an individual is a minor child). Exceptional care must be taken to protect confidential information; failure to abide by this procedure may lead to termination. This requires that private information not be discussed with parents, and that confidential information, including staff memos, correspondence, and student records, be safeguarded.

M. Primary Goals and Responsibilities of Staff

All employees are expected to arrive at work in a timely manner, as punctuality is very important in relation to the responsibilities of maintaining an organized and orderly atmosphere that is conducive to learning.

Moreover, the teacher must understand his/her responsibilities for conveying good and respectable leadership skills that students will emulate as well. Full time employee arrival is 7:15. Part time teacher's arrival time is a **minimum of 15 minutes prior to the beginning of their class**. All full time employees are free to leave after student dismissal. If a student from your homeroom has not been picked up at the correct time, the homeroom teacher is expected to stay with the student and contact parents/guardians. All school timing is set to cell phone time. Employees with assigned morning duty, including homeroom, must arrive punctually. If an employee exhibits consistent habits of tardiness, then the administrator will meet with the employee and record will be kept in the employee file.

Smile and be friendly to all staff, students, parents, and visitors. Recognize that offensive language is never appropriate and set an example for your co-workers and the students in your care by speaking appropriately. It is never appropriate to yell at students. Voice level should always be kept at conversation level.

Be aware of the safety of all students in and out of your care at all times.

Each faculty member is responsible for providing the following for his or her file:

- A copy of official college/university transcript showing degree(s) earned
- A record of all professional growth while at DCS
- A signed contract
- A copy of the teacher or other professional certification

Recognize that safety and cleanliness is important at all times. Give written notice of anything needing repair by email (discoverychristianschool@gmail.com).

- School Wide– pick up papers on the floor, properly clean up spills on carpets and floors, maintain outside areas (look from a family's eyes when they enter the building, and help our children to form good cleanliness practices). Notify the front office of any areas that need attention.
- Office Areas – Keep all areas dusted, vacuumed, and neatly organized.
- Classrooms – Eliminate all clutter, keep all shelves dusted and neatly organized, and keep all storage areas organized and accessible. Take initiative to sweep/vacuum classroom floors daily.
- Hallway-Students should walk quietly in the hallway so classes will not be disrupted. Please help keep hallways clean by picking up any trash that is dropped. Hallways should always be free of clutter.
- Bathrooms-Check bathrooms once students are done. Be sure that the floor is clear of toilet tissue/trash and that toilets are flushed.
- Lunch – Clean/sanitize tables. Have children pick up any dropped paper/large food items and dispose of them in the trash.
- Recess-Any paper (snack, work, etc.) that your class takes outside, should come in with your class. Take a trash bag out with you to collect trash. All play equipment should be taken in daily as well.
- End of Day – Clean/sanitize tables, put up chairs, vacuum carpet and sweep tile as needed, put trash outside the classroom door for pick-up.

N. Reimbursements

For purchases of classroom materials, all approved expenses should be turned in with original receipt/s that include only the classroom materials. Approved expenses are those expenses which have been reviewed and approved by the Head of School. A check of reimbursement will be given within 48 hours. To order classroom materials, follow the directions of the administrative assistants/bookkeepers.

O. Reporting Absences

Unexpected Absences

1. Absences should be reported by 7:00 a.m. to an administrator and your assistant (if applicable). Staff members with a full time assistant will **not** need to obtain substitutes.
2. Call the school office and report the absence to the school secretary by 7:10 a.m.
3. All other staff members will need to contact an approved substitute from the list provided by the school office. Each staff member should assure that all responsibilities are supported in your absence. Lesson plans and the daily schedule should be visible and readily accessible for substitutes.

Requested Absences

When requesting time off, faculty and staff will contact the Head of School for approval. If approved, follow the steps below:

1. Notify the school secretary of the date and time of absence by completing the Request to Be Absent form on the Faculty page on the website—send to Mrs. April (K3-K5, 6th-12th), Mrs. Wanda (1st-5th), and Mrs. Bruce (all staff).
2. Secure a substitute teacher if applicable.
3. Provide lesson plans and a daily schedule.

All paid time off (outside of essential doctor's appointments) should be made between the months of September-April. Days taken in August and May will count twice. At this time, those out with Covid will have to use sick days.

Request to leave campus--For reasons of safety we need to know where everyone is at all times. If you need to run an errand during your planning time, please let your building leader know.

P. Adult Computer Commitments

As an employee of Discovery Christian School you will commit to the following guidelines regarding computer/media equipment usage and care:

- Staff should use the school computer mostly for activities related to your position. Other work with the computer can be used under scrutiny and utilizing best judgment.
- Any excessive or questionable damage to the computer may give cause for removal or reimbursement.
- Any problems with the performance of the computer or damage to the computer should be reported to the IT department.
- Staff should only use the computer briefly in the presence of students unless they are working directly with children.

Q. Dress Code

Our dress code is based on the Biblical principles of modesty, neatness, and appropriateness. Modesty is mentioned often as an important character quality (1 Timothy 2:9; 1 Thessalonians 4:5-6). Modest people don't go out of their way to bring undue attention to themselves. Likewise, neatness and appropriateness are important as we seek to be ambassadors for Jesus Christ. We need to be examples for the believers in speech, in life, in love, in faith, in purity, (1 Timothy 4:2). We also desire to give a good report and to not be offensive in anything we do. This suggests living differently than the world (1 John 2:15). In addition, dress is to be distinctly masculine and feminine, reflecting a wholesome appreciation for God's creative plan (Deuteronomy 22:5). As we determine to glorify the Lord in all we do (1 Corinthians 10:31), these qualities help us to do that in the area of dress.

Modest, professional dress is the day to day expected dress for DCS employees. This includes slacks for men and women. Women may wear capris and dresses/skirts that are in length no shorter than the length of one's arms when standing with arms down by your sides.. Tank tops are to be only worn as undergarments or with

an outer layer with sleeves. Sleeveless shirts are not allowed for men or women unless worn as an undergarment. DCS t-shirts and jeans may be worn on designated “dress down days” as identified by administrators. Shorts are not allowed unless identified for special events. Shorts should follow the appropriate length guidelines for dresses and skirts. Be mindful of the fit of all clothing so that it is the correct size to avoid sagging or overly snug fit. All teachers that report for duty at a school sponsored event should wear professional dress or “Dress Down Day” attire to include jeans and a school sponsored shirt. Accommodations are made for physical education teachers, coaches and cafeteria staff. Become familiar with the student dress code. Staff members should adhere to the same dress code as students when it comes to piercings, hair style and color, fit and style of pants, and length of dresses and skirts.

R. Employee Benefits

Annual salaries for all staff members will be determined by the Head of School. Salaries are based on qualifications and responsibilities of the job description. Salaried employees are paid in 12 month installments and hourly employees are paid in 10 month installments. Employees are paid on the last day of the month. DCS pays the employer's part of the social security and Medicare taxes. Tuition discounts are offered for full time employees only. This benefit is not extended to part time employees.

Vacation/Leave time: Full time staff members will receive seven days of leave per academic year.

S. Certifications

All certified employees are expected to maintain certifications and should independently participate in continuing education opportunities to meet recertification requirements. DCS will attempt but not guarantee to provide continuing education opportunities. No reimbursement will be made for coursework required to maintain certifications. Keep your Head of School up to date on the certification process.

T. Student Discipline

Treat your students with consideration. Remember that you and your conduct may influence their attitudes. Gain his or her confidence and respect. Be friendly but firm. Correct students *privately* and never humiliate or imitate him/her in front of classmates. Be self-controlled and maintain proper classroom control. Watch your tone when disciplining students. Remember to treat students with the same respect you wish to be treated with. Be consistent. The entire class or group should *never* be punished based on the behavior of a few (i.e. silent lunch, missed recess time, etc.). For elementary students, the entire recess is not to be taken as punishment. It is not developmentally appropriate for young students not to have adequate time to be active. No more than half of recess can be taken from a student for punishment.

Minor Infractions: Follow the guidelines in the DCS Parent/Student Handbook. The Lead Principal and the Assistant Principal will be available to assist with minor discipline problems.

Major Infractions: The Head of School will be responsible for handling major infractions. The faculty or staff member witnessing or becoming aware of major infractions will document the infraction in writing or verbal conversation with the Head of School. These consist of infractions that may lead to suspension and/or expulsion.

U. Cafeteria Procedure

Please arrive and depart at your scheduled time. Students who purchase a school lunch need to pick up all lunch items in one trip through the serving line. Teachers are expected to supervise students in the serving line. Be sure that your table and stools are cleaned and the floor is swept upon departure. Maintain an

expected noise level in a professional manner (in other words, not yelling over them or yelling at them across the cafeteria). Do not stay past your scheduled departure time.

V. Safety Procedures- Inclement Weather/Fire/Intruder

Refer to handouts prepared by the assistant principal.

V. Recess/Break

Elementary: Grade K3 and K4 may take two 30 minute recesses during the school day. K5-5th grade may take one 30 minute recess during the school day. Only two classes are allowed on the playground at a time. These two classes should be either the same or one grade level above or below. Supervise student conversations, behavior and activities.

Secondary: Grades 6-7 are allowed a 15 minute, morning and afternoon break. High school students are permitted the one, morning, scheduled break.

W. Maintenance Repairs/Requests

All employees that find anything on the grounds or in a building in need of repair, should submit the written *DCS Maintenance and Repair Request* form . These requests should be given to the assistant principal.