



**2020-2021**

# **Parent/Student Handbook**

**“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**



*This handbook is for parents and students of DCS. Parents are encouraged to teach their children to live happily and submissively within the guidelines of this handbook. Nitpicking criticism, to which any set of rules is susceptible, creates a spirit of unrest in children. Although the following guidelines are institutional preferences, they are not optional. Students are expected to comply with the guidelines within and parents are expected to support and monitor compliance. It is inappropriate that complying students, teachers, or administrators be distracted from the educational process, due to someone failing in his or her commitment to follow these guidelines.*

**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.*

**DCS Vision Statement**

Our vision is to develop a Pre-K-12 school that is highly regarded for its academic excellence, and fosters Godliness and character that creates a life-defining impact on our students.

Contact Information

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Michele Thames  
Co-Head of School  
Elementary Administrator

Wendi Teten  
Co-Head of School  
Secondary Administrator

| 2020-2021 School Calendar  |   |
|----------------------------|---|
| August 12, 2020            | First Day of School                                       |
| September 7, 2020          | Labor Day-Student Holiday                                 |
| October 13, 2020           | Last day of first term-Reduced Day (After school closed)  |
| October 14-16, 2020        | Fall Break-Student Holidays                               |
| October 19, 2020           | 2nd Term Begins   |
| October 20, 2020           | 1st Term Report Card                                      |
| November 23-27, 2020       | Thanksgiving-Student Holidays                             |
| December 22, 2020          | Last day of second term-Reduced Day (After school closed) |
| Dec. 23, 2020-Jan. 5, 2021 | Christmas-Student Holidays                                |
| January 6, 2021            | 3rd Term Begins   |
| January 7, 2021            | 2 <sup>nd</sup> Term Report Card                          |
| January 18, 2021           | MLK Day-Student Holiday                                   |
| February 15, 2021          | President's Day-Student Holiday                           |
| March 5, 2021              | Last day of third term-Reduced Day (After school closed)  |
| March 8-12, 2021           | Spring Break-Student Holiday                              |
| March 15, 2021             | 4th Term Begins   |
| March 16, 2021             | 3 <sup>rd</sup> Term Report Card                          |
| April 2-5, 2021            | Easter Break-Student Holidays                             |
| May 11, 2021               | Graduation  |
| May 21, 2021               | Last Day of School-Reduced Day (After school closed)      |
| May 24, 2021               | 4th Term Report Card                                      |

## **History**

In 2011, Wendi Teten and Michele Thames founded Discovery Christian School. The school began with an enrollment of twenty-four students and three staff members. They met in the back of Restoration Church in Florence, MS. Grades K4 through sixth was offered in multi-level classrooms. The 2012-2013 school year grew to fifty-one students and seven staff members while continuing to meet at the same church. Seventh and eighth grade as well as music was added to the classes offered. In the third year, 2013-2014, enrollment once again doubled to ninety-nine and moved to the former campus of Wesley College in Florence, MS. In 2016-2017 enrollment grew to over 200 students. They were thrilled to graduate their first class of seniors during that school year. The seventh year brought additions to the athletic program that includes boys and girls basketball, cheerleading, archery, baseball and girls soccer. Along with Restoration Church, DCS has purchased the thirty-three acre property and has great plans for the future. During the eighth year of school, an additional building was renovated housing the RISE classroom, pre-K, and additional classrooms for elective classes. As they enter the tenth year of school, they are excited to see God move in the hearts of DCS families and students as they continue to develop the campus and the programs offered for students.

## **Accreditation**

Discovery Christian School is accredited by the Mississippi Association of Independent Schools (MAIS) and the Southern Association of Colleges and Schools (SACS). School credits from DCS are recognized nationwide from all public and private schools.

## **School Governance**

Discovery Christian School operates as a 501(c)(3) non-profit organization. DCS is governed by a board of directors who are responsible for the operations of the school. The board establishes school policies and manages its general affairs. It acts as the overseer of the school mission and its strategic decision-maker, formulating long-range policies whose fulfillment is delegated to the administrators, as is the day-to-day well-being of the school. The Board of Directors is currently comprised of seven members who establish policy, set goals, and evaluates the affairs of the school. The board consists of the following:

*Joe Germany – President      Wendi Teten - DCS Co-Founder      Michele Thames - DCS Co-Founder*  
*Kristi Adcock      Adam Richards      Freddie Brown      John White      Ashley Bullock*

## **Our Beliefs**

As a school based on Christian principles, we strongly believe in each student developing and maintaining a strong sense of moral responsibility. Proper social, physical, and moral behavior is expected of all students. Lifestyles or behaviors that are in violation of Biblical teachings will not be tolerated and will result in expulsion from school.

## **Statement of Faith**

Discovery Christian School is founded on biblical principles and our beliefs as stated in this handbook.

Spiritually the school strives:

- To lead students into a personal, saving relationship with Christ as Lord and Savior by presenting the Bible regularly and 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 and 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

- 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

Academically the school strives:

- To promote high academic standards by instilling initiative, a good work ethic, and reliance on God and 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 and 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 and to encourage lifelong learning and 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 and 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

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)

## **Admission Requirements**

Discovery Christian School is an independent Christian school, providing a traditional, academically sound, Bible-based education for students entering Pre-K (K4) through twelfth grade. Our reputation for high academic and discipline standards makes us happy to extend the opportunity to have quality Christian education for your children.

Enrollment at DCS is a privilege, not a right. Parents and students must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, its policies, its philosophies and its statement of faith. They are expected to adhere to the school policies as established by the Discovery Christian School Board of Directors as published in this handbook. Students wishing to attend DCS must meet admission requirements as stated below. Students entering preschool and elementary, must be independently “potty trained”. The administrators of DCS will use discretion to determine if a student meets the requirement of admission on a case by case basis.

The DCS admission process consists of the following:

**Step 1:** Complete a **New Student Application**.

**Step 2:** Provide the following documents:

- a. A copy of the birth certificate and social security card
- b. A Certificate of Immunization (Original Form 121 compliance)
- c. A copy of most recent standardized tests results (current school)
- d. A copy of most recent report card (current school)

**Step 3:** Return **ALL** requested information along with the \$25.00 application fee (a non-refundable fee). This may be dropped off during school hours (M-F, 7:30-3:00) or mailed to DCS, 111 Wesley Circle, Florence, MS 39073. Incomplete application packets will not be accepted.

**Step 4:** After a review of your application, you will be notified if the student has been selected to continue the admission process. At that time an appointment for a family/student interview will be scheduled. Should the student be denied admission, you will be contacted as well.

**Step 5:** Students that are granted admission should then submit the \$100.00 registration fee. To complete the registration process, the \$450.00 (K4-7<sup>th</sup>) and \$550.00 (8<sup>th</sup>-12<sup>th</sup>) student fee must be received within two weeks of notification of acceptance. Admission is complete when the parent/legal guardian has paid all required fees/tuition and has signed the DCS Enrollment Contract.

Discovery Christian School does not discriminate on the basis of race, color, or national and ethnic origin. Our school mission is one committed to children, and our staff is a loving, nurturing one. It is always difficult when a child is not accepted. There are times, however, when children have special needs that DCS cannot meet. Therefore, it would not be in the best interest of the child to place him/her in a school setting where their needs will not be met. Some of those areas include the following:

- a. Academically, DCS has a curriculum that is rigorous in nature. If a student is below average in ability, or if a student has moderate to severe learning disabilities, DCS may not be the best school of choice. DCS does offer the R.I.S.E Program (Reaching Independence through Support in Education). Students with learning differences will be considered for this program. Students who have repeated two or more grades are not typically eligible for enrollment.
- b. If a student has behavior problems that adversely affect the learning of others or takes an inordinate amount of time, DCS is likely not the best school setting.
- c. If a student has a serious medical condition or has specific medical needs that can't typically be met in a standard classroom setting, it might not be in the student's best interest to attend DCS.
- d. In fairness to the student, if he/she has been professionally tested and evaluated for learning disabilities, behavioral concerns (such as ADD, ADHD), or a medical condition, the result of those tests should be made available to the school at the time of application or when they become available.

## Attendance

School attendance is required by DCS, its accrediting agencies, and by Mississippi law. Research has shown that a high correlation exists between regular attendance and student success in school. For the general welfare of all students, for each to do well, and for all to benefit from the educational opportunities available, a student must be in school and have a good attendance record. Despite global uncertainty one certainty remains, students learn best in a community of caring adults who know them and understand their needs. The core of our community will not change. We are committed to providing your child with the experiences that are vital to successful learning. This includes academic excellence, athletic opportunities, and traditions.

### Statement of Risk

The DCS school board has adopted the following Statement of Risk, "*We have taken enhanced health and safety measures for those who come to our campus-students, employees, and visitors. While on campus you must follow all posted instructions. An inherent risk of exposure to COVID-19 exists in any public space where people are present. COVID-19 is a contagious disease. If infected, you may exhibit no symptoms or mild symptoms, become severely ill, or die. According to the Centers for Disease Control and Prevention, senior citizens and persons with underlying health conditions are especially vulnerable. By visiting our campus, you voluntarily assume all risks related to the possible exposure to COVID-19.*" Therefore, our policies are intended to mitigate, not eliminate, risk.

Due to the COVID-19 pandemic, school attendance has taken on a different description for the 20-21 school year. Traditional attendance and distance learning are both offered within guidelines at Discovery Christian School. School administration must approve each student who is required or would like to choose a distance learning approach to attendance.

### Traditional Attendance

Students are expected to be present and punctual at school each day and are responsible for attending all classes. Students are responsible for making up missed work due to an absence within three days per day of absence of returning to school after an absence. Parents and/or students should make arrangements to pick up assignments and books on the third consecutive day of absence. Please schedule all medical and dental well visits and checkups after school hours.

### Distance Learning Attendance

Attendance related to COVID-19 will be handled on a case by case basis and must be approved by DCS administration. See our Distance Learning Plan for more information.

### Homebound Student Status Due to Illness (not related to COVID-19):

If, due to extended illness or recovery, a student is not able to physically attend school, a period of time will be granted to accommodate the student's needs. Eligibility is determined on the basis of information submitted by a physician, psychiatrist, or licensed clinical psychologist. The initial period of time will be 10 school days. The maximum period of time allowed will be 20 school days. If more time is needed, the administrators will review the documentation provided by the parents to justify extending the homebound status. Parents/guardians will be responsible for regular communication with teachers and the daily drop off/pick up of assignments. Failure to do so may result in the withdrawal of the student. Students who are considered homebound and unable to attend school are not permitted to attend extracurricular school activities until regular school attendance resumes. Students with homebound status are still bound by the terms of the enrollment contract.

### Tardy policy:

Students arriving after 7:50 a.m. will result in a tardy. Three tardies per class will equal one absence. Tardy students will wait in the foyer outside of the school office as to not interrupt devotion time. The office staff will escort elementary tardy students to their class. Middle and high school students must obtain a tardy slip from the office and present it to their teacher.

## Return to School Plan (Phase 1)

- Discovery Christian School's mission and purpose remains strong during these challenging times. We are no longer in response mode for a sudden crisis. Over these past few months, our administration has consulted with our governing accrediting organization, our school nurse, and board members as well as researched information provided by the CDC and AAP (American Academy of Pediatrics). We have updated training planned for our staff and are preparing our campus for a post COVID-19 educational environment.
- *"The AAP strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school."* -American Academy of Pediatrics, 2020. Therefore, we have developed and continue to refine our return to school plan to provide safety, learning continuity, and the difference in education our DCS family always seeks.
- Any student or their family member (living in the same household) who tests positive for COVID-19 is **REQUIRED** to notify the school.
- Students who have had known exposure to COVID-19 should report the exposure immediately to administration. Those students will be required to remain at home and be symptom free for 72 hours. During this 72 hours period, students will be required to participate in distance learning. Virtual attendance will be required while distance learning. Students will be counted present if they follow the guidelines of the Distance Learning Plan. Those who fail to follow the guidelines in the plan will be counted absent.

Students who have a confirmed diagnosis via a positive test are required to remain at home until he/she has been fever free for three days, respiratory symptoms have improved (cough, shortness of breath, etc.) and it has been 10 days since symptoms first appeared. Families should follow guidelines outlined by the CDC concerning confirmed cases. Students with a positive test should participate in distance learning if feasible. Virtual attendance will be required while distance learning. Students will be counted present if they follow the guidelines of the Distance Learning Plan. Those who fail to follow the guidelines in the plan will be counted absent.

- Students who have a family member (living in the same household) who has COVID-19 will be asked to quarantine for ten calendar days and be symptom free for the final three days of the quarantine before returning to school. Virtual attendance will be required while distance learning. Students will be counted present if they follow the guidelines of the Distance Learning Plan. Those who fail to follow the guidelines in the plan will be counted absent.
- Parents are encouraged to give our school nurse permission to discuss your child's COVID-19 medical record with your healthcare professional.

Parents are required to screen their own child(ren) before sending them to school. Students will not be permitted to come to school if they have any of the following symptoms until they are cleared by their health care provider:

- Fever of 100.0 F or greater
- Chills
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Persistent headache
- New loss of taste or smell
- Sore throat
- Nausea
- Vomiting
- Diarrhea

**CHILDREN MUST BE FEVER FREE AND SYMPTOM FREE FOR 48 HOURS BEFORE RETURNING TO SCHOOL. STUDENTS EXPERIENCING ANY OF THE SYMPTOMS OF COVID-19 SHOULD SELF-ISOLATE UNTIL THAT PERSON RECEIVES RESULTS OF A TEST DETERMINING WHETHER OR NOT THEY ARE POSITIVE.**



We have implemented the following procedures to ensure the safety of our students and staff:

- Frequent and enhanced sanitizing and cleaning processes
- Parents and visitors will not be permitted past the school office. Any school business is urged to be handled virtually (phone, email). This excludes special events such as Back to School Orientation which will be scheduled in small groups.
- A sick area will be provided for anyone who becomes ill at school.
- Reduced transitions and determined paths for changing classes.
- The use of masks will be utilized when changing classes and during assemblies. Masks will also be required during drop off and pick up. This is to limit exposure among grade levels. Students may remove the mask once they enter the classroom. Masks will not be required in the classroom but are optional for those who choose to wear one.

Our campus is scheduled to open on August 12th unless otherwise mandated by local authorities. Our administration is working to find the best pathways for students who are unable to come to school. This includes offering ZOOM conferences and Distance Learning for those who choose this pathway. Distance Learning will be rigorous in nature with expectations for students to attend classes during regular scheduled classes.

If a school closure is mandated, Phase 2 will be implemented. Phase 2 consists of a blend of on-campus and distance learning with smaller groups on campus or rotating schedules.

### **Return to School Plan (Phase 2)**

Should the need to implement Phase 2 for student attendance the following guidelines will be followed:

#### *Modified On-Campus Learning*

**K4-5<sup>th</sup> grades:** The campus will be open with heightened restrictions. Classes will continue to meet daily. This allows for classroom instruction while reducing the student population so that compliance with physical distancing protocols can be maintained at all times. The afterschool program will remain open with physical safety guidelines in place unless the government requires closing or an occurrence of COVID-19 happens within the cohort of after school children or staff.

#### *Hybrid Learning*

**6<sup>th</sup>-12<sup>th</sup> grades:** The campus is opened with heightened restrictions. Hybrid learning, a combination of both distance learning and on-campus learning, does not change our school's mission of educating students. The hybrid learning model blends both synchronous (live) instruction with asynchronous (accessible anytime) instruction with a schedule intentionally designed to provide school/life balance. This model allows for on-campus instruction while reducing the student population so that compliance with physical distancing protocols can be maintained at all times. Middle/High school students will follow a modified class schedule (three days on campus/two off campus OR two days on campus/three days off campus) that alternates weekly.

### **Distance Learning Plan**

#### *Guidelines*

- When engaging in distance learning due to parent choice or school requirement, students are expected to join classes virtually at pre-determined scheduled times as determined by the teacher(s).
- Attendance related to COVID-19 will be handled on a case by case basis and must be approved by DCS administration. Students will be counted present if they follow the guidelines of the Distance Learning Plan. Those who fail to follow the guidelines in the plan will be counted absent.
- Distance learning will be implemented in two week increments. Students who have had a known exposure and are required by the school to distance learn for 72 hours will be allowed to return after the 72 hours conclude. Those who **choose** to distance learn are required to do so for two weeks at a time.
- All classwork assigned by teachers must be turned in by the assigned due date as specified by each classroom teacher.



- All assessments (tests, etc.) will be taken at school and proctored by a staff member.

### **After School Program Services**

In an effort to serve the needs of working parents, an after-school care program is offered from 2:30-6:00 most school days. Supervised care of students in grades K4-6th grade is offered at a reasonable cost to parents that correspond with the DCS School Calendar. The program is offered on full school days from the first day of school until the last day of school in May (see school calendar). After-school care is not available on the December, March and May half days. We offer full-time or drop-in enrollment. Parents must select an enrollment plan. Late fees are applied to a student’s account for full time and drop in student accounts 30 days past due. Contact the school office for more information. After-school tuition and fees are as follows:

| <b>After School Tuition and Fee Table</b> |                  |   |
|---|------------------|---|
| Type of Enrollment                        | Tuition/ Fees    | Due Dates   |
| Registration Fee                          | \$10             | Due with application (One time/new students only) |
| Full-Time Enrollment                      | \$140.00 a month | Due on the 5th of the month prior to attendance   |
| Drop-In Enrollment                        | \$10.00/day      | Due on the day of drop-in attendance              |
| Late Pick-Up                              | \$5.00/minute    | Due at the time of pick-up                        |
| Account Past Due                          | \$30.00          | Charged 30 or more days past due                  |

### **Athletics**

Participation in any extracurricular activity is regarded as a privilege rather than a right. The following eligibility requirements are required of any student wishing to participate in any extracurricular activity:

- The student’s behavior must be compatible with the school’s Student Conduct/Discipline Policy.
- A student who is ineligible due to low grades or behavior infractions will be suspended from participating in games/events until conditions are improved (see Student Athlete Handbook). He/she is required to participate in all preliminary activities (i.e, practices and preparation times) and is expected to attend games/events.
- A student must be present for one half of the school day in order to participate in any athletic event (practice or game).

Coaches as well as the Athletic Director will monitor the attendance and eligibility of their students in coordination with classroom teachers. A student’s academic and behavioral standing will be monitored on a regular basis. Students wishing to compete in athletics must obtain a valid physician’s approval in order to participate. Proof that this has been done must be provided to the coach prior to the first event of the season each school year or the student will not be allowed to participate. All athletes must be covered by medical insurance by their parents. Athletes are responsible for all equipment and uniforms checked out to them. In case of destruction or loss, the athlete will be responsible for the cost of repair or replacement.

DCS expects its coaches, players, parents, and students to represent the school in a manner that is respectful of others and brings honor to God at all times. Parents are not to approach coaches, players, or other parents during games or practices in a threatening or hostile manner. If this occurs, the parent will be asked to leave the event or appropriate authorities contacted if necessary. If a parent continues this repeated behavior, then the child of the parent may be asked to leave DCS. If a parent wishes to have a discussion with the coach over an issue, then a conference needs to be scheduled. Conversations or conferences with coaches should not take place until twenty four hours after the sporting event. There must be proper respect given to the players on both teams and for the visiting crowd, treating them as we would like to be treated. The school expects appropriate consideration to be given to all officials and to their legitimate position of authority over the game. Another team’s players, coaches, and fans are not enemies, but are opponents in a competitive event. Taunting or intimidating participants, officials, or coaches is disrespectful, unfriendly, and not Christ-like. This

type of behavior will not be tolerated. Should the school incur a fine from MAIS based on the behavior of a spectator, the fine will be the responsibility of said spectator. See the *Student Athlete Handbook* for more information concerning athletics.

### **Birthdays**

DCS recognizes that children are blessing. A student may celebrate his/her birthday at school by bringing **one** special treat for the class to enjoy only with **prior approval** by the teacher. Students are not allowed to receive special deliveries (ex. flowers, balloons, etc.) during the school day and visitors are not allowed at this time.

### **Car Rider Procedures**

#### **Morning:**

Early morning arrival is between 7:00 and 7:20 each school day. This is not a part of the regular school day but an option for parents. Students will enter in the Administration Building. The cost of early arrival is \$2.00 a day. **Do not drop off any student unless a staff member is present.**

Students opting out of early morning arrival may arrive between 7:30 and 7:55 when staff members report to the front of the Administration building. **Do not drop off any student unless a staff member is present.** When unloading, parents are to remain in a single line and should follow the directions of the staff members on duty. **Do not pass others unloading for any reason.**

#### **K4-5<sup>th</sup> Arrival**

Students should exit their car on the right side in front of the Administration building, walk straight to the sidewalk then proceed to the entrance of the building.

#### **6<sup>th</sup> -7<sup>th</sup> Arrival**

Students should exit their car on the right side then walk straight to the Eastside building sidewalk and proceed to the entrance of the building.

#### **8<sup>th</sup>-12<sup>th</sup> Arrival**

Students may exit their vehicle on the south side of campus (closest to the playground) then proceed to the gym for homeroom.

#### **Check-outs:**

Parents/Guardians desiring to check out their child will come to the school office window to sign the check out form. The parent will then wait outside the front door until their student arrives. K4-5th students may not be checked-out after 2:15 and students in 6th-12th after 2:45. No student will be allowed to be checked out 15 minutes prior to their grades' dismissal time. Students will be called to the office once the parent arrives and not prior to their arrival.

#### **Afternoon:**

Elementary families will be issued a car rider number. Please display this number from the rearview mirror. This procedure ensures the safety of your child. Cars without the number displayed in the pickup vehicle, will required showing identification. When picking up, parents are to acknowledge and follow the directions of the staff members on duty.

#### **K4-5th grade procedures:**

- Students will dismiss at 2:30. All cars picking up students after school will enter the campus from the west entrance onto Wesley Circle. We will form two lines and load in front of the Administration building.
- Remain in your car and a staff person will escort your child to the car.
- After your child/children are loaded please watch the staff and exit the loading area as directed. Should you need to buckle your child's seat belt or car seat you should pull to the parking area in front of the Eastside building. **DO NOT HOLD UP TRAFFIC TO SECURE SAFETY BELTS.**
- Elementary students not picked up by 2:45 will be sent to after school and fees will be charged to the student. The first occurrence will result in a \$10.00 registration fee and a \$10.00 daily rate fee. Each occurrence after the first one will result in a \$10.00 fee.

- Parents with students in both elementary and secondary dismissal times will need to exit campus and then may proceed to form a line on the west side of campus. Parents have the option to enroll their elementary student in Sibling Care. This is only for families who have elementary and secondary students and consists of a fee of \$2 per day per family.

6th – 12th grades procedures:

- Students will dismiss at 3:05. All cars picking up students at dismissal will enter the campus from the west entrance onto Wesley Circle beginning at 2:45. If you arrive before 2:45, you will be asked to leave and come back. No parking is allowed unless you are coming in the building. We will form two lines and load in front of the Administration building.
- Remain in your car and a staff person will monitor your child as they proceed to the car.
- Secondary students not picked up by 3:20 will incur a late fee charge of \$25.00.

Parents who have children in BOTH the lower and upper grades will pick up your child at the designated time.

### **Cell Phone/Media Use**

Elementary Students (K4-5th grade)

- Students are not allowed to use any type of mobile devices including iPods, tablets and cell/smart phone. The use of these devices is prohibited during school hours.

Middle/High School Students (6th-12th grade)

- The general rule for students during school hours is no use of mobile devices without permission from the teacher. When no permission has been given, phones should be off and turned in to the homeroom teacher upon arrival at school. If the phone is seen or heard when permission has not been given, the teachers will give a warning for the first occurrence, and after that will confiscate the phone and deliver it to the principal. The student will have to pay a fee of \$25 to regain possession of the phone. Repeated offenses will result in the student losing mobile device privileges for the remainder of the school year.
- Regarding proper use of the devices, mobile devices are considered technology items, and therefore fall under the acceptable use policy that all families sign each year. As a general rule, students should seek to use all technology in a way that is God-honoring.
- School administrators reserve the right to search and/or seize any mobile devices in which there is reasonable suspicion. If there is a pass code lock on the device, the student must agree to unlock the phone. Any inappropriate material found on the phone as a result of this search may result in disciplinary action.
- When particularly inappropriate materials are found (e.g cyberbullying, highly suggestive, etc) the principal may hand the phone over to an officer of the law.
- During tests, quizzes, and for other purposes, teachers may ask students to turn in their phones.
- Smartwatches are not permitted at school.

### **Classroom/School Day Visitors/Volunteers**

The physical and emotional safety of all students is our primary concern. Due to the current COVID-19 pandemic, visitors are not allowed past the school until further notice.

### **Communication**

**FACTS** is our online system used to communicate academic, demographic, and financial information with DCS families. The administration's primary method of school correspondence is done via email. We strongly encourage all parents/guardians to check their email daily. We also use Parent Alert messages via **FACTS**. This system is available at no cost to you through an internet browser. You should check your students' account on a regular basis to stay informed of school events and student progress. **The FACTS district code is DC-MS.** DCS also communicates with families via Facebook, web page and twitter.

## Curriculum

Textbooks are the property of Discovery Christian School and are rented by the student for the year. Books are returned at the end of the course, and book fines will be assessed for damage due to abuse. Textbooks will not be sent home at the end of the school year.

| Elementary Curriculum                 |  |
|---------------------------------------|--|
| K4                                    | BJU, DAP, Sing, Spell, Read & Write                                      |
| K5, 1 <sup>st</sup> & 2 <sup>nd</sup> | BJU Language, Math, Guided Reading, and Creative Mathematics             |
| Grade 3                               | BJU English, Math and Creative Mathematics, ABeka History and Science    |
| Grades 4 & 5                          | BJU English, Reading, Math, Science and History and Creative Mathematics |

### Minimal Academic Expectations For Elementary Students

We are striving for academic excellence for each student. As we implement rigorous instruction, we intend to inform parents and students of our academic expectations for upon completion of each grade level. This is a collaborative effort between teachers, parents and students. Discovery Christian School students are expected to exhibit grade level mastery to demonstrate academic proficiency at the end of the school year.

**Academic Vision:** All Discovery Christian School students will exhibit grade level proficiency in minimal academic skills by end of academic year.

**Academic Goal:** All parents, students, and teachers will be actively involved in students reaching academic growth through dedication, preparedness, responsibility, encouragement, and application in order to reach grade level mastery of minimal skills.

**Action Plan:** All parents, students, and teachers will actively encourage and participate in the education process by supporting academic accountability striving to help each student reach proficiency.

**Application:** shared preparedness

**+ Accountability:** shared responsibility of action

**Academic Success:** shared sustainable student success

### **Pre-Kindergarten Minimal Academic Expectations**

Upon completion of Pre-Kindergarten, all students will be expected to show proficiency in the following skills:

- Speak in complete sentences
- Retell a story with three details
- Recognize ten colors, four basic shapes, letters in student's first name
- Write first name legibly with correct capital and lower case letters
- Count to 20 by ones

### **Kindergarten Minimal Academic Expectations**

Upon completion of Kindergarten, all students will be expected to show proficiency in the following skills:

- Write a complete sentence with a minimum of five words using correct capitalization and punctuation
- Instant recall of 100 sight words
- Write first and last name legibly with correct capital and lower case letters
- Form all letters correctly
- Read grade level text with appropriate fluency, accuracy, and expression
- Comprehend grade level text read independently
- Count to 100 by ones, fives, and tens
- Write numbers to 25 correctly in formation and order

### **1<sup>st</sup> Grade Minimal Academic Expectations**

Upon completion of 1<sup>st</sup> Grade, all students will be expected to show proficiency in the following skills:

- Write a complete sentence with a minimum of six words using correct capitalization and punctuation
- Write five complete sentences to support one topic
- Instant recall of 300 sight words
- Read grade level text with appropriate fluency, accuracy, and expression
- Comprehend grade level text read independently
- Recognize, read, and write using correct formation and order, numbers to 100
- Count to 100 by ones, twos, fives, and tens
- Instant recall of addition facts to 10 and doubles to 12

### **2<sup>nd</sup> Grade Minimal Academic Expectations**

Upon completion of 2<sup>nd</sup> Grade, all students will be expected to show proficiency in the following skills:

- Write a complete sentence with a minimum of seven words using correct capitalization and punctuation
- Write 6 complete sentences to support one topic in paragraph form to include topic sentence with indentation
- Instant recall of 500 sight words
- Read grade level text with appropriate fluency, accuracy, and expression
- Comprehend grade level text read independently
- Recognize, read, and write using correct formation and order, numbers to 1000
- Instant recall of addition facts to 12

### **3<sup>rd</sup> Grade Minimal Academic Expectations**

Upon completion of 3<sup>rd</sup> Grade, all students will be expected to show proficiency in the following skills:

- Write a three paragraph essay using the proper writing process with complete sentences, using correct capitalization, punctuation, and indentation
- Read grade level text with appropriate fluency, accuracy, and expression
- Comprehend grade level text read independently
- Instant recall of multiplication facts 0 – 12

#### **4<sup>th</sup> Grade Minimal Academic Expectations**

Upon completion of 4<sup>th</sup> Grade, all students will be expected to show proficiency in the following skills:

- Write a four paragraph essay using the proper writing process with complete sentences, using correct capitalization, punctuation, and indentation
- Read grade level text with appropriate fluency, accuracy, and expression
- Comprehend grade level text read independently
- Multiply equations with two-digit factors
- Solve division equations with a single-digit divisor
- Add and subtract fractions with like denominators

#### **5<sup>th</sup> Grade Minimal Academic Expectations**

Upon completion of 5<sup>th</sup> Grade, all students will be expected to show proficiency in the following skills:

- Write a five paragraph essay using the proper writing process with complete sentences, using correct capitalization, punctuation, and indentation
- Read grade level text with appropriate fluency, accuracy, and expression
- Comprehend grade level text read independently
- Add, subtract, multiply, and divide fractions with unlike denominators
- Solve division equations with a two-digit divisor and multiple-digit dividend

### **Middle School Curriculum**

#### *Core Curriculum*

Beginning in the middle school, instruction for sixth, seventh, and eighth grade students is departmentalized. Teachers are specialized in their subject areas and each classroom encourages a sense of exploration and discovery. Students are challenged to think about issues and concepts in greater detail. The core curriculum consists of English, History, Math, Science, and Bible. STEAM (Science, Technology, Engineering, Art, and Math) activities are incorporated into lessons and projects. As each subject is taught, emphasis is placed on the skills essential to each discipline. During this period of intellectual, physical, and emotional growth and change, the middle school curriculum equips our students and acts as a bridge between elementary and high school.

#### *Enrichment Opportunities*

- Art
- Chess Team
- Physical Education
- Junior Honor Society
- Junior Student Council
- Beginning Spanish
- Computer/Technology
- Archery

## High School Curriculum

### *Core Curriculum*

Our high school curriculum is centered on the readiness and preparation for college. The curriculum is rigorous, offering honors classes in several areas, as well as dual enrollment classes. Students are required to complete certain courses at every grade level. Students are challenged to think critically, write analytically, and speak confidently. Additionally, we aim to foster and form a discipleship and leadership mindset within our students by helping them apply Biblical principles to their lives. Our ultimate goal for students is that they graduate with a solid and clear Biblical Worldview as well as a desire to serve God and others.

### *Enrichment Opportunities*

- Art
- Family and Consumer Science
- Computer Applications
- Physical Education
- Speech
- Career Development
- Yearbook Staff
- Chess Team
- Theatre
- Honor Society
- Chick-fil-a Leadership Academy
- School Newspaper Staff

### *Honors Curriculum*

Students in Honors courses are expected to have the following characteristics:

1. High academic achievement and intellectual ability
2. Self-motivation and self-discipline
3. Good organizational skills
4. Excellent written and spoken expression
5. An ability to work independently and collaboratively
6. Remain on task in class with little to no disruption
7. Good citizenship and attendance
8. Have maintained an A average for both semesters of the previous class of that subject

### *Honors Expectations*

Upon acceptance into the Honors program, students are expected to:

1. Maintain A/B in all Honors courses in both semesters. Students who receive a C may be discontinued from taking Honors courses.
2. Remain in the course(s) for the duration of the year.
3. Maintain high standards of academic integrity.
4. Be in class every day. Excessive absences are grounds for removal from the course.

The student commits to completing any summer work. Summer work may include the reading of books, journals, etc., writing assignments, projects, meeting with the course teacher, etc.

### **Devotion**

All students will participate in a daily devotion lesson. This time is crucial to the spiritual growth of our students. Students should bring their Bible to devotion each day. During this time, students will be required to wear masks.

### **Disciplinary Model**

Discovery Christian School's disciplinary model is designed to help students understand their behavior, how it affects the DCS environment, repair any damage done to relationships and/or property, and to develop habits that lead to different outcomes in the future.



Discipline will be done in partnership with parents. The emphasis is on helping students navigate social responsibility in a respectful way. Bullying, taunting, degrading and/or intimidating will not be tolerated. The behaviors will be dealt with by working with students to recognize, repair, and re-orient to make better decisions.

The DCS staff values honesty from students in dealing with disciplinary situations. As part of our partnership, parents will be notified if patterns of behavior are identified by the DCS staff or if a student becomes physically violent with the staff or other students.

Consequences may include dismissal from the class (separation of student), a meeting with the directors, parental notification, in school suspension, after school detention, and any other consequences deemed appropriate by the school administrators.

Students may be placed in After-School Detention (3:05-4:05 p.m.) or Before School Detention (6:45-7:45 a.m.) under the supervision of the administration or staff. Students will be required to complete work detail during this time. The parents of the student will pay the cost of supervision (\$15 per day). Students may be placed in In-School Detention (school hours). Students will be required to complete class assignments while isolated from other students. The parents of the student will pay the cost of supervision (\$50 per day). Any student who is a repeat violator of the rules and regulations of Discovery Christian School, or whose presence at the school is considered by the administration as not being conducive to the goals of the school, will face suspension or permanent expulsion. Violations of a serious nature can be placed on probation. This status means that while the student is on probation, if he/she continues to be a disciplinary problem, he/she can face suspension or even expulsion from DCS. The probationary status is recorded as a part of the student's discipline record. Students may be suspended from any extracurricular activities during this time. If a student is suspended, he/she is required to complete assignments missed during suspension. Although required to do the work, the student may receive no credit for grading purposes. The parent, not the teacher, is responsible for the remediation of any skills that the student misses during the time of suspension.

## **Demerit System for 6th-12th Grade Students**

### ***Offenses***

#### **1 Demerit**

- Dress code violation
- Eating/drinking in class (includes chewing gum)
- Inattentive in class
- Unprepared for class
- Excessive tardiness
- Entering restricted areas
- Disruptive to the classroom environment
- Leaving class without permission

#### **3 Demerits**

- Disrespect
- Disobedience
- Unauthorized use of school property

#### **5 Demerits**

- Defacing school property (demerits plus cost of repair)
- Destroying another student's property (demerits plus cost of replacing item)
- Fighting

- Lying, forgery (notes, test, demerit, etc.)
- Skipping class
- Reckless driving on school property
- Misuse of a vehicle on school property

10 Demerits

- Cheating / Plagiarism
- Immoral language / Profanity
- Social media violation
- Public display of affection (PDA) (w/ administrative discretion)

25 Demerits

- Theft / Stealing

**Consequences**

10 Demerits = 1 hour of detention. 1 hour of detention is \$15.00 per student. In the event a detention is missed, the fee doubles to \$30.00 per student and the student will be required to serve two 1 hour detentions.

20 Demerits = 1 day of in school suspension

30 Demerits = 2 days of in school suspension

45 Demerits = 2 days of out of school suspension (cannot make up work missed)

60 Demerits = 5 days of out of school suspension (cannot make up work missed)

61 or more Demerits = Recommendation for expulsion (administrative decision)

**Use or possession of tobacco or alcohol on school grounds or at a school event (includes cigarettes, vapes, dipping tobacco, alcohol of any kind) will result in an immediate five day suspension. The second offense will result in a ten day suspension. The third offense will result in recommendation for expulsion.** These major offenses are cumulated for the entirety of a student’s admission at Discovery Christian School.

**Extracurricular Activities Offered**

|                  |            |  |                            |                        |
|------------------|------------|--|----------------------------|------------------------|
| Music            | K4 - 5th   |  | STEM                       | 6th -7 <sup>th</sup>   |
| PE               | K4 - 10th  |  | Archery & Chess Club       | 4th - 12 <sup>th</sup> |
| Art              | 6th - 12th |  | Girls Soccer               | 7th - 12 <sup>th</sup> |
| Computer         | K5 - 8th   |  | Boys/Girls Basketball      | 7th - 12 <sup>th</sup> |
| KIC              | K4 - 6th   |  | Baseball                   | 7th - 12 <sup>th</sup> |
| Little Dribblers | 4th - 6th  |  | Girls’ Fast Pitch Softball | 7th-12th               |

**Field Trips**

DCS students will take field trips throughout the school year to enhance the education of the students. Parents will be notified well in advance as to the date and cost of the field trip. Unless otherwise determined by the teacher/sponsor of the field trip, all students will wear a blue DCS Polo uniform shirt tucked in while participating. Students who choose not to attend a designated field trip and are absent from school that day must still adhere to the absence policy listed under the attendance section of this document.

### **Grade Promotion/Retention**

Kindergarten students may be promoted to the first grade upon satisfactory completion of the requirements of kindergarten and the recommendation of the appropriate school official considering the chronological age and mental, social, and physical development of the student.

Elementary and middle school students may be promoted to a given grade level upon evidence of satisfactory completion of the requirements of the previous grade level and the recommendation of the appropriate school official considering the chronological age and mental, social, and physical development of the student.

High School students are promoted to the next level in a subject area in which they have successfully completed the requirements of the previous level as per the scope and sequence of the high school curriculum. Students will be promoted to the next grade when an average in all subjects for the year is 65 or higher. In all possible retention cases, several factors are taken into account; past performance, individual needs, maturity, homework completion, and parental input. The final decision lies with the faculty team including, but not limited to, the current teachers and school administrators.

### **Graduation Requirements**

To graduate from Discovery Christian School, a student must:

1. Earn a total of 23 Carnegie Units as outlined below,
2. Complete a minimum of 50 service hours (10 freshmen year, 10 sophomore year, 15 junior year, and 15 senior year).
3. Successfully complete at least one class from each of the following subjects each year, 9th-12th grade: English, Mathematics, Social Sciences, and Science.

|                              |  |
|------------------------------|--|
| <b>Bible</b>                 | <b>2 Units</b>   |
| <b>Fine Arts</b>             | <b>1 Unit</b>  |
| <b>English</b>               | <b>4 Units</b>   |
| <b>Mathematics</b>           | <b>4 Units (2 units must be higher than Algebra I)</b> |
| <b>Science</b>               | <b>4 Units</b>   |
| <b>Social Sciences</b>       | <b>4 Units</b>   |
| <b>World Language</b>        | <b>2 Units</b>   |
| <b>Computer Applications</b> | <b>1 Unit</b>  |
| <b>Electives</b>             | <b>1 Unit</b>  |

Any college courses taken through a dual enrollment or dual credit program must be approved by the administration. Graduates must earn a minimum of 23 credits.

The following are the minimum courses required for graduation in each subject area. Students may complete above these requirements by pursuing advanced classes including AP and/or Dual Enrollment courses:

**English:** English I, II, III, and IV

**Mathematics:** Algebra I, Geometry, Algebra II, and Trigonometry/Pre-Calculus, or Senior Math **Science:** Biology, Chemistry, Human Anatomy & Physiology, AND one of the following: Physics, Physical Science, or Genetics & Microbiology

**Social Sciences:** Mississippi Studies, World Geography, World History, American History, US Government, and Economics

**World Languages:** Two years of world language

**Computer Applications:** Keyboarding (if taken in 8th-12th grades) OR Computer I (if taken 8th-12th grades)

**Fine Arts:** Survey of Fine Arts, Art I, Art II, Fine Arts or Drama I & II or additional Fine Arts classes as they are added to the curriculum

**Bible:** Bible I and Bible II

Each Discovery Christian School student, in order to graduate from DCS, in addition to fulfilling the academic requirements for graduation, must complete a minimum of 50 service hours. Service acts that are done for family members or for pay, while helpful, do not count towards fulfilling the above requirements. Students who double or more than double their service hours each year are eligible for special recognition. Hours will NOT be counted unless they are properly documented and submitted within the appropriate time frames. These time frames will be announced to students as they approach. Students are responsible for turning in their completed service hours' form that is available in the DCS office.

Students who fail to complete graduation requirements will not be permitted to participate in the graduation ceremony. Graduating seniors will not be allowed to participate in the graduation ceremony, will not receive their diplomas, nor have their school transcripts sent to colleges or universities until all school fees and/or fines have been paid.

#### Requirements for Granting a Diploma

- (a) A student shall earn at least two (2) of his last (4) credits in residence at the high school before the school may grant him a diploma. Successful completion of four (4) half (0.5) credit courses in one semester is equivalent to two (2) credits.
- (b) Discovery Christian will not grant a diploma, signed or unsigned, or any substitute for a diploma, to a student who fails to meet the requirements for graduation.
- (c) DCS offers dual credit and dual enrollment courses.
  - A “dual enrolled” student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school.
  - A “dual credit” student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school and who is receiving high school and college credit for post-secondary coursework.
  - One (1) three-hour university or community or junior college course equals one (1) high school credit (i.e., 1 Carnegie Unit) but has more weight and is considered an honors level class.
- (d) DCS may issue a half (0.5) credit for any course successfully completed at the end of one semester (or the equivalent classroom hours). The course may be a one semester course or a full-year course.
- (e) DCS may issue credits to eighth graders provided the courses (e.g. Algebra I, Pre-Algebra, Entry Level Computer, and Foreign Language) are successfully completed, carry the same rigor and content as the high school course, and meet state requirements.
- (f) The total number of required credits earned by correspondence, summer school, or approved online courses for repeat or new coursework, shall not exceed two (2) credits earned during one summer.

- (g) Coursework taken online or by correspondence may be credited toward graduation provided that permission is granted by DCS and the course provider is regionally or state accredited.
- (h) The Co-Head of School may grant a half (0.5) credit to a student for participating in a foreign study tour program after establishing that the time and content of the program meet the requirements for awarding such credit.

#### Requirements for Awarding Credit in Summer School

- (a) Credit may be given for coursework done in summer school that is equal in quality and quantity to the course requirement of the regular school year.
- (b) An “extended term” is summer school enrollment for remediation or completion of course objectives not met by participating students at the same school during the regular school year.
- (c) A student may earn a maximum of two (2) credits during a summer.

#### College Days

Students in grades 11 and 12 are encouraged to visit college campuses for a firsthand experience of the school they are considering. Students must complete the College Day Request Form and return to the school office prior to a college visit. Parents are asked to request in writing one week in advance of the missed school day. College days are granted at the discretion of the school administration. Students will be responsible for any class work missed. Juniors and seniors will be allowed two days per year.

#### Senior Exam Exemption

Seniors are eligible to be exempt during final exams of the spring semester. In order to be exempt the following standards must be met:

- Four or fewer excused absences in the class with an A average, plus
- No unexcused absences for the year resulting for any reason
- or
- Two or fewer excused absences in the class with a B or better average, plus
- No unexcused absences for the year resulting for any reason.

#### ACT Testing

DCS offers ACT Weekday Testing twice each school year. Students are required by DCS to participate in this testing in the fall and spring of their sophomore and junior year and in the fall of their senior year. Students should use the DCS ACT code (250-001) when taking the test.

#### Financial Information

Diplomas will be held by the administration for any graduating seniors with outstanding balances.

### **Grandparents Club**

Due to the COVID-19 pandemic, all VIG activities are on hold until further notice.

### **Inclement Weather Days**

School cancellations due to inclement weather will be announced via FACTS School Parent Alert, email, and/or the school Facebook page. It is the responsibility of the parent/guardian to make a concerted effort to remain aware of announcements via our methods of communication as stated above.

### **Lockers**

Students in grades 8-12 will be assigned a locker for his/her personal use. Students are to keep their lockers orderly and clean and must use the locker assigned to them for the entirety of the school year. Students may decorate the inside of the lockers providing that nothing displayed is inconsistent with policies and values of the school. DCS reserves the right to inspect lockers to ensure compliance with school policy. DCS is not responsible for the damage or loss of items in lockers. Students assigned a keyed lock are responsible for keeping up with their key. A lost key will result in a replacement fee which will be determined at the time of reordering. Students assigned lockers without built in locks may use a combination lock (purchased by student) and are required to give the combination to the homeroom teacher.

### **Logo**

Discovery Christian School logos are the property of Discovery Christian School and may not be used without consent from the administration of the school.

### **Lunch/Snack**

Students will have the option to purchase a school lunch or to bring their lunch to school daily. Lunch menus will be available on FACTS for your convenience. Lunch payment should be given to the homeroom teacher or turned into the office. We do NOT use the pay online method via FACTS. Student meals brought from home will not be heated. Students who bring a lunch from home have the option to purchase a drink or other side items from the cafeteria. Only bottled water is permitted in the classrooms. Other drinks are permitted in the cafeteria during lunch only. Elementary students are encouraged to bring a snack daily that will be stored in the classroom. Middle/high school students may bring money to purchase snack items from the concession stand or bring a snack from home. Meal prices: K4-3rd \$3.50 4th-12th & visitors-\$4.00

### **Medical**

If an incident should arise where a student requires medical attention, the school administrators will first attempt to call the parent. If the parent cannot be reached, the school administrators will contact a person listed on the emergency card. In the event that an emergency contact cannot be reached, or if the medical emergency does not permit time to contact parents, an appropriate DCS staff person will seek emergency medical care for the student. The DCS school nurse will also evaluate the student. Students are NOT allowed to carry over-the-counter (OTC) or prescription medications at DCS. Should the need for OTC medication arise, a parent or guardian must have written consent on file with the office specifying the dosage and times to be administered by a DCS staff member. All medication must be in the original container. Prescription medication will be administered by the DCS office if the appropriate paperwork has been completed.

### **Parent/Teacher Conferences**

Parent/Teacher conferences will be held throughout the school year as needed. Should a question or concern about your child's education arise, contact the teacher in an attitude of partnership to find solutions. Teachers will respond in a timely manner to discuss options with you. DCS assistant teachers are supportive staff for the classroom teachers. All correspondence regarding your child's academic needs should be conducted with the classroom teacher and not the assistant teacher. Assistant teachers have been informed of this policy.

### Placement and Transfer Student Guidelines

1. Kindergarten - DCS requires, in accordance with MS state laws, in order to be eligible for admission to Kindergarten a child must have reached the age of 5 on or before September 1 of the school year for which application is being made.
2. Elementary - DCS requires, in accordance with MS state laws, in order to be eligible for admission into first grade a child must have reached the age of 6 on or before September 1 of the school year for which application is being made.
3. DCS will accept previously earned credits of transfer students who demonstrate competence in the subject area of the credit that is being transferred through proper documentation or placement testing.
4. DCS may refuse admission of a transfer student or acceptance of a transfer credit if there is not a match between the instructional/educational needs of a student applying for transfer and DCS's mission and/or admission policy.

### Report Cards

Teachers will report academic progress through the FACTS system. Report cards will be emailed to parents each quarter. Pre-K4, K5, 1st, and 2nd grades grading scale performance evaluations are at the discretion of the teacher. The following is the DCS grading scale used to report student progress:

- K4, Kindergarten, 1st and 2nd grades: S-Satisfactory (80% or higher), N-Needs Improvement (65%-79%), U-Unsatisfactory (64% and below).
- 3rd-12th grades:

| Grading Scale |          |
|---------------|----------|
| A             | 90-100   |
| B             | 80-89    |
| C             | 70-79    |
| D             | 65-69    |
| F             | Below 65 |

### R.I.S.E. (Reaching Independence through Support in Education)

The R.I.S.E program was formed in 2018 to better meet the needs of students. An advisory team meets on a regular basis to determine the eligibility of students as well as the effectiveness of the program. Students who qualify for the program include those with specific learning disabilities, deficits, and learning styles. The goal of the program is that students will be able to function both academically and socially in the regular classroom given the appropriate interventions, modifications and accommodations. The program is available for an additional monthly fee.

### Safety

The safety of DCS students and staff will be first considered in all circumstances. All exit doors will remain locked during school hours. School property will be respected at all times. **No visitors, including parents, are to come in any of the school buildings during school hours for any reason without checking in through the school office in the administration building.**

The following are not allowed on school property at any time:

- Weapons of any kind (toy or real)
- Alcohol, tobacco, illegal drugs, vaping materials
- Toys and sports equipment (unless pre-approved by DCS administrators)
- Any other items deemed inappropriate or distracting by DCS teachers



### **Banning Individuals from School Campus**

While DCS makes every reasonable effort to welcome parents and other community members to participate in school activities, an individual may be banned from school campus if:

- He/she presents a threat to the safety of students and/or employees of the school, or other individuals appropriately participating in a school activity, or
- He/she creates a disruption to the educational process

Banning an individual from campus is serious action that the school wishes to avoid if at all possible. However, safety concerns for the school community must take priority.

### **School Day**

| Daily Schedule  |                |                 |                |
|-----------------|----------------|-----------------|----------------|
| K4-5th          |                | 6th-12th        |                |
| Early arrival   | 7:00-7:30      | Early arrival   | 7:00-7:30      |
| Regular arrival | 7:30-7:0       | Regular arrival | 7:30-7:50      |
| Dismissal       | 2:30           | Dismissal       | 3:05           |
| Checkout        | Not after 2:15 | Checkout        | Not after 2:45 |

### **Student Drivers**

Students driving to school must hold a valid driver’s license and are expected to park in designated areas as specified by DCS administrators. Student drivers are expected to be in school on time and not leave before dismissal. Unauthorized vehicles are not allowed on school property during school hours. A student driver must promptly notify the school office if he or she is no longer using the vehicle authorized by administration. Student drivers must abide by state and local traffic laws at all times on school property. Drivers should drive slowly and use caution when exiting the campus. All student cars will remain parked during school hours. All motor vehicles are off limits during school hours. Student drivers are not to return to their vehicles or move them during the school day without administrative permission. Student drivers can face disciplinary consequences for allowing fellow students to be unauthorized passengers in their vehicles.

### **Student Uniform Policy**

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. 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 distinctively 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. It is our conviction that appropriate attire has a positive impact upon the attitude of the student and the atmosphere of the classroom. Students are expected to dress appropriately and

modestly at all times at DCS. Dress should not be a distraction to other students. When student attire is questionable the DCS administrators will determine if it is appropriate or not.

## Uniforms

The following mandatory uniform standards for student attire have been developed and are applicable to all elementary, middle, and high school students. All uniform items are to be purchased through the school uniform store [globalschoolwear.com](http://globalschoolwear.com)

### 1. Tops

- Color/Style: All tops will be purchased from uniform store All students must purchase one royal blue shirt which will be worn on outings.
- Fit: must be buttoned properly (shirts must be tucked in on outings)
- Under the school uniform: solid color (gray, white, black) undershirt, camisole, or turtleneck
- In addition to the shirts described above, students may wear a school sponsored t-shirt/sweatshirt on designated dress down days and Fridays.
- Must remain in original condition of purchase and cannot be altered by cutting, adding applique/monogram

### 2. Bottoms

- Colors: khaki, black, denim, navy or white (solid colors only)
- Styles: skirt, shorts, slacks, capri pants, skorts; ***no form fitting fabric or styles (skinny pants/jeans)***; no ornamentation or insignia; no rips, tears, holes allowed
- Fit: shirts, shorts, and skorts may be no more than three inches above the bend of the back of the knee (garments with slits will be measured from the top of the slit); pants and shorts must be worn at the natural waist; pants legs must not drag the floor; correct size to avoid sagging or overly snug fit
- Cargo pants or shorts and athletic shorts are not permitted
- Pants may not be tucked into boots

### 3. Jumpers/Dresses

- Colors: khaki, royal blue, black, denim, navy or white (solid colors only)
- Styles: no ornamentation and no insignia
- Fit: no more than three inches above the bend of the back of the knee (garments with slits will be measured from the top of the slit)
- Only layering leggings purchased via the uniform store are allowed and may be worn under skirts or dresses. Layering leggings are to only be worn as an undergarment with dresses or skirts that are an appropriate length.
- Must remain in original condition of purchase and cannot be altered by cutting, adding applique/monogram

### 4. Uniform Accessories

#### Shoes

- Matched pair- must coordinate with the uniform and not be a distraction
- Properly fastened
- Shoes that are shiny, glittery, and/ or light up are not permitted
- Socks—matched set; must coordinate with the uniform and not be a distraction

**Belts**-Belts should be worn when the shirt is tucked in. All shirts are to be tucked in and belts worn when on school outings.

- Colors—solid color

- Fit—worn inside the belt loops
- Style-no large belt buckles allowed

### **Supplemental Wear**

**Indoor Layering Garments**-Must be purchased from the DCS uniform store and may be worn while in the building for warmth. The pullover option may replace the uniform shirt. A DCS collared shirt must be worn under the zippered garment.

- Garments must remain in original condition of purchase and cannot be altered by cutting, adding applique/monogram.

### **Outdoor Coats**

- For extreme cold weather days, heavy coats that are not school-approved are permitted. These are to be worn outside only.

### **Dress Down Days**

Designated dress down days are to be determined by the administrators. On dress down days, students may wear school approved bottoms and a school sponsored t-shirt/sweatshirt.

### **General Standards Summarized**

- Students are expected to wear clothing in a normal fashion. For example, shorts/pants must be worn with the waistband around the waist. Pants legs must not drag the floor. Clothing such as belts, flaps, shoes, etc. must be fastened.
- Tops should provide adequate coverage. No skin may show above the belt line.
- Bottoms should fit appropriately. No skin may show above the belt line.
- Clinging, revealing, immodest or overly form-fitting garments are not allowed. Cleavage must not show. Sundresses are not allowed.
- No clothing or accessories which through language or graphics display, exploit, sanction or promote drugs, alcohol, tobacco, gangs, sex, violence, discrimination, vulgarity, unlawful activity or behaviors in opposition to Christian principles are allowed.
- Proper and acceptable undergarments will be worn at all times. Undergarments should not be visible to others.
- Hair should be fixed in an appropriate and acceptable manner with no extreme styles such as mohawks, mullets or shaved portions of the head. Hair for all students should be within the normal range of human hair; two-tone hair color is not allowed. Male students are to be clean-shaven with sideburns no longer than the bottom of the ear; no facial hair is permitted. Male students should have hair that is neatly trimmed and not touching the collar nor covering the eyes. No male buns or ponytails allowed. Male students may not wear headbands during the academic day.
- Hair accessories such as barrettes, bows, and headbands, should be small in size and a solid color of blue, orange, gray, or white.
- Any clothing, jewelry, hair, make-up, fingernails, or any other item which causes a disruption of the school environment may be banned at the discretion of the administrators.

### **The following are PROHIBITED:**

- Visible tattoos
- Contact lenses that create an unnatural eye effect
- Visible body piercings (female students may have no more than two piercings per ear; male students are not allowed to have any visible piercings) Chained wallets or spiked jewelry
- See through garments
- Knit or spandex pants, jogging, exercise/yoga, cargo pants or shorts, skinny jeans, pajamas or loungewear
- Torn, ripped, frayed, or cut clothing (no rips or tears allowed in pants or tops)
- Bedroom shoes, hee-lies, shoes that light up, glitter/sequined/shiny shoes, flip flops

The administrators shall have the authority to interpret the dress code and make case by case determinations for the appropriateness of dress which is questionable or which is not covered in this policy.

## **Dress Code Policy Compliance**

All uniform/dress code incidents require immediate and/or timely remedy. Should any uniform remedy require the student sign out of school, the absence will be recorded as unexcused.

- Incident #1: Verbal warning to student and parental contact will be made. Student will be required to remedy uniform.
- Incident #2: Parent will be notified and the student will be required to remedy uniform. Incident will be recorded in FACTS.
- Incident #3: Parent will be called to remedy uniform. Incident will be recorded in FACTS.
- Incident #4: Disciplinary action will be taken. Student will lose privileges according to the offense (If the offense is improper jeans, the student will no longer be allowed to wear jeans.)

## **Technology**

Students will adhere to the acceptable use of technology while attending DCS. The use of the network, devices and internet is a privilege. If the user does not comply with the rules and guidelines, he/she will lose privileges associated with technology. When using the DCS network and or its connection to the internet, the user must accept the responsibility to use it in a proper, ethical, and legal way. These guidelines apply to the use of the DCS network and/or internet, including both school-owned hardware/equipment/devices and items brought on sight by users. (See cell phone policies)

- Logging onto or using inappropriate websites is strictly prohibited. Devices shall not be used to view, download, upload, forward, print, copy or file any inappropriate content.
- Each user has the responsibility to report offensive material to his/her teacher. Attention should not be drawn to this offensive material, subjecting others to its influence.
- All rules and policies in place at DCS regarding honesty, courtesy, and integrity will apply.
- Students will not install any software or attempt to alter or modify software configuration of the school's computers. Downloading or installing games and music files is prohibited.
- Abusive, vulgar communication is not to be used.
- Technology is not to be used to steal, forge, lie, cheat, plagiarize, bully, or threaten.
- Students will not be allowed to use personal email, instant messaging, or social networking sites such as, but not limited to, Facebook, Instagram, Snapchat, etc.

Users have no expectation of privacy with regard to their use of DCS technology. DCS may access, view, investigate, and delete any and all information stored on or created with DCS technology. DCS may do so without cause and without prior notice to the user.

Any DCS student participating in distance learning must adhere to the technology policies as stated above.

Discipline actions for infractions and misuse of the DCS network, internet connection, software, and/or hardware will include one or more of the following:

- Temporary or permanent loss of privileges for use of these items
- In-school suspension (ISS)
- Out of school suspension (OSS)
- Legal action, if necessary

## **Social Media Policy for Students**

Students will be reprimanded for any inappropriate behavior or action as defined by school guidelines. This applies to personal websites, blogs, or profile directories such as Facebook, Snapchat, Twitter, Instagram, etc. Users who engage in behavior unbecoming of a member of the DCS community through the use of a website will be subject to penalties which may include suspension or expulsion. Any communication to or about any other member of the school community will be considered to be subject to the school's regulations and code of

conduct. In addition, if DCS, in its sole discretion, believes that information on a website, or in an email or text message, is obscene or constitutes a threat, defamation, copyright infringement, or other illegal activity, whether directed at DCS, faculty, staff, students, or other, DCS may be compelled to contact the appropriate authorities.

### **Social Media Policy for Parents**

Inappropriate behavior or actions by parents or guardians posted on any social network site that portrays DCS, any student of DCS, or any staff member of DCS in a manner that may cause harm or distress, including bullying, threats, harassment, defamation, or similar actions is prohibited. Parents or guardians who commit any of these violations may be banned from DCS events and programs. A second violation may result in their child(ren) being suspended or expelled. The DCS name and/or logo are not permitted to be used for social media except by faculty members. No social media groups pertaining to DCS should be governed or set up by anyone other than a faculty member.

### **Testing**

Select grade levels will participate in annual standardized assessments at the discretion of the administration. This allows for the school to track student progress from one school year to the next. A copy of individual results will be provided to parents in the fall of the following school year.

### **Textbook/Library Books**

Textbooks and library books are the property of DCS. Students are expected to take care of all books. In the event that a DCS book is lost or damaged the student will be responsible for the cost of replacement.

### **Transcripts**

DCS will release student records by request to high school students. Each student will receive three official or unofficial transcripts at no cost. Each subsequent request will incur a \$5 fee payable at time of request to the school office. Please allow 7-10 business days for processing from the time the Transcript Request Form is received in the office.

### **Tuition and Fees**

Tuition payments are due on the 1st day of the month and no later than the 5th day of each month. A representative of each family is required to sign the 2020-2021 Enrollment Contract. Any payment after the 5th day of the month will incur a \$30.00 late fee. Habitually late tuition payments may result in the expulsion of your child/children from DCS. The preferred method of tuition payment is bank draft. Any bank draft or check returned will incur a \$30.00 returned bank fee and require the payment be made in cash within 5 business days of notification from DCS. Other methods of payment accepted are personal check, money order, credit card and cash. Credit card payments will incur a 3% fee with each transaction. DCS will not accept postdated checks for any reason (see next page for the tuition table). Students who enroll after May and choose the twelve month payment plan are required to begin payments in June. Students who register after June 1st are required to pay according to the ten month payment plan.

### **Delinquent Financial Accounts:**

Tuition and fees provide revenue for the school's operating budget. It is always our hope that each family is able to faithfully honor all financial obligations to our school. In the event that does not happen, however, DCS has adopted policies to ensure that we continue to be good stewards of our financial resources and to make sure that DCS is able to meet its financial obligations to those that provide services to our school. Students whose accounts are past due 45 days may be restricted from attending classes, participating in extracurricular activities, taking exams, or receiving report cards until the account is current. The school reserves the right to refuse to extend further credit to any student whose account reflects a continuous/repeated financial risk. DCS also reserves the right to pursue other means to collect balances due to the school, as the situation may warrant. The Heads of School and/or DCS Board of Directors must approve any special arrangements for unusual circumstances. Please contact the school office if there is a question about your account. We strongly

encourage the Christian principle of open and honest communication when working to resolve issues. DCS will make every reasonable effort to provide solutions should a financial challenge arise, but without time, open, and regular communication, such solutions may not be available.

| 2020-2021 Tuition & Fees                        |                  |              |                 |   |  |  |  |
|---|------------------|--------------|-----------------|---|--|--|--|
| RETURNING STUDENTS (Enrolled 20-21 school year) |                  |              |                 |   |  |  |  |
| Grade   | Registration Due | Registration | Student Fee Due | Annual Tuition 1 Student (Oldest child) | Annual Tuition 1 <sup>st</sup> Sibling | Annual Tuition 2 <sup>nd</sup> Sibling | Annual Tuition 3 <sup>rd</sup> Sibling |
| K5-7 <sup>th</sup>                              | 50.00            | 100.00       | 450.00          | 4670.00                                 | 4530.00                                | 4390.00                                | 4250.00                                |
| 8 <sup>th</sup> -12 <sup>th</sup>               | 50.00            | 100.00       | 550.00          | 4775.00                                 | 4632.00                                | 4489.00                                | 4346.00                                |

| NEW STUDENTS                      |                 |                                      |   |  |   |  |  |  |
|-----------------------------------|-----------------|--------------------------------------|---|--|---|--|--|--|
| Grade                             | Application Fee | Registration Fee (Due when accepted) | Student Fee paid within 2 weeks of acceptance | Student Fee paid after 2 weeks of acceptance | Annual Tuition 1 Student (oldest child) | Annual Tuition 1 <sup>st</sup> Sibling | Annual Tuition 2 <sup>nd</sup> Sibling | Annual Tuition 3 <sup>rd</sup> Sibling |
| K4                                | 25.00           | 100.00                               | 450.00  | 550.00                                       | 4450.00                                 | 4317.00                                | 4183.00                                | 4005.00                                |
| K5-7 <sup>th</sup>                | 25.00           | 100.00                               | 450.00  | 550.00                                       | 4670.00                                 | 4530.00                                | 4390.00                                | 4250.00                                |
| 8 <sup>th</sup> -12 <sup>th</sup> | 25.00           | 100.00                               | 550.00  | 550.00                                       | 4775.00                                 | 4632.00                                | 4489.00                                | 4346.00                                |

| MONTHLY PAYMENTS                  |   |          |          |           |           |  |  |  |
|-----------------------------------|---|----------|----------|-----------|-----------|--|--|--|
| Grade                             | Annual Tuition 1 Student (oldest child) | 10 month | 12 month | Quarterly | Bi-Annual | Annual Tuition 1 <sup>st</sup> Sibling | Annual Tuition 2 <sup>nd</sup> Sibling | Annual Tuition 3 <sup>rd</sup> Sibling |
| K4                                | 4450.00                                 | 445.00   | 371.00   | 1,113.00  | 2,225.00  | 4317.00                                | 4183.00                                | 4005.00                                |
| K5-7 <sup>th</sup>                | 4670.00                                 | 467.00   | 390.00   | 1,168.00  | 2,335.00  | 4530.00                                | 4390.00                                | 4250.00                                |
| 8 <sup>th</sup> -12 <sup>th</sup> | 4775.00                                 | 478.00   | 398.00   | 1,194.00  | 2,388.00  | 4632.00                                | 4489.00                                | 4346.00                                |