



**2022-2023**

## **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.*

<p><b><i>Discovery Christian School</i></b>  111 Wesley Circle  Florence, MS 39073  601.891.0608  Email: <a href="mailto:discoverychristianschool@gmail.com">discoverychristianschool@gmail.com</a>  <a href="http://www.discoverychristianschool.org">www.discoverychristianschool.org</a></p>
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<i><b>Instructional Staff</b></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 bcliburn@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	Assistant First Grade Instructor

crushing@dcslions.com	
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
McCrory, Stephanie smccrory@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
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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	2 <sup>nd</sup> Term Begins
October 14, 2022	1 <sup>st</sup> 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	3 <sup>rd</sup> Term Begins
January 6, 2023	2 <sup>nd</sup> 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	4 <sup>th</sup> Term Begins
March 21, 2023	3 <sup>rd</sup> 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	4 <sup>th</sup> Term Report Card
*Denotes a reduced school day. Dismissal time for K4-5 <sup>th</sup> is 11.00 a.m. and 6 <sup>th</sup> -12 <sup>th</sup> is 11:15 a.m.	

## 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.

## 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 were 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 included boys' and girls' basketball, cheerleading, archery, baseball and girls' soccer. Along with Restoration Church, DCS has since 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 entered the tenth year of school, the growth of the school continued to surpass all of their dreams! The school has now reached enrollment of over 300 students. This growth prompted the construction of a new elementary building. The school has also begun the process of developing a sports complex. The school has seen growth not only in number but also in academic and athletic additions. DCS continues to accomplish its goal of disciplining students into mature believers who represent Christ well in the school and in the community.

### **Accreditation**

Discovery Christian School is accredited by the Midsouth 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 is 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 composed of six members who establish policy, set goals, and evaluate the affairs of the school. The board consists of the following:

*Joe Germany – President*  
*Freddie Brown*

*Kristi Adcock*  
*John White*

*Adam Richards-Vice President*  
*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
- To acknowledge that God wonderfully and immutably creates each person as male or female
- To affirm that 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 preparing 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 have eternal life and abundant life
- Salvation is a free gift obtained by God's grace alone through personal faith 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 requirements of admission on a case by case basis.

The DCS admission process consists of the following:

**Step 1:** Complete a New Student Application via the online portal

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

- a. A copy of most recent standardized tests results (current school)
- b. A copy of most recent report card (current school)

**Step 4:** After a review of your application, you will be notified if the student has been selected to continue the admission process. If so, an entrance exam will be scheduled by a member of the admissions team.

**Step 5:** Once the entrance exam is complete, an appointment for a family/student interview will be scheduled. Should the student be denied admission, you will be contacted.

**Step 6:** Students that are granted admission should then complete an enrollment packet found online in the parent portal. All required documents should be uploaded in the parent portal during the enrollment process. Admission is completed when the enrollment packet is finished, including providing all the necessary documents and paying all fees due.

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 his/her 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) which includes Dyslexia Therapy. 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 a behavior problem that adversely affects 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.

### **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 K4-7th 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 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 once 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	\$25	Due with application (One time/new students only)
Full-Time Enrollment	\$150.00 a month	Due on the 5th of the month prior to attendance
Drop-In Enrollment	\$15.00/day	Due on the day of drop-in attendance
Late Pick-Up	\$1.00/minute	Due upon receipt of bill
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. Any discipline infraction that warrants being sent to the administrator's office or contacting parents would result in a suspension of the student from the next game/event. Two such incidents during a season will result in a student's permanent removal from the activity.
- A student who is ineligible due to a GPA falling below a C average or behavior infractions resulting in 10 demerits or above 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 will be 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.

### **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. Students are expected to be present and punctual at school each day and are responsible for attending all classes and making up missed work due to an absence. Work missed due to excused absences will need to be made up at home within three days of returning to school after an absence. Please make arrangements to pick up your child's assignments and books on the third consecutive day of absence. Please schedule all medical and dental well visits and checkups after school hours. Students may not miss more than 10 days per semester, whether excused or unexcused, in any class and receive credit. Students who miss more than 20 days in a school year will not be permitted to pass the grade/class. This is an MAIS and DCS guideline. Exceptions may be granted by the administration only in extreme medically related situations.

#### **Excused/Unexcused Absences:**

Absences will be considered excused for the following reasons only:

- Illness-with note from parent or doctor
- Involvement in an accident
- Bereavement/funeral in the immediate family
- Medical appointments
- Participation in school-approved programs outside the school
- Pre-arranged absences for which administrative approval has been given

All other absences will be counted as unexcused. Unexcused absences include but are not limited to vacations (unless advanced approval has been given by the administration), visiting friends or relatives, hair or photography appointments, hunting, shopping, or any other reasons unacceptable to the school administration.

When a student arrives at school after an absence, he/she is required to provide a written note signed by a parent or guardian explicitly stating the reason for the absence. An email to the school counselor is also acceptable. If a student fails to bring a written excuse by the second day following his/her return, the absence will be recorded as unexcused.

#### **Short Term Distance Learning**

The DCS Short Term Distance Learning Program is designed for students with severe temporary medical or psychological problems which prevent them from attending school. This program is designed to provide some instruction while the student is under treatment. The instruction is provided by certified teachers and students

will be required to meet deadlines set by the teachers. It is not a substitute for the classroom due to the fact that students are not able to obtain the knowledge in short term distance instruction that they would get at school. This could cause them to have to repeat some course content. In order to participate in the Short Term Distance Learning Program the following procedure must be followed.

1. Fill out a Short Term Distance Learning Application requested by the Medical Professional providing care for the patient.
2. Provide a medical evaluation and completion of application by the requesting physician, describing the medical condition, diagnosis and reason(s) why student is unable to attend school
3. Reviews and updates as determined necessary by the Head of School and the school nurse.

*All Short Term Distance Learning instruction will expire after 5 days. Due to the requirement that students not miss greater than 10 days per semester, distance learning will only be approved under extreme circumstances and with a referral from a medical professional.*

### Health:

Please use the following chart to help determine if your child needs to stay home from school and when they are ready to return after an illness.

<b>I NEED TO STAY HOME IF...</b>						
I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100.0 or higher.	Within the past 24 hours.	Within the past 24 hours.	Body rash with itching or fever.	Itchy head, active head lice, nits close to scalp.	Redness, itching, and/or "crusty" drainage from eye.	Hospital stay and/or ER visit.
<b>I AM READY TO GO BACK TO SCHOOL WHEN I AM...</b>						
Fever free for 24 hours <u>without</u> the use of fever reducing medication. i.e. Tylenol, Motrin.	Free from vomiting for at least 24 hours.	Free from diarrhea for at least 24 hours.	Free from rash, itching, or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and cleared by Health Room upon returning.	Evaluated by my doctor and on prescribed medication for 24 hours.	Released by my medical provider to return to school.

### Tardy policy:

Students arriving after 7:50 a.m. for grades K3-5 and after 8:00 for grades 6-12 will be considered tardy. Three tardies per class will equal one absence. More than twenty absences per class will result in failure of the class and require repeating the class/grade. Middle and high school students must obtain a tardy slip from the office and present it to their teacher.

### Birthdays

DCS recognizes that children are a 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. We ask that parents mail invitations when having parties unless all children in the class are invited.

## **Cell Phone/Media Use**

### **Elementary Students (K3-5th 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. Phones should be off and placed in the Yondr pouch upon arriving 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. The next occurrence will result in confiscation of the phone. 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. The replacement cost for the Yondr pouch is \$50 for damaged or lost pouches.
- 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 administration reserves 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 administration may hand the phone over to an officer of the law.
- The same rules apply for smartwatches.

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

The physical and emotional safety of all students is our primary concern. We welcome volunteers in the classroom and during special events during the school day as long as it is an asset to student learning rather than a distraction. Due to space, lunch visitors are not allowed. Anyone interested in volunteering in the classroom must contact the classroom teacher and schedule an appropriate time for such a visit. We welcome grandparents (or like grandparents) to participate in a variety of ways around campus.

## **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 for DCS is DC-MS. DCS also communicates with families via Facebook and our web page.

## **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.

## **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 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.

### **Junior Kindergarten (K4) 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 lowercase letters
- Count to 20 by ones

### **Senior Kindergarten (K5) 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 lowercase 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 middle school, instruction for sixth and seventh 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 Classes*

- Art
- Physical Education
- Computer/Technology
- Library



- Chess Team
- Music

## **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. Eighth grade students earn some high school credit towards graduation. All 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.

### *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 3.5 GPA or higher for the year prior to being admitted into the honors curriculum

### *Honors Expectations*

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

1. Maintain a 3.5 GPA both semesters. Students who do not maintain a 3.5 GPA each semester will 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.
5. Commit to completing any summer work. Summer work may include the reading of books, journals, etc., writing assignments, projects, meeting with the course teacher, etc.

## **Drop Off Procedures**

Should any parent need to enter the building during arrival and dismissal times he/she must not obstruct the flow of the traffic. Parking is allowed at either end of the main building. All other times parking is available in front of the main building. 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 be asked to park and come to the office to show identification.

### *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 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 7:50 (K3-5th grade) and 7:30-7:55 (6th-12th grade) 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. Children should be unbuckled and ready to exit the vehicle as soon as it is safe to do so.

### **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.

### **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. These 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 administration, parental notification, in school suspension, after school detention, and any other consequences deemed appropriate by the school administration.

Students may be placed in After-School Detention (3:00-5:00 p.m.) or Saturday Detention (8:00-10:00 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 (\$25 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 will 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***

5 Demerits

- Dress code violation
- Eating/drinking in class (water only)
- Inattentive in class
- Excessive tardiness

- Entering restricted areas
- Disruptive to the classroom environment
- Leaving class without permission
- Disrespect
- Disobedience
- Unauthorized use of school property
- No badge-1st offense

#### 10 Demerits

- Defacing school property (demerits plus cost of repair)
- Destroying another student's property (demerits plus cost of replacing item)
- Lying, forgery (notes, test, demerit, etc.)
- Skipping class
- Reckless driving on school property
- Misuse of a vehicle on school property
- No badge-2nd offense

#### 15 Demerits

- Cheating / Plagiarism
- Immoral language / Profanity
- Social media violation
- Fighting
- Public display of affection (PDA) (w/ administrative discretion)
- No badge-3rd offense

#### 30 Demerits

- Theft / Stealing

#### ***Consequences***

10 Demerits = 2 hours of detention. 2 hours of detention are \$25.00 per student. In the event a detention is missed, the fee doubles to \$40.00 per student and the student will be required to serve two 2 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.**

#### **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 while participating.

#### **Grade Promotion/Retention**

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. Students who exceed 20 absences during the school year may not be promoted.

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. The maximum number of absences allowed for students may not exceed 20 days during the school year, or 10 days from single semester, half-credit courses. Students will be promoted to the next grade when an average in all subjects for the year is 70 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 administration.

### **Graduation Requirements**

To graduate from Discovery Christian School, a student must:

1. Earn a total of 24 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). Students who earn a total of 200 service hours will receive a service award which includes a cord for graduation.
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>3 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, College Algebra, or Senior Math

**Science:** Biology/Microbiology, Chemistry, Physical Science, AND one of the following: Human Anatomy & Physiology or Forensic Science

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

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

**Computer Applications:** Keyboarding OR Computer I

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

**Bible:** Bible (taken each year)

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.

#### Valedictorian and Salutatorian

These honors go to the students who have maintained the highest academic record throughout 8th-12th grade. An analysis will be made of the students' cumulative weighted grade point averages. In the event of a tie, cumulative numerical unweighted averages will be taken into consideration. The valedictorian and salutatorian will be required to have attended DCS three full years as a sophomore, junior, and senior.

#### 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 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 first hand experience of the school they are considering. Students must complete the College Day Request Form and return to the school counselor prior to a college visit. Parents must request in writing one week in advance of the missed school day in order to gain approval. 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.

#### **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 7-12 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 lunch from home have the option to purchase a drink or other side items from the cafeteria or from the vending machines. Only bottled water is permitted in the classrooms. Other drinks are permitted in the cafeteria during lunch only. Parents are welcome to enjoy lunch with their child/children. 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 \$4.00                      4th-12th & visitors-\$4.50

### **Medical**

If an incident should arise where a student requires medical attention the school nurse will evaluate the student then she or administration 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 treatment for the student. Students are not allowed to carry over-the-counter (OTC) or prescription medications in their backpacks/purses while on DCS campus. Parents should have their primary care provider fill out a consent for medication administration for any medications (even OTC ones) their child needs while at school in order for their child to receive the medication during school hours. All medication must be turned in to the office or school nurse for administration. The medication should be in the original container with the child's name clearly written on the container. Prescription medication and OTC medications will be administered by the school nurse or office staff only when the proper paperwork has been completed and turned in.

We will have health and vision screening during the year along with some lessons on health, hygiene, and safety.

### **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. PreK- DCS requires that preschool students be completely "potty trained" prior to the start of school. Students who have an excess of accidents throughout the school year may be eligible for dismissal from the school.
2. 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.
3. 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.
4. 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.
5. 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. K4 and K5 grading scale performance evaluations are at the discretion of the teacher. The following is the DCS grading scale used to report student progress:

- K4/K5: S-Satisfactory (85% or higher), N-Needs Improvement (70%-84%), U-Unsatisfactory (69% and below).
- 1st-12th grades:

Grading Scale	
A	90-100
B	80-89
C	70-79
F	69 and below

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

The R.I.S.E program supports DCS students who have specific learning differences with the end goal of helping them RISE to their full potential both academically and socially in the regular classroom setting. The Director of Special Programs will work jointly with the student, parent, teacher, learning specialist, and Head of School



to develop and Individual Learning Plan (ILP) for each student. The RISE program has an aspiration to partner with families to support the student's learning experience(s) while at DCS.

RISE Student Support Services are offered to DCS students 1st-12th grade who have specific learning differences, deficits, and learning styles. RISE is not a tutoring service or a Special Education class. Severe learning needs would not be met by the RISE program.

Dyslexia Therapy Services are offered as part of the RISE program. DCS' dyslexia therapist(s) have received certification of completion from an IMSLEC accredited program. Our program is an Orton Gillingham based program that provides multi-sensory instruction through auditory, visual, and kinesthetic pathways. Through the use of an alphabetic phonics method, DCS therapist(s) will teach the structure of the English language with an explicit, direct instruction that is systematic, sequential, and cumulative with reading, spelling, and written expression. Participants must have a professional diagnosis of dyslexia to participate.

#### RISE Tuition and Fees

Service	Fee
Student Support	One time non-refundable fee: \$100 Yearly fee: \$1750
Dyslexia Therapy	One time non-refundable fee: \$100 Yearly Supply Fee: \$150 Yearly fee: \$4800
Dyslexia Therapy Maintenance	One time non-refundable fee: \$100 Yearly Supply fee: \$75 Yearly fee: \$2400

#### 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 or the elementary building.** The only exception is if the visitor has been invited to a program or event. Student visitation will be allowed only in emergency situations as determined by the administration. This includes lunch, break, and after dismissal.

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 staff)
- Any other items deemed inappropriate or distracting by DCS staff

#### Student Badges

Students in grades 8-12 are expected to wear the school-issued identification badge at all times during the school day. These badges are necessary to unlock the magnet to get into the buildings. Students must have them

visible on their upper body at all times. Students are responsible to provide lanyards or clips to hold the badge in place. The cost for a replacement badge is \$25. The cost of a replacement lanyard is \$10.

### **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.

<b>School Day</b>			
Daily Schedule			
<b>K4-5th</b>		<b>6th-12th</b>	
Early arrival	7:00-7:20	Early arrival	7:00-7:20
Regular arrival	7:30-7:45	Regular arrival	7:30-7:55
Dismissal	2:30	Dismissal	3:15

### **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 staff. 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 entering and exiting the campus. Students should be mindful of others when driving on campus by keeping their music to a lower volume. Once students are parked, they should exit their vehicle in a timely manner and immediately report to homeroom. 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 staff 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 administration 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.

### **1. Tops**

- Color/Style: Only tops purchased from the DCS uniform store ([globalschoolwear.com](http://globalschoolwear.com)) can be worn during the school day. All students must purchase one royal blue shirt which will be worn on outings. Long and short sleeve shirts will be available to purchase.
- Fit: must be buttoned properly
- 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 days.
- Must remain in original condition of purchase and can not be altered by cutting, adding applique/monogram

### **2. Bottoms**

- Colors: khaki, black, navy, gray, or white (solid colors only); Jeans are only to be worn on designated dress down days.
- 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: shorts and skorts may be no shorter than the tips of the students' fingers when standing with arms straight by their sides; 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, gray, navy or white (solid colors only-no denim)
- Styles: no ornamentation and no insignia
- Fit: may be no shorter than the tips of the students' fingers when standing with arms straight by their sides
- Tights/leggings may be worn under skirts or dresses in neutral, black, navy, gray, or white (solid colors only). 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 can not 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. Crocs/slides 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.

- 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 (globalschoolwear.com) or be a school issued garment 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 can not 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 administration. On dress down days, students may wear school approved bottoms and a school sponsored t-shirt/sweatshirt. Athletic apparel purchased from the sideline store may only be worn on designated dress down days.

## **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.
- 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.
- The wearing of leggings, tights or similar attire does not provide for an exception to the length requirement for dresses, skirts, or other similar garments. Leggings and tights may only be worn under dresses and skirts.
- 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 or shaved portions of the head. Hair for all students should be within the normal range of human hair color. 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 trimmed and not touching the eyebrow or the collar. 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 administration.

## **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
- Crocs/Slides

- Jeans (except for designated dress down days)
- 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, heelies, shoes that light up, glitter/sequined/shiny shoes, flip flops

The administration 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 to sign out of school, the absence will be recorded as unexcused.

- Incident #1: Verbal warning to student and parental contact will be made. Students will be required to remedy uniforms.
- Incident #2: Parents will be notified and the student will be required to remedy the uniform. Incident will be recorded in FACTS.
- Incident #3: Parents will be called to remedy the uniform. Incident will be recorded in FACTS.
- Incident #4: Disciplinary action will be taken. Students will lose privileges according to the offense

### **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 site 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.

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, TikTok, 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 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 before 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 lunch account for each student should be paid on a weekly or monthly basis. All lunch balances should be paid in full by the last day of the month. 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 Head 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.

2022-2023 Tuition & Fees								
RETURNING STUDENTS								
Grade	Registration	Late Registration	Student Fees	Late Student Fees	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
K5-5th	50.00	150.00	550.00	650.00	5270.00	5130.00	4990.00	4850.00
6th-8th	50.00	150.00	550.00	650.00	5470.00	5330.00	5190.00	5050.00
9th-12 <sup>th</sup>	50.00	150.00	550.00	650.00	5775.00	5632.00	5489.00	5346.00

NEW STUDENTS									
Grade	Application Fee	Assessment Fee (one time per family)	Registration Fee	Student Fees (paid within 2 weeks of acceptance)	Late Student Fees	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
K3/K4	50.00	N/A	100.00	550.00	650.00	5270.00	5130.00	4990.00	4850.00
K5-5th	50.00	150.00	100.00	550.00	650.00	5270.00	5130.00	4990.00	4850.00
6th-8th	50.00	150.00	100.00	550.00	650.00	5470.00	5330.00	5190.00	5050.00
9th-12th	50.00	N/A	100.00	550.00	650.00	5775.00	5632.00	5489.00	5346.00

MONTHLY PAYMENTS					
Grade	Annual Tuition 1 Student (oldest child)	10 month	12 month	Quarterly	Bi-Annual
K3-5th	5270.00	527.00	440.00	1317.50	2635.00
6th-8th	5470.00	547.00	456.00	1367.50	2735.00
9th -12th	5775.00	578.00	482.00	1443.75	2887.50

Tuition paid in full by June 1st will receive a 5% discount.