



2016-2017

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 this handbook's guidelines. 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.

Contact Information

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2016-2017 School Calendar	
August 10, 2016	First day of school
September 5, 2016	Labor Day holiday
October 12-14, 2016	Fall Break
October 17, 2016	2nd term begins
October 18, 2016	1st term report cards
November 21-25, 2016	Thanksgiving Holidays
December 2, 2016	Professional Development Day-Student Holiday
December 21, 2016	Reduced Day-After-School Program closed
December 22, 2016-January 3, 2017	Christmas Holidays
January 3, 2017	3rd term begins
January 5, 2017	2nd term report cards
January 16, 2017	MLK Holiday
February 20, 2017	President's Day Holiday
March 13-17, 2017	Spring Break
March 20, 2017	4th term begins
March 21, 2017	3rd term report cards
April 14-17, 2017	Easter Holidays
May 6, 2017	DCS Graduation
May 19 (reduced day)	Last day of school

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 first year, school enrollment was 24 with three staff members and 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 51 students and seven staff members while continuing to meet at the same church. Seventh and eighth grades and music were added to classes offered. In the third year, 2013-2014, enrollment once again doubled to 99 and moved to the former campus of Wesley College in Florence, MS. The fourth year of operation enrollment grew to 140 with the addition of tenth grade and an athletics program that included boys basketball, cheer leading, and archery. The 2015-2016 school year is the fifth year of DCS. Along with Restoration Church, DCS is purchasing the 33 acre property. Enrollment grew to 180 and the co-ed soccer team was formed. The school is continuing to grow with approximately 200 students and will add baseball as well as other sports in the upcoming years. We are excited to see God move in our school and in the hearts of our families and 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 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
John White

Kristi Adcock
Michele Thames

Freddie Brown
Carlo Martella

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 behavior that is 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. DCS is in a partnership with Restoration Community Fellowship, Inc. and as such agrees with and operates in alignment with the same Statement of Faith.

Spiritually the school strives:

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

- To foster intellectual inquiry, utilizing skills to question, solve problems, and make wise decisions
- To demonstrate how to utilize resources, including technology, to find, analyze, and evaluate information in a discerning way
- To encourage lifelong learning
- To teach students to become independent learners
- To prepare and encourage students to further their education beyond high school, seeking God's will for their lives

We believe spiritually:

- The Bible is God's word and our instruction book for life
- In one God, creator of all things
- Jesus Christ is God's son and gave His life so that we can eternal life and abundant life
- Salvation is a free gift obtained by God's grace alone through personal faith alone in Christ's atoning work alone
- The Holy Spirit empowers us to live a life that pleases God and ministers to others
- The church is commissioned by God to reveal His word, His worship, and His ways to the world
- Satan is a personal, spiritual adversary of God and His followers
- God has a purpose for our lives and we should seek it
- There will be a final judgment at which God will assign all people their eternal destinies

We believe academically:

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

We believe:

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

Admission Requirements

Discovery Christian School is an independent Christian School, providing a traditional, academically sound, Bible-based education. 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, and 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.

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 they might not be successful. Some of those areas include the following:

- A. Academically, DCS has a curriculum that is rigorous in nature. If a child is below average in ability, or if a child has moderate to severe learning disabilities, DCS may not be the best school of choice. DCS does not have a special education component, due primarily to budget, personnel, and space restraints.
- B. If a child 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 child 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 child's best interest to attend DCS.
- D. In fairness to the child, 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.

Students wishing to attend DCS must meet admission requirements as stated below. The administrators of DCS will use discretion to determine if a student meets the requirement of admission on a case by case basis. Submit the following to apply for admission;

- Application for Admission
- Birth Certificate
- Mississippi Immunization Form 121 (must be original)
- Social Security Card

- Grades K5-7 Submit a copy of the most recent report card and a copy of any standardized testing
- Grades 8-12 Submit a copy of the most recent report card, a copy of their transcript, and any applicable standardized testing
- \$100.00 registration fee. This is a non-refundable fee.

All potential students will have an interview with the Elementary or Secondary Guidance Counselor or Administrator. The school reserves the right to request addition information, including complete files from schools attended, as well as, to test students for admission and placement. The parent/legal guardian will be notified if the student has been accepted for admission or if admission is denied. Admission is complete when parent/legal guardian have paid all required fees/tuition and have signed the DCS Enrollment Contract.

Discovery Christian School does not discriminate on the basis of race, color, or national and ethnic origin.

Afterschool Program Services

In an effort to serve the needs of working parents, an after-school care program is offered from 2:30 -6:00 each school day. Supervised care of students in grades Pre-K4-6th grade is offered at a reasonable cost to parents. Contact the school office for more information.

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 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.

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 at 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 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 20 days in a school year, whether excused or unexcused, in any class and receive credit. This is an MAIS and DCS guideline. Exceptions may be granted by the board only in extreme medically related situations.

Excused/Unexcused Absences:

Absences will be considered excused for the following reasons only:

- Illness
- 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, 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. If a student fails to bring a written excuse by the second day following his/her return, the absence will be recorded as unexcused.

Homebound Student Status Due to Illness:

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. 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 with homebound status are still bound by the terms of the enrollment contract.

Health:

Please do not send a child to school who appears to be ill. After an illness, a student should remain home until his/her temperature has been normal (98.6 or below) without medication for 24 hours. Any student becoming ill at school will be assessed by the teacher and/or office personnel and will be sent home only if necessary. Students will not use their cell phones to make "sick calls" to parent.

Tardy policy:

Arrival after 7:55 will result in a 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. Students arriving after 7:55 and during devotion are asked to wait in the school office as to not interrupt devotion time. The office staff will escort tardy students to their class.

Birthdays

DCS recognizes that children are blessing. A student may celebrate his/her birthday at school by bringing a special treat for the class with prior approval by the teacher. We ask that parents MAIL invitations when having parties unless ALL children (boys and girls) in the class are invited.

Car Rider 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. Each family 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:

Student drop off begins at 7:30 when staff members report to the front of the 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. Elementary students are required to enter through the front, main entrance of the school. Fourth through eleventh grade students are to be dropped off at the east end of the campus, then proceed to the building of their homeroom classrooms. No cars should pass others unloading for any reason.

Afternoon:

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 new Eastside building. **DO NOT HOLD UP TRAFFIC TO SECURE SAFETY BELTS.**

6th - 12th grades procedures:

- Students will dismiss at 3:00. 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 monitor your child as they proceed to the car.

Parents who have children in *BOTH* the lower and upper grades will pick up your child at the designated time. You are welcome to wait in the gravel parking lot on the west side of campus past the gazebo. Should you need to come in the building after school please park by the buildings on either end of the campus and not in front of the administration building.

Cell Phone/Media Use

Elementary/Middle Students (K4-8th grade)

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

High School Students (9th-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 out of sight. 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.
- Iphone watches are not permitted at school at any time.

Classroom Volunteers

We welcome volunteers in the classroom as long as it is an asset to student learning rather than a distraction. This decision will be made at the teacher's discretion on a case by case basis. Anyone interested in volunteering in the classroom must contact the classroom teacher and schedule an appropriate time for such visit.

Communication

Renweb is our online system used to communicate academic, demographic, and financial information with DCS families. We encourage families to use this system on a regular basis to stay informed of school events and student progress. The district code for DCS is DC-MS. Please visit renweb.com for more information. DCS also communicates with families via email, Facebook, our web page, and monthly school newsletter/newspaper.

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.

K4	ABeka
K5	BJU and Guided Reading
Grades 1 & 2	Abeka Phonics, Spelling and Language Bob Jones University Press Math BJU Language Guided Reading
Grade 3	Bob Jones University Press English and Math Developmental Studies Guided Spelling ABeka History and Science

Grades 4 & 5	Bob Jones University Press English and Math ABeka History BJU Science
Grades 6 -12	Bob Jones University Press

Devotion

We will have 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. 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 (3:00-4:00) under the supervision of the administration or staff. Students will be required to study or complete work detail during this time. Students may be placed in In-School Detention (8:00-3:00). Students will be required to complete class assignments while isolated from other students. The parents of the students 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.

Dress Code

Our dress code is based on the Biblical principles of modesty, neatness, and appropriateness. Modesty is mentioned often as an important character quality (1 Timothy 2:9; 1 Thessalonians 4:5-6). Modest people don't go out of their way to bring undue attention to themselves. Likewise, neatness and appropriateness are important as we seek to be ambassadors for Jesus Christ. We need to be examples for the believers in speech, in life, in love, in faith, in purity, (1 Timothy 4:2). We also desire to give a good report and to not be offensive in anything we do. This suggests living differently than the world (1 John 2:15). In addition, dress is to be 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.

- Clothing must be conservative attire.
- Shirts and shorts will be of appropriate length for all students as determined by DCS administrators. The length is defined as no more than 3 inches above the knee. This applies to shorts, skirts and dresses.
- Shirts and dresses worn with leggings/tights must also be appropriate length as no more than 3 inches above the knee. Leggings are not to be worn as pants (i.e. with a short shirt).
- Male students should have hair that is trimmed and not covering eyes or collar. All students' hair color should be of natural color.
- No piercings are allowed for boys.
- Girls may have and wear a single earring in each ear. Body piercings are not permitted.
- T-shirts or other clothing may not have any slogans that are offensive, suggestive, or in opposition to Christian principles.
- All shirts must provide appropriate coverage. Undergarments should not be visible. Shirts/blouses may not be sheer or have an open back. Tank tops are not appropriate for school attire.

The dress code compliance allows students to show love for God through their obedience. As such, the following consequences will be upheld for violating the DCS dress code policy:

- Offense 1-Parents are called and student waits in school office for parent to bring adjustment
- Offense 2-Same as offense 1 and conference with parent will be held
- Offense 3-Disciplinary action to include but not limited to, in school suspension (ISS), out of school suspension (OSS), and after school detention

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. All parents are responsible for driving their own children or obtaining an adult chaperon to drive their children to/from the destination.

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

Elementary 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 a grade point average in all subjects for the year is 60 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 teacher and school administrators.

Graduation Requirements

Graduates must complete at least four classes in English, History, Math, and Science. Also, they must complete four electives which must include one in the fine arts, one-half unit in computer and two advanced electives. One must be a foreign language and second a foreign language, or Advance Geography, 5th math, or 5th science. Graduates must also earn one complete Bible credit. Any college courses taken through a dual enrollment program must be approved by the administration. Graduates must earn a minimum of 21 credits.

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) Dual Credit courses taken through an institution of higher learning prior to high school graduation may be used for high school credit.

- 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 postsecondary coursework.
 - One (1) three-hour university or community or junior college course equals one (1) high school credit (i.e., 1 Carnegie Unit).
- (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 grader 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 on-line 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 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 will be allowed one day 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 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.

Inclement Weather Days

School cancellations due to inclement weather will be announced via RenWeb School Management System, email, and the school Facebook page.

Lockers

Students in grades 9-12 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.

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 RenWeb for your convenience. Student meals brought from home will not be heated. 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. Students are encouraged to bring a snack daily that will be stored in the classroom.

Meal prices: K4-3rd \$3.00 4th-12th & visitors-\$3.50

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.

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 not be administered by DCS staff.

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 and respect 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 RenWeb system and send a printed copy home with the student 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:

- Pre-K4, Kindergarten, 1st and 2nd grades:
S-satisfactory, N-needs improvement, U-unsatisfactory.
- 3rd-11th grades:
A 90-100
B 80-89
C 70-79
D 60-69
F below 60

Safety

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 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
- Toys and sports equipment (unless pre-approved by DCS administrators)

- Any other items deemed inappropriate or distracting by DCS administrators.

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

Elementary K4-5th grade Daily Schedule

Buildings open at 7:30 AM

School day begins at 7:55 AM

Devotion begins at 8:00 AM

K4 Half day is dismissed at 12:00 PM

K4 (full day)-5th grades are dismissed at 2:30 PM

Secondary Daily Schedule

7:30	Buildings Open
7:55	Class Begins
8:00-8:20	Devotion
8:20-9:15	1st Period
9:15-10:05	2nd Period
10:05-10:20	Break
10:20-11:10	3rd Period
11:10-12:00	4th Period
12:00-1:20	5th Period
1:20-2:10	6th Period
2:10-3:00	7th Period

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.

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 technology use privileges. 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.

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.

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.

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 2015-2016 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 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 post dated checks for any reason.

Delinquent 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 problem with 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.

2016-2016 Tuition K5-12th Grades			
The 2016-2017 academic year is August 10, 2016, to May 19, 2017. Tuition is due on the first of the month. We offer several payment options. See the Parent/Student Handbook for details. A tuition payment option must be selected on the Enrollment Contract. A 12 month plan is offered as a courtesy to our families with extended tuition credit to June and July following the completion of the 2016-2017 academic school year to provide for lower monthly tuition payments. Families choosing the 12 month tuition payment option understand that early withdrawal will result in a balance due according to tuition fees of a 10 month academic year.			
# of Children	Annual Tuition	10 month plan	12 month plan
1	4,120.00	412.00	344.00
2	8,035.00	803.00	670.00

3	11,950.00	1,195.00	996.00
4	15,865.00	1,587.00	1,323.00
4 year old Kindergarten (K4)			
Full Day K4	3,605.00	306.00	301.00
Half Day K4	2,885.00	288.00	241.00