



# **Kindergarten - Grade 8 Student/Parent Handbook 2023/2024**

*Love the Lord your God with all your heart, with all your soul, with all your mind.  
Matthew 22:37*



*“Don’t copy the behavior and customs of this world, but let God transform you into a new person by changing the way you think. Then you will learn to know God’s will for you, which is good and pleasing and perfect.” Romans 12:2 (NLT)*

Dear Parents and Guardians

Welcome to the 2023-2024 school year here at Discovery Christian School. As the new principal, I am grateful to be able to serve along with an incredibly dedicated team of educators. Our team is committed to coming along beside you as parents to create a strong academic foundation built on a solid biblical worldview. Here at DCS, your children will be taught to interact with their world and the people in it with biblical glasses.

This year’s theme is based upon Romans 12:2. (NLT). Here at DCS, we want our children to think about, see, and experience everything they learn with a biblical understanding. Obtaining a strong Christian worldview only happens when they understand how the Bible relates to what they are learning through all areas of their academic studies. In Genesis, God instructs Adam & Eve to have dominion over and care for His creation just as He did. We are stewards of His creation. They will learn how it all works together through each and every academic subject under the guidance of scriptural teachings. How exciting is that! Your children will someday be scientists, engineers, dieticians, accountants, teachers, etc. managing God-given resources and having an impact on the world around them for Christ.

What a great school year it will be.



Julie Barbee  
Principal

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# **Table of Contents**

<b>Letter From the Principal</b> .....	01
<b>Faculty</b> .....	02
<b>SECTION 1: About</b> .....	05
Mission	
Purpose	
Philosophy	
Discrimination Policy	
Statement of Faith	
Operation	
Admission Requirements	
Enrollment, Book Fee, and Technology Fee	
Tuition Policy	
<b>SECTION 2: Student School Day</b> .....	07
Schedule	
Parent Drop-off	
Parent Pick-up Instructions	
Bus Transportation	
Parent Drop-Off and Pick-Up Map	
School Bus Safety	
<b>SECTION 3: Academic Program</b> .....	08
Curriculum	
Grading	
Honor Roll/High Honor Roll	
Promotion	
Homework	
<b>SECTION 4: Athletic Policy and Guidelines</b> .....	10
Participation Expectations	
<b>SECTION 5: Student Appearance Guidelines</b> .....	11
Dress Code	
<b>SECTION 6: Character Expectations</b> .....	11
Report Card Social Skills	
School Rules	
School Outdoor and Playground Rules	
School Lunch Rules	
<b>SECTION 7: Attendance</b> .....	14
Attendance	
Planned Absences	
Tardiness	
<b>SECTION 8: General School Information</b> .....	14
Birthday Celebrations	

Emergency Drills	
Field Trips	
Internet Use Policy	
Lost and Found	
Lunch	
Medication	
Classroom Parties	
<b>SECTION 9: Parent Information</b>	<b>18</b>
Accidents	
Change of Address	
Communication	
Conferences	
Discipline	
Discipline Violations	
Discipline Actions	
Discipline Definitions	
Holidays	
Insurance	
Legal Notices	
Non-Discrimination Policy	
Child Abuse	
Non-Custodial Parents	
Office Information	
School Closings	
Student Records	
Volunteering	
<b>SECTION 10: Signature Pages</b>	<b>25</b>
Electronics	
Handbook	
Sports	
Concussions	
School Calendar	23

# Section 1: About

## Our Mission Statement

Discovery Christian School exists to glorify God by providing students with excellent academic, social, and Bible-based education, so they will become fully devoted followers of Jesus Christ.

## Our Purpose

Discovery Christian School is committed to providing Biblically based Christian education in a positive learning environment. Our goal is to:

- develop a strong academic and social foundation that meets the needs of each individual student.
- create a desire to be a life-long learner.
- develop critical thinking skills by integrating Biblical worldview in subjects taught.
- partner with families and the local church to produce students who desire to Love God, Follow Jesus and Serve Others in their family, church, and community.

## Our Philosophy

We are a non-denominational school dedicated to serving the next generation of students, their parents, and God. We seek to provide an excellent educational experience in an ideal environment. Through Bible instruction we will integrate biblical worldview and teach them how to defend their faith.

God's word is central in all areas of education and student life.

- Each child is unique, created by God with a right to be treated with respect and dignity.
- We will demonstrate God's love in a nurturing environment conducive to learning.
- Children learn best when they are active participants. A balance of individual and group activities, self-guided and teacher-directed activities, in addition to active and quiet experiences will meet the different learning styles in each child.
- The faculty is committed to help each student reach his/her potential in all areas.
- We seek to develop in students Christ-like character and a Christ-like response to others.

## Discrimination Policy:

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

## Statement of Faith

*We Believe...*

- Jesus is the one and only Son of God who died for our sins and rose from the dead. (1 Corinthians 15:1-8)
- The Bible is the inspired Word of God – a lamp unto our feet and a light unto our path. (2 Timothy 3:16)
- Every person has worth as a creation of God, but that all have sinned and fall short of the glory of God. (Romans 3:23)
- Forgiveness of sins and the promise of eternal life are available to those who trust Christ as Savior and Lord. (John 3:16)
- Those accepting Christ should repent of sin, confess their faith, and be baptized into Him. (Romans 10:9, Acts 2:38)
- The church is the body of Christ on earth, empowered by the Holy Spirit and exists to save the lost and edify the saved. (Ephesians 4:1-16)

- Jesus Christ will one day return to earth and reign forever as King of Kings and Lord of Lords. (1 Thessalonians 4:13-18)
- That God wonderfully creates each person as male and female. These two distinct genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.
- Marriage is a biblical institution established by God as clearly described in the scriptures. This school recognizes that marriage is the uniting of one man and one woman in covenant commitment for a lifetime. (Genesis 2: 18-25)
- The Bible teaches that legitimate sexual relations are exercised solely within marriage. Hence this school opposes all forms of sexual immorality, including adultery, homosexuality, and pornography. (Matthew 15: 18-20; I Corinthians 6: 9-10)

## **Operation**

Discovery Christian School is operated as a ministry of Christ's Church. It is administered by an Administrator under the authority of the School Board as approved by the elders.

## **Admission Requirements**

All students must submit a completed New Student Application form, non-refundable application fee, and other necessary paperwork requested by the principal. After review of all student information, an entrance assessment and interview will be scheduled. Final decision for admissions is made by the administration based upon school policy and standards as set forth by the school advisory board. If your child does not receive placement in a class, a full refund is given after August 1.

Any student that has been suspended or expelled from another public or private school, will not be accepted into Discovery Christian School until that student has completed an additional school year without any disciplinary consequences. After completing that year, they can apply at Discovery Christian School.

## **Enrollment, Book Fee, and Technology Fee**

Returning students must pay a non-refundable enrollment fee each year. New and returning students are required to pay a book fee each school year. Enrollment and book fees are payable in full and cannot be set up on a payment plan. Students who damage or lose books will be responsible to reimburse DCS for the cost of the book.

## **Tuition Policy**

The tuition and fees of Discovery Christian School are recommended by the school's administration and approved by the Discovery Christian School Advisory Board. The school offers the following options for tuition payments.

1. Lump Sum Payment (1 payment) – the entire tuition is due on or before August 1. Lump sum payment discount deleted.
2. Semi Annual Payment (2 payments) – half of the tuition is due on August 1 and the second half is due on January 1. When paying with the semi-annual plan families receive a discount per student.
3. Monthly Payments (10 Payments) – monthly payments are due on or before the 1<sup>st</sup> of the month August through May.

Through enrollment at Discovery Christian School each family consents the following policies are in effect for tuition and fees:

## **FACTS**

FACTS is the tuition management software utilized by Discovery Christian School to administer the billing and collection of tuition, standardized campus and incidental fees. Discovery Christian School does not offer a self-pay option and all NEW families are required to register with FACTS at the time of enrollment.



Once a family has established a FACTS account, the account will automatically rollover each year the student is enrolled to the new school year. FACTS provides families with full transparency of their school financial account and allows account owners to change bank information as needed. Families can pay online at any time or let payments process automatically. Changes to a due date or payment plan can be made by contacting the Discovery Christian School Office Administrator. Discovery Christian School pays the cost of enrolling in FACTS. If a family chooses to pay via a credit or debit card, all fees for this service are assessed to the family. No fees are charged for accessing a bank account through the direct debit option (ACH).

### Insufficient Funds

Tuition is due on or before the scheduled payment due date. The parent/guardian is responsible for ensuring that funds are available for the draft of the tuition payment. Any payment that is returned for **insufficient funds will be assessed a \$30 return fee by FACTS**. This fee goes directly to FACTS to offset bank fees for the returned item. Discovery Christian School **cannot** waive or refund these fees. FACTS will attempt to draft the tuition payment up to three (3) times providing an email notification prior to each draft attempt. After the second attempt, Discovery Christian School will assess a \$10 late fee.

### Late Payments

In the event a family fails to pay tuition on time, administration has initiated the following procedures:

- Any account that is 30 days past due will be assessed a \$10 late fee and receive a delinquency notice from FACTS. A \$10 late fee may be assessed for each month the account is delinquent.
- Any account 60 days past due will continue to receive delinquency reminders from FACTS as well as a call/email/letter from Discovery Christian School Administration.
- Any account 75 days past due will receive a phone call from Administration.
- Any account 90 days past due will be forwarded to the Advisory Board for recommendation of discontinuation of school services to the family and referral of account to a collection agency.
- Discovery Christian School reserves the right to remove student from the school if tuition payments are past due. Discovery Christian School further has the right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until all fees are paid in full (enrollment, tuition, and incidental). In addition, Discovery Christian School has the right to withhold all report cards, midterm reports, school records, transcripts, and diplomas until all financial obligations have been met.

Families that have past due accounts are not eligible to apply for tuition assistance. Families that are experiencing financial difficulties should contact the Office Administrator immediately.

## **Section 2: Student School Day**

### **Schedule**

Student Arrival: 7:40 – 8:05 a.m.

Students Dismissed to Classrooms: 7:50 a.m.

Class Begins: 8:10 a.m.

Tardy, if arriving after 8:10 a.m.

11:05 -11:25: K – 2nd lunch  
3rd - 5th recess

11:25 - 11:45: K - 2nd recess  
3rd - 5th lunch

11:50 - 12:30: 6<sup>th</sup> – 8th Lunch/recess

School Dismissal: 2:50 p.m.

Parent Pick-up: 2:50 – 3:10 p.m.

Bus Pick-up: 2:50 – 3:30 p.m.

## **Parent Drop-Off**

- Pull into parking lot, turn into the circle drive, and drop off under canopy. Pull through the canopy and proceed to the exit. The doors will be unlocked at 7:40 and children will be greeted by a staff member.

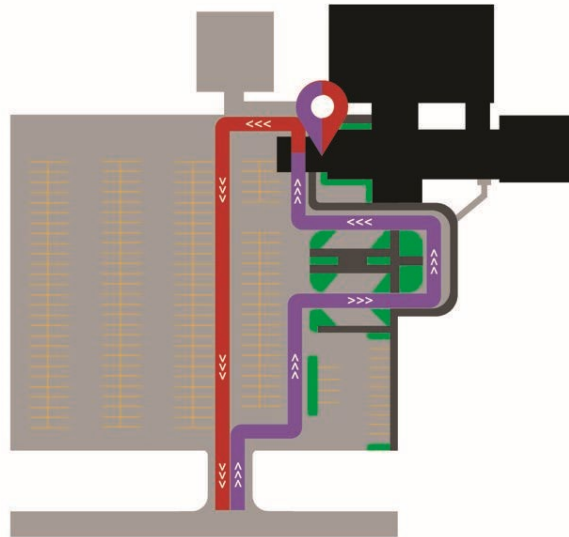
## **Parent Pick-Up**

- Please display the name card on the passenger side visor to assist in having students ready to load in cars.
- Follow the Parent Drop-off Directions above. Students will be brought to the canopy doors at 2:50. Two cars should pull up under the canopy at a time. Kindergarteners will be loaded in backseat of cars, but they or parents must fasten the seat belt. Please pull around to accomplish this, so the line can continue moving smoothly. Proceed to exit.
- Please send a note or call the school if someone not on the list will be picking up your child.

## **Bus Transportation**

- Bus transportation is provided by Effingham Unit 40 at no additional cost to those families that reside in the public-school boundaries. The buses drop off and pick up in the parking lot.

## **Map of Parent Drop-Off and Parent Pick-Up**



## **School Bus Safety**

- Please remember it is illegal to pass a stopped school bus with flashing lights and yellow stop arm out while dropping or picking up students. The minimum fine is \$300 for the first offense and any after that are \$1000 each. It can also lead to license suspension and increase in car insurance premiums.
- When the school buses stop to drop off or pick up students, please stay stopped until the bus makes the turn to leave. Do not drive in front of the bus.

## **Section 3: Academic Program**

In Kindergarten, Math, Handwriting, Phonics, Bible and Reading integrated with Science and Social Studies are taught. Reading, Writing & Grammar, Math, Social Studies, Science and Spelling are taught in grades 1 – 6. Science and Social Studies are only one semester in grades 1-3. Handwriting is taught in grades K-4 with cursive being introduced the 2<sup>nd</sup> semester of 2<sup>nd</sup> grade. Grades 7 – 8 subjects will be Literature, Writing & Grammar, Math, Science and Social

Studies. All students will have Music and P.E. two days a week. Art for grades 1 – 8 will be one day a week. Technology will be taught one period a week and integrated into the core subjects.

## **Curriculum**

DCS uses texts from BJU Press and Shurley English. Total Health is used for 7th grade health class. Bible is taught five days a week, four days in the classroom and one day in an all-school Chapel service led by various speakers. Memorization of Bible verses and the Books of the Bible will be an important part of our Bible classes K-8.

## **GRADING**

### Grading Scale

99-100 A+		88-89 B+	78-79 C+	68-69 D+
	0-59 F			
92-98 A		82-87 B	72-77 C	62-67 D
90-91 A-		80-81 B-	70-71 C-	60-61 D-
M – Meets Expectations		82-100		
S – Satisfactory Progress		72-81		
N – Needs Improvement		71 and below		

### Kindergarten

M, S, N – Reading Mathematics, Phonics, Social Studies, Science, Bible, Handwriting, Music, P.E.

### 1<sup>st</sup> & 2<sup>nd</sup> Grades

M, S, N – Reading, Mathematics, English, Spelling, Social Studies, Science, Bible, Handwriting, Music, P.E., Art

### 3<sup>rd</sup> & 4<sup>th</sup> Grades

Letter Grades - Reading, Mathematics, English, Spelling, Bible

M, S, N – Social Studies, Science, Handwriting, Music, P.E., Art, Technology (4th)

### 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grades

Letter Grades - Reading, Mathematics, English, Spelling (5th & 6th), Social Studies, Science, Bible, Music, P.E., Art, Technology

## **High Honor Roll and Honor Roll**

Students, grades 5-8, are eligible to be on the High Honor Roll or Honor Roll which is published at the end of each nine-week grading period. To be eligible for the High Honor Roll a student must have no grades below an A-. An A or B in every subject is required for the Honor Roll.

## **Promotion**

A student's promotion is determined by the school wide assessment and by report card grades in Reading, Math, Science, Social Studies, and English. Attendance will be taken into consideration also. A meeting will be held with the parents, teachers, and principal to discuss the student's promotion/retention. A joint decision will be made, which may include recommendation for additional academic support during the summer to address deficits.

## **Homework**

- Parents play an important role with homework.

- If your child has difficulty completing an assignment, or an emergency arises which keeps your child from completing their homework, please send a note explaining the circumstances or set up a conference with his/her teacher.
- If your child is absent for two or more days, please contact your child's teacher for homework.

## Section 4: Athletic Policy and Guidelines

Participation in extracurricular activities is a privilege which must be earned by maintaining acceptable grades and behavior. The goal of Discovery Christian School athletics is to provide an opportunity to develop a student's God-given abilities, inspire outstanding sportsmanship, develop Godly character, and teach life skills.

*"Do you not know that in a race all the runners run, but only one gets the prize? Run, in such a way as to get the prize." 1 Corinthians 9:24*

### Participation Expectations

1. All participants must have primary medical insurance as a participation requirement.
2. **Physical:** All participants must have a yearly physical examination by a licensed physician. Proof of examination must be turned into the school office before a student can participate in practices and games. **Proof of Insurance**
3. **Registration and Agreement Forms:** All athletes must complete the registration form and sign the sports guidelines and concussion acknowledgement forms before participating. These forms will be given to all interested participants at the introductory meeting for each sport.
4. All practices are mandatory and necessary for teaching and improvement of athletes. Please schedule personal appointments around the practice and game schedule. Notice should be given to a COACH at least 24 hours in advance, if a player will be absent from a practice or game.
5. An unexcused absence from practice will result in forfeit of starting/game playing time.
6. Athletes are expected to be dressed in appropriate practice wear (t-shirt and athletic shorts) and ready at the scheduled start time.
7. If a student is absent from school, they are considered ineligible to participate in practice or a game the same evening or weekend, unless prior notice has been received and approved by the coach. Notification must be received by 10 a.m. the day of the game.
8. Sickness or a prearranged excused absence from school will be counted as an excused absence from practice or game.
9. Students that are medically excused from P.E. or do not participate in P.E. class due to
10. injury or illness, may not practice or play in games, during the same period of time.
11. A coach is not required to play a player who is not present at the designated time before a game or a player who has not attended a sufficient number of practices prior to a game.

12. Game participation will be determined by the coaches. Equal playing time is not guaranteed, however effort will be made to allow participation at all games.
13. Coaches have the right to eliminate play time in the event of lack of cooperation, lack of interest, lack of respect, and lack of motivation by the player.

## Section 5: Student Appearance

### Dress Code

Discovery Christian School is committed to supporting the home and church in developing students who understand and exhibit godly character. I Corinthians 6:19-20 tells us that “our bodies are a temple of the Holy Spirit” and that we are to “honor God with our bodies”, therefore we want our students to understand we honor God with our dress, as well as our positive behavior.

- To fulfill the purpose of the school being an extension of the Christian home, we ask that our students dress modestly with decency.
- Improper clothing advertising alcoholic beverages, tobacco, obscene or sayings that do not honor Christ will not be permitted.
- Jeans should not have holes above the knees.
- Hats, hoods and caps are not to be worn inside the church/school room.
- Normal shoe wear is recommended. Tennis shoes are preferred. Flip flops, slides, shoes with rollers/wheels and shoes with no back are not allowed. Sandals and crocs with backs are allowed. Please wear tennis shoes on P.E. days.
- All tops should be long enough to cover the midriff, front and back when sitting.
- No sleeveless tops.
- Shorts must have at least a 5” inseam.
- We ask that children dress appropriately for cold weather, as children will be going outside unless the weather prohibits.
- No pajama pants are allowed unless given permission on special theme days.

## Section 6: Character Expectations

Luke 10:27 tells us “You shall love the Lord with all your heart, and with all your soul and with all your strength and with all your mind, and your neighbor as yourself.”

Discovery Christian School expects students to maintain the Christian standards of courtesy, kindness, morality, honesty, and respect for authority to others. We will strive to develop students that always show respect to God, family, school personnel, fellow students and our country.

### Report Card Social Skills

Our report card evaluates the following social skills based on Biblical principles:

#### Obedience/Conduct

Jesus says in John 14:15 “If you love me, keep my commands.” Obedience to God’s commands is the true sign of your love for God. Good conduct is a result of obeying the teachings of Jesus.

#### Self-Control

Self-Control is a skill that involves controlling physical movement, emotions, concentration, and impulses. Galatians 5:22-23 “God’s Spirit makes us loving, happy, peaceful, patient,

kind, good, faithful, gentle and self-controlled. There is no law against behaving in any of these ways. “

### Respect

Respect is how you feel about someone and how you treat someone, including yourself. This includes not calling people names, treating people with courtesy, caring enough about yourself that you don't do things that would hurt you. Romans 12:10 “Love one another with brotherly affection. Outdo one another in showing honor.”

### Listens and Is Attentive

Listening is a very important concept in the Bible and skill in the classroom. We are commanded to listen to God's instructions...and listening to them is a way we communicate love. Proverbs 19:20 “Listen to advice and accept instruction, that you may gain wisdom in the future.”

### On Task & Independent

“Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward.” Colossians 3:23-24 No matter what you do, you are using the gifts God gave you. Using your talents shows God that you love him.

### Completes Work/Effort

“And let us not grow weary of doing good, for in due season we will reap, if we do not give up.” Galatians 6:9 Keep working, and whenever there is an opportunity, work for the good of all.

## **School Rules**

To promote the development of Christian character and to provide a safe environment, Discovery Christian School has the following rules:

1. Be kind.
2. Treat others the way you would like to be treated.
3. Be respectful of others and always use good manners. Fighting, lying, cheating, stealing, or inappropriate gestures are not allowed.
4. Respect all adults at Discovery Christian School, whether volunteers, paid staff, or parents. Willful defiance, physical abuse or profanity towards staff is not allowed.
5. Use only language pleasing to God. No cussing or name calling is allowed.
6. Bullying (verbal, physical, written, or cyber is not allowed. Bullying is defined as repetition of unwanted aggressive behavior. (See the Bullying policy on page 18)
7. Students are to keep hands and feet to themselves.
8. Students are to walk in an orderly manner throughout the building.
9. Students are to line up single file when going to another room or when entering/leaving the building.
10. Loitering or roughhousing in the restroom is not permitted.
11. No gum chewing in the building or on the playground is allowed.
12. Students are not to eat food/candy during class or while outside unless approved by the teacher.
13. The halls, restrooms, and library are Quiet Zones. No talking and quiet walking are expected. We must show respect to the teachers and students that are learning in the classrooms.
14. The presence of cell phones is discouraged. All cell phones, smart watches, AirPods, etc. must be powered OFF (not vibrate or mute) during the school day and remain in bookbags. “School day” is defined from the time a student arrives on

school grounds until the time he/she departs from school grounds. All phone communication between school and home and/or with parents should be through the school office. If a student is caught with a cell phone in use, the phone will be confiscated, and a parent will be required to pick up the phone from the principal at the end of the school day. Infractions and discipline from use of cell phones and devices will depend upon the manner in which it was used, following the disciplinary protocol on pages 17-20. DCS is not responsible for damage or theft of these items.

15. All weapons or look alike items are forbidden.
16. Students must take care of school/church property, keeping it neat and clean. Any misuse or damage of property is not allowed.
17. Do not bring items from home to school. This includes items such as toys, Gameboys, balls, videos, video games, mp3 players, trading cards, etc. Items found on or used without permission will be taken to the school office and picked up by a parent. The school is not responsible for damage or theft of these items.
18. The following items are prohibited at all times on school property, at school events, or on all field trips: alcohol, drugs, inhalants, drug paraphernalia, prescription drugs; tobacco and related products; fireworks and explosives; knives, matches, lighters, guns, and other weapons; pornographic materials; unauthorized items or material depicting and/or advocating violence, hate or destruction.

### **School Outdoor and Playground Rules**

1. Always obey the adults on duty. Students are to respond respectfully when corrected.
2. When using the playground slide, students should slide down one at a time in the sitting position.
3. Keep hands, feet, and other objects to yourself. No wrestling is allowed.
4. Climbing on the fence is not permitted.
5. Students should play games in designated areas.
6. Fair play and safety are always expected.
7. Students are not to walk or run through the landscaping and/or rocks.
8. Rocks are not to be picked up or thrown.
9. Students are not to sit, stand, or jump off the retaining wall.
10. Students are to stay inside the boundaries of Christ's Church property.

### **School Lunch Rules**

1. Students are to enter the cafeteria in an orderly and quiet manner.
2. Lunchtime is a time for eating and quiet positive verbal conversations with the students at their table.
3. Students are expected to follow the instructions of the cafeteria monitors' directions at all times.
4. Students will raise their hand if they need assistance from cafeteria monitors or volunteers.
5. Appropriate mealtime manners are encouraged.
6. Water or milk is the recommended drink. Soft drinks are not allowed.

### **Consequences**

1. Student will be verbally corrected.
2. Student will be the last dismissed from the cafeteria and/or moved to another table.
3. Student will lose 5–10 minutes of noon hour recess.
4. Student will be referred to the principal

## Section 7: Attendance

### Attendance

Daily attendance is necessary for a student to have academic success. Illinois School Law places the burden of responsibility for school attendance on the parent. Absences should be necessary and unavoidable. If your child has a communicable illness, we expect the child to stay home until there is no possibility of spreading the illness.

- Parents are asked to call the school office by 9:00 a.m. when a student will be out for all or part of a day.
- Students who arrive after the beginning of the school day must be signed in at the school office by the parent or guardian.
- All students must be signed out in the office by the parent or guardian if they are leaving school early because of an appointment.
- If a child's temperature is 100 degrees or above and/or if the child is vomiting, the parents will be called.
- If you cannot pick your child up, it will be your responsibility to contact someone else to pick your child up as soon as possible.
- If the parent cannot be reached, the emergency contact will be called.
- After 20 days of absence, a meeting with the principal and/or advisory board may be called for further action.
- A student must be 24 hours fever free without medication before they can return to school.
- Requests for children to remain indoors for extended periods of time require a doctor's verification.
- For work assigned during a student's absence, the student has the same number of days to complete such work as days absent. Special circumstances may require exceptions. Those may be worked out between the teacher and parent.

### Planned Absences

Family vacations are sometimes scheduled during the school year.

- All requests for excused absences during a trip or vacation must be approved by the principal, 7 days in advance of the absence, unless circumstances make it impossible.
- It is the student/parent's responsibility to make homework plans with the teacher.
- When an absence is planned, all work should be turned in upon the student's first return to class.

### Tardiness

Students are considered tardy if they are not in class by 8:10 a.m. Parents must sign in at the office when a child is tardy. Excused tardiness includes illness, injury, death in the family, weather or road conditions. Students are considered absent ½ day if they come in after 10:10 a.m. or leave before 1:10 p.m.

## Section 8: General School Information

### Birthday Celebrations

- Pre-arrange the date with your child's teacher.
- Birthday treats should be pre-packaged or purchased from an establishment that prepares food in a facility that is monitored by the Health Department and ready to serve in **individual portions**.
- It is important that parents inquire about food allergies prior to sending treats. All parents must check with the school and/or the classroom teacher before sending any food and/or treats.



- Balloons, flowers, birthday hats, etc. are not to be brought to school.
- Children with summer birthdays will have the opportunity to celebrate at school. Arrangements for a celebration date should be made with the child's teacher.
- Invitations to parties when distributed in school should be given to all students in the class. If it is a party for boys, then it should include all the boys in the classroom. If it is a party for girls, then all the girls in the classroom should be invited.

## **Emergency Drills and Procedures**

### **EARTHQUAKE**

- An announcement will be made on the intercom.
- Students will drop under desks and hold on to the desk legs to prevent it from tipping over during shaking.
- When shaking stops, all students evacuate the building in the same manner as fire.

### **FIRE ALARM**

- Students will listen to instructions.
- Line up and leave the building quickly and quietly.
- Grades K-3 will walk out the weekday entrance door by the front office. Grades 4-8 will walk out the children's entrance door by Discovery Preschool. All classes will line up in the front yard at the tree line by class.

### **INCLEMENT WEATHER OR TORNADO**

- An announcement will be made on the intercom.
- Students will listen to instructions.
- Students will move to the designated outside wall in their classroom.
- Students will face the wall.
- If a tornado is sighted, students will sit on their knees with their head down and hands across their neck.

## **Field Trips**

Field trips are a privilege for the student. Throughout the year there will be class field trips and visitors. All participants are expected to follow all school rules, dress codes and treat all field trip locations as if they are on school grounds. If the Christ's Church vans or Unit 40 buses are used, all students are required to ride in that mode of transportation. Permission consent for field trips must be completed and on file at the Discovery Christian School office.

## **Internet Use Policy**

Discovery Christian School is blessed to have laptops and iPads to access the school computer network. This allows students to gain benefit from web sites to enhance and develop student learning. DCS has guidelines in place to protect students while on the Internet at school. Parents and guardians, however, are responsible for supervision of media and information sources, if laptops and iPads are taken from school and used at home.

### **TERMS AND CONDITIONS**

#### **Acceptable Use**

Access to the Discovery Christian School electronic network must be for (a) for the purpose of education or research and be consistent with the educational objectives of Discovery Christian Schools, or (b) for legitimate business use.

### Privileges

The use of DCS computers is a privilege and inappropriate use will result in cancellation of those privileges. The school reserves the right to review the content of all school computer files. Files and communications may be reviewed to keep the network working properly and to ensure users are handling the system responsibly. The principal and system administrator will make all decisions regarding whether these procedures have been violated and may deny, revoke, or suspend access at any time.

### Unacceptable Use

1. Using the network for any illegal activity, including violation of copyright (copying someone else's work without their permission), transmitting any material in violation of any U.S. or State law; including but not limited to music files such as MP3's and video files.
2. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused.
3. Downloading copyrighted material or installing any program, except as directed by the teacher.
4. Using the network for private financial or commercial gain.
5. Wastefully using resources, such as file space, playing games online, or downloading games.
6. Gaining unauthorized access to files, resources, or entities.
7. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of personal nature.
8. Using another user's account or password.
9. Posting material authorized or created by another without his/her consent.
10. Posting anonymous messages.
11. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
12. Using the network while accessing privileges are suspended or revoked.

### Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette.

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Do not reveal personal information, including addresses or telephone numbers of students.
4. Do not use the communication application in a way that would disrupt the activities of others.
5. Recognize that e-mail is not private. People who operate the system have access to all mail.
6. Consider all communications and information accessible via the network to be private property.

### No Warranties

Discovery Christian School makes no warranties of any kind, whether expressed or implied for the service it is providing. DCS will not be responsible for any damages the user suffers, use of any information obtained via the Internet is at the user's own risk.

### Indemnification

The user agrees to indemnify Discovery Christian School for any losses, costs or damages including reasonable attorney fees, incurred by DCS relating to, or arising out of, any violation of these procedures.

#### Security

Network security is a high priority. If a student is aware of a violation of any of these rules, he/she is to notify a teacher.

#### Vandalism

Any vandalism or malicious attempt to harm or destroy any data on the network (uploading or creation of a computer virus) will result in the expulsion of the student from the network system.

#### External Storage

Because we are operating in a network environment, the need for external storage device use is limited. No user is authorized to use an external storage device unless the use of that external storage device has been authorized by the teacher of that user and the device has been scanned for viruses by the teacher.

#### Technology and Bullying

Users will not use technology at any location for the purpose of bullying or harassment.

### **Lost and Found**

- Please mark articles such as lunch boxes, school bags, coats, caps, notebooks, books, etc. with the student's name.
- If something is lost, report it to the teacher, then the office as soon as possible. The Lost and Found will be checked.
- Anything found should be brought to the office.

### **Lunch**

- Discovery Christian School does not have a hot lunch program; however, we do contract with local restaurants to cater a lunch that can be purchased on some days of the week.
- Microwaves are available for lunch volunteers to warm students' food in K-3. Students in 4 - 8 warm their own food.
- Please prepare at home any pre-packaged food that takes 3 minutes or more to cook, such as macaroni and cheese

### **Medication**

Written authorization from both the parents and physician is required for the administration of medications by school staff. Medication authorization forms are available upon request. Upon arrival at school, the student is to give medicines and the authorization note to the office. All medicine to be administered to a student must be provided by the parent in its original labeled container.

### **Classroom Parties**

- Class Parties will be held four times a year: Harvest Party, Christmas, Valentine's Day and Easter.
- The Teacher will communicate the plan for parent involvement in parties.
- Treats that may be provided are cookies, cupcakes, and drinks (preferably Capri Sun or other clear drink) and treat bags.

- All parents must check with the school and/or the classroom teacher before sending any food and/or treats.

## **Section 9: Parent Information**

### **Accidents**

- In the event of a minor injury, First Aid shall be administered by certified staff. The parent shall be notified in a timely manner. First Aid kits are in the office and in each classroom.
- If a serious accident occurs, parents will be called and asked to come to school for the child. If a parent cannot be reached, the emergency contact on the enrollment card will be called.
- In the event of a medical emergency, staff will stabilize the child and administer First Aid. If necessary, 9-1-1 will be called, then the parents.
- **It is important that telephone numbers and physicians' names are current. Please contact the office, 217-347-5778 with changes and updates.**

### **Change of Address**

To keep our records current, families are asked to report to the school office any change of address, telephone number, parent employment, emergency contact information, etc.

### **Communication**

Each teacher will discuss with parents their method of communication. The DCS Office will post activities, announcements, and happenings on the Private Parent Facebook page.

### **Conferences**

- Parent Teacher conferences will be held at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters to discuss your child's progress.
- If you would like to discuss your child's progress anytime throughout the year, please schedule an appointment with your child's teacher.

In John 13:34 Jesus states "A new command I give you: Love One Another. As I have loved you, so you must love one another." It is our responsibility as Christians to be examples of love and unity in our school and homes.

Bullying, intimidation, and harassment diminish a student's ability to learn and the school's ability to educate. It is imperative that all students have a safe, non-hostile learning environment. Bullying is something that is done repeatedly (more than once or twice), on purpose to someone and makes the student feel threatened or scared. Bullying can be physical (hitting, kicking), verbal/words (name calling, telling lies, singing an inappropriate song using a student name, urging other students to participate in the bullying) or cyberbullying/written (notes, emails, Facebook).

Bullying, intimidation, and harassment will not be tolerated at Discovery Christian School or any school-related activity, on school property, school buses or transportation vehicles, or through a school computer, network or other school electronic equipment.

**Students are encouraged to immediately report bullying. A report may be made orally or in writing to the principal or any staff member with whom the student is comfortable speaking. Anyone, including parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the principal. Reports can also be made anonymously.**

### **Discipline**

Discipline is an essential part of the educational process with the goal to develop biblical self-discipline in their lives. (Prov. 25:28) We expect discipline standards to be upheld for the environment to be conducive to learning. Each student is expected to obey the staff of Discovery Christian School promptly. The classroom teacher is the authority in each classroom and will explain the school and classroom rules.

Jesus gives us steps in reconciling conflict in Matthew 18:15-17. After counseling with the student, if behavior problems are habitual, parents will be involved in the guidance and discipline policy by being notified by the teacher or principal. Cooperation between the student, parent, teacher, and administration is essential to lead children to develop good behavior that results in being obedient to the standards set in God's Word.

## **Discipline Violations**

### **Level 1**

#### **Handled and Recorded by Classroom Teacher or Principal**

1. Unkind words or actions
2. Disrespect/Disobedience
3. Failure to have necessary materials
4. Not following dress code
5. Scuffling or Horseplay
6. Inappropriate display of affection
7. Cheating
8. Violation of classroom rules
9. Restroom/Hallway misconduct
10. Dangerous conduct
11. Littering
12. Name Calling/Teasing
13. Profanity
14. Incomplete Homework
15. Classroom Disruption
16. Bullying
17. Violation of lunch/recess rules

### **Level 2**

#### **Handled and Recorded by Classroom Teacher or Principal**

1. Inappropriate Bus Behavior
2. Theft
3. Gross Disrespect
4. Misuse of Property/Equipment
5. Vandalism
6. Fighting (minor injury)
7. Leaving Building without Permission
8. Failure to Serve Detention
9. Technology Abuse/Misuse
10. Weapon or Look Alike
11. Use/Possession Drugs, Alcohol,
12. Tobacco, Vapes. Drug Paraphernalia,
13. Inhalants, Fireworks
14. cell phone/unapproved device use
15. Lying

The Level 1 and Level 2 Violations are not intended to include every wrongdoing possible in the school environment but do represent the type of conduct which is prohibited. Other acts of

misconduct that are disruptive, create a safety hazard or are considered unacceptable may result in classroom or administrative consequences.

## **Disciplinary Actions**

The grounds for disciplinary action apply whenever a student's conduct is related to school or school activities, including, but not limited to:

- On or within sight of school grounds before, during, or after school hours.
- Off school grounds at a school-sponsored activity or event.
- Traveling to or from school or a school activity or event.

In each case, staff members will recognize the differences in age and maturity level, as well as the mitigating circumstances prior to any disciplinary action.

### **Level 1**

#### **Classroom Teacher**

1. Reflective Listening – hearing and understanding, then letting the other know that he/she is being heard and understood by repeating back to gain a better understanding of the situation and confirm they are understood.
2. Redirection of Behavior
3. Verbal Warning
4. Time-out (5 min.)
5. Time-out (10 min.)
6. Loss of Privileges
7. Conference with Student
8. Parent contact/conference (phone call, email, text, letter)
9. Behavior Contract/Chart
10. Lunch Detention

### **Level 2**

#### **Principal**

1. Temporary Removal from the Classroom to the Office
2. Loss of Privileges
3. Conference with Parent/Student
4. Behavior Contract
5. Lunch Detention
6. Before or After School Detention
7. In School Suspension
8. Out of School Suspension
9. Expulsion
10. Paying or Replacing Damaged or Stolen Property
11. Suspension of Bus Privileges

## **Disciplinary Action Definitions**

### **Lunch Detention**

1st Notice: Sit at a separate table and eat lunch silently.

2nd Notice: Sit at a separate table eating silently. Go to the principal's office or supervised room. Work on homework or read. No talking.

### **In/Out of School Suspension**

A conference will be held with the parents. The student may not attend classes and extracurricular activities. The student, however, is still responsible for subject matter covered in class, assignments, and for taking all tests. For In School Suspension, the student will spend the day in the principal's office or

supervised area. The suspension will be 1 – 3 days, depending on the seriousness of the incident. All schoolwork will need to be completed on the day of the student's return.

### Expulsion

The situations that may result in the removal of a student from the school include:

1. Chronic misbehavior that undermines classroom discipline and negatively affects the academic progress of the class.
2. Failure to achieve academically or continual lack of effort
3. Use of any illegal substance
4. Threats to student, teacher, or staff member

When all procedures have failed and expulsion is being considered, the following procedures will be followed:

1. A conference will be held with the parents, principal and minister in hope that a solution will be found.
2. The Advisory Board will meet and make the final decision.

### Holidays

- Thanksgiving, Christmas, and Easter will be celebrated by the classes at DCS with emphasis placed on the religious significance of these holidays.
- Staff will be encouraged to downplay the secular aspects, such as Santa Claus and the Easter Bunny.
- A Harvest Party will be celebrated instead of Halloween. The “ghoulish” and “spiritism” aspects of Halloween will not be a part of school or parties.
- Students will exchange valentines at their Valentine Parties.

### Insurance

Discovery Christian School is covered under Brotherhood liability insurance. Each family should carry their own health insurance coverage.

### Legal Notices

#### Non-Discrimination Policy

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

#### Child Abuse

School personnel are mandated by law to report any suspected child abuse, including neglect. Referrals are made to the Department of Children and Family Services.

#### Non-Custodial Parents

If parents have joint custody, both parents have equal rights and privileges regarding the child's educational progress.

### Office Information

- The school office hours are 7:30 a.m. – 3:30 p.m.
- You may contact a teacher or set up an appointment through the school office administrator or office assistant. You are welcome to leave a message. It will be given to the teacher as soon as possible.

- Visitors and volunteers should always report to the school office and sign in when entering the building.
- Parents are requested to stop by the office if they are dropping something off for their child or picking up their child early. Parents need to sign their child out when leaving early.

### **School Closings**

- We will in most cases be following Unit #40 calendar. If Effingham Unit#40 is closed due to weather conditions, Discovery Christian School is also closed.
- Parents will be notified by recorded phone call, text, or email in case of school cancellations or early dismissals due to inclement weather. It will also be broadcast on the local radio stations.

### **Student Records**

- Student records are kept on file in the school office. These records include immunization records, registration forms, standardized test data, cumulative grade reports, special instructions from the parents regarding the child, and records of disciplinary actions.
- These files are confidential and may be viewed only by school personnel and the student's parents. In case of divorce or separations, DCS will assume that both natural parents have access to these records.

### **Volunteering**

A Parent Orientation meeting will be held in August that describes Discovery Christian School procedures in more detail. At that time, parents are encouraged to sign up to volunteer for activities or sign up to donate items for holiday parties and special events. No parent is required to volunteer, but everyone is encouraged to consider helping in some way.

(added) All volunteers will be required to complete volunteer training. This will include a background check along with Illinois mandated reporter training (completed online). Mandated reporter training is to be completed every three years.

Teachers may provide specific days for parents to sign-up as a classroom volunteer. Volunteers shall be used at the teacher's discretion.





## **K through Grade 8 2023-2024 Calendar**

### **JULY**

Saturday, July 1 - #250 Book Fee Due All Grades  
1 - \$25 Technology Fee Due – K-3  
1 - \$50 Technology Fee Due 4 - 8

### **AUGUST**

Tuesday, August 1 – 1st Tuition Payment Due  
Friday, August 11 – No School - Teacher Institute  
Tuesday, August 15 – No School – Teacher Institute  
Open House/Parent Meeting 6:00 PM  
Wednesday, August 16 – No School  
Thursday, August 17 – 1<sup>st</sup> Day of School- Early Dismissal at 2:00 PM  
Friday, August 18 – 2nd Day of School - Early Dismissal at 2:00 PM  
Monday, August 21 – 1<sup>st</sup> Full Day of School

### **SEPTEMBER**

Monday, September 4 - No School - Labor Day  
Tuesday, September 12 – Picture Order forms due  
Thursday, September 14 – School Picture Day  
Friday, September 15 – Progress Reports Issued Grades 4 – 8  
Friday, September 22 – ½ Day-Dismissed at Noon (no lunch)  
Afternoon: School Improvement  
Wednesday, September 27 – See You at The Pole 8:10 AM

### **OCTOBER**

Friday, October 6 - No School – Teacher Institute  
Monday, October 9 - No School - Columbus Day  
Friday, October 20 – End of 1<sup>st</sup> Quarter  
Monday, October 23 – Report Cards Issued  
Tuesday, October 24 – 4:00 to 7:00 PM Parent/Teacher Conferences  
Thursday, October 26 – 4:00 to 7:00 PM Parent/Teacher Conferences  
Friday October 27 – No School - Due to Parent /Teacher Conferences  
Evening: Parent/Teacher Conferences

### **NOVEMBER**

Friday, November 3 – ½ Day-Dismissed at Noon (no lunch)  
Afternoon: School Improvement Day  
Friday, November 10 – Veteran’s Day Program - **Tentative**  
Friday, November 17 – Progress Reports Issued - Grades 4-8  
TBA – Thanksgiving Celebration  
Tuesday, November 21 – Early Dismissal at 2:00  
Wednesday, November 22 – No School Thanksgiving Break  
Thursday, November 23 – No School - Happy Thanksgiving!  
Friday, November 24 – No School - Thanksgiving Break

## **DECEMBER**

TBA Christmas Program

Wednesday, December 6 – ½ Day-Dismissed at Noon (no lunch)  
Afternoon: School Improvement Day

Thursday, December 21 – End of 2<sup>nd</sup> Quarter/Semester Ends

Friday -December 22 – Wednesday January 3 – Christmas Break – No School

**Monday December 25 – Merry Christmas!**

## **JANUARY 2024**

**Monday, January 1 – Happy New Year! – No School**

Wednesday, January 3 – No School – Teacher Institute

Thursday, January 4 – School Resumes - First day back for students

Friday, January 5 - Report Cards Issued

Monday, January 15 – No School – M.L. King, Jr. Holiday

## **FEBRUARY**

Friday, February 2 – ½ Day Dismissed at Noon (no lunch)  
Afternoon: School Improvement Day

Friday, February 2 – Progress Reports Issued

Monday, February 19 – No School - President's Day

## **MARCH**

Friday, March 1 - ½ Day Dismissed at Noon (no lunch)

Friday, March 8 – End of 3<sup>rd</sup> Quarter

Tuesday, March 12 – Report Cards Issued

Wednesday, March 27-1/2 Day - School Dismissed at Noon (no lunch)  
Afternoon: School Improvement Day

Thursday, March 28 – No School – Easter Break

Friday, March 29 - No School - Easter Break

**Sunday, March 31 - Happy Easter!**

## **APRIL**

TBA – Iowa Assessment Testing 3– 8

Monday, April 1 No School – Easter Break

Friday, April 12 – Progress Reports issued

## **MAY**

Friday, May 10 – End of 4<sup>th</sup> Quarter - **Tentative**

Monday, May 13 - Field Day/Report Cards Issued/Last Day of School - **Tentative**

Tuesday, May 14 – No School - Teacher Institute **Tentative**

May 15, 16, 17, 20,21 – Emergency Days: 1 will be added on for each Snow/Emergency Day used

## Section 10: Signature Page

### Authorization for Electronic Network Access

I, the parent, have read this *Authorization of Electronic Network Access*. I understand that access is designed for educational purposes and that Discovery Christian School has taken precautions to eliminate controversial material. However, I recognize it is impossible for Discovery Christian School to restrict all controversial and inappropriate materials. I will hold harmless Discovery Christian School, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision when my child's use is not in a school setting. I further understand that if my child should commit any violation, my child's access privileges may be revoked, and school disciplinary action may be taken. I accept full responsibility to discuss the terms of this *Authorization* with my child. I hereby request that my child be allowed access to Discovery Christian School Internet.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### Handbook Authorization Form

We/I, the parent/guardian of \_\_\_\_\_, have received the Student/Parent Handbook, and we understand that it is our responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Since the information and policies described here are subject to change, I/we acknowledge that revisions to the handbook may occur. I/we understand that revised information may supersede, modify, or eliminate existing policies.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_