



Discover Christian SchoolTM
Student Handbook



A Co-Educational Day School for Kindergarten through Eighth Grade

Affiliated with
Rocky Mountain Conference of Seventh-day Adventists
Mid America Union Conference of Seventh-day Adventists

Accredited by the
Association of Seventh-day Adventist Schools, Colleges, Universities and
Approved by the New Mexico Department of Education

SCHOOL PERSONNEL

School Board Chair	Doug Parks	505.333.2557	dougbren@msn.com
School Treasurer	Bob Fullmer	505.516.9995	rsfullmer@hotmail.com

CONSTITUENT CHURCH PERSONNEL

Pastor Mark Phillips	Pinion Hills Seventh-day Adventist Church Aztec Seventh-day Adventist Church	423.509.3367 markp@rmcsda.org
----------------------	---	----------------------------------

TABLE OF CONTENTS

PERSONNEL -----	Pg 2	DRESS CODE -----	Pg 16
INTRODUCTION -----	Pg 4	General Statement -----	Pg 16
Mission Statement-----	Pg 4	Clothing-----	Pg 16
Vision-----	Pg 4	CAMPUS CONDUCT -----	Pg 17
Philosophy -----	Pg 4	Campus Security -----	Pg 17
SCHOOL CURRICULUM GOALS -----	Pg 5	Student Guidelines-----	Pg 18
ADMISSION PROCEDURES -----	Pg 7	*Computers -----	Pg 18
Rationale -----	Pg 7	*Electronic Devices-----	Pg 18
Policy-----	Pg 7	*Telephone/Cell -----	Pg 18
School hours-----	Pg 7	*Entrepreneurship -----	Pg 18
NEW STUDENT ADMISSIONS -----	Pg 8	INAPPROPRIATE BEHAVIOR -----	Pg 18
Pre-k thru 8th grade-----	Pg 8	Cheating-----	Pg 18
Returning students -----	Pg 8	Dishonesty -----	Pg 18
Kindergarten-----	Pg 8	Extortion-----	Pg 18
Kindergarten and First Grade-----	Pg 8	SAFETY GUIDELINES -----	Pg 19
MEDICAL POLICIES -----	Pg 9	Communication -----	Pg 19
Dental Examination -----	Pg 9	Physical violence -----	Pg 19
Physical Examination -----	Pg 9	Verbal abuse-----	Pg 19
Medications -----	Pg 9	Bullying and harassment-----	Pg 19
Immunizations -----	Pg 9	Sexual harassment/Hazing-----	Pg 19
Illnesses -----	Pg 10	Substance use -----	Pg 20
Medical Exclusions-----	Pg 10	*Alcohol, Drugs, Tobacco	
Nutrition-----	Pg 10	Weapons, Explosives-----	Pg 20
FINANCIAL INFORMATION -----	Pg 11	Arson-----	Pg 20
Registration fee -----	Pg 11	Fire Drills/Alarms -----	Pg 20
Tuition payments-----	Pg 11	*Extinguishers	
Advance Payment Discounts-----	Pg 11	Property Damage-----	Pg 20
Late Registration-----	Pg 11	DISCIPLINE -----	Pg 21
Delinquent Accounts -----	Pg 11	Principles regarding decisions-----	Pg 21
Books -----	Pg 12	GRIEVANCE PROCEDURE -----	Pg 22
Transfers and withdrawals-----	Pg 12	CLUBS AND ORGANIZATIONS -----	Pg 22
STUDENT LIFE -----	Pg 13	Sponsors -----	Pg 22
Attendance-----	Pg 13	FIELD TRIPS -----	Pg 22
Inclement weather procedure -----	Pg 13	INSURANCE -----	Pg 23
School attendance Policy-----	Pg 13	ACADEMICS -----	Pg 23
*Excused absence-----	Pg 14	Report cards-----	Pg 23
*Pre-arranged absence-----	Pg 14	Grading -----	Pg 24
*Parental excused absence -----	Pg 14	Parent/Teacher Conference -----	Pg 24
*Unexcused absence -----	Pg 14	Graduation Requirements -----	Pg 24
Failure due to Absence-----	Pg 15	ADDITIONAL INFORMATION -----	Pg 25
Tardiness/Early dismissal -----	Pg 15	*Home & School Association----	Pg 25
Classroom attendance-----	Pg 15	*Parental Involvement -----	Pg 25
Arrival/dismissal-----	Pg 15	*Youth Program -----	Pg 25

Mission Statement

Educating Now and for Eternity (Christ centered, academically focused, values driven)

Vision

DCS exists to educate children in a Christian environment that balances the whole child academically, spiritually, physically, socially, and emotionally.

Philosophy

The primary objective of education at Discover Christian School is to restore the image of God in humanity by promoting the harmonious development of the physical, mental, social, and spiritual life of each child.

Education at Discover Christian School is:

- A. Christ-centered, with an emphasis on study of the Scriptures.
- B. Integrated, sequential, and innovative.
- C. Preparing students to be successful in a changing world.
- D. Multi-cultural, recognizing and affirming the contributions of various cultures to American society.
- E. Values-centered, being concerned with the development of Christian morals and character.
- F. Interactive, where students learn cooperatively and work together toward a common goal.

We take as our motto: "They shall be taught of God" John 6:45. Striving to have a vibrant relationship with God, we seek him daily. Education is more than academic success. We embrace the following Core Values:

Relationship with JESUS - We study the Bible, pray, help others and evangelize.

Academic Excellence - Prepare student for success through an exceptional curriculum.

Service to Others - We strive to reach others for Jesus.

Develop Critical Thinking Skills - We endeavor to teach students to solve problems.

Family- In our safe, nurturing community, we treat each other with respect.

SCHOOL-WIDE CURRICULUM GOALS

Discover Christian School has adopted the Seventh-day Adventist North American Division Curriculum Goals for school as outlined in Journey to Excellence

Seventh-day Adventist Curriculum Goals	Each student will:
1. Acceptance of God	Surrender one's whole life to God, develop relationship with Jesus Christ and allow the Holy Spirit to work in one's life.
2. Commitment to the Church	Desire to know, live, and share the message of the Gospel Commission found in Matthew 28:18-20.
3. Interpersonal Relationships	Develop a sense of self-worth, skills in interpersonal relationships, and understanding of the responsibilities of family membership, and the ability to respond with sensitivity to the needs of others.
4. Responsible Citizenship	Develop an understanding of cultural and historical heritages; affirm a belief in the dignity and worth of others; and accept responsibility for local, national, and global environments.
5. Healthful, Balanced Living	Accept personal responsibility for achieving and maintain optimum physical, mental, and spiritual health.
6. Intellectual Development	Adopt a systematic, logical, and biblically based approach to decision making and problem solving when applied to a developing body of knowledge
7. Communication Skills	Recognize the importance of effective communication and develop the requisite skills.
8. Personal Management	Function responsibly in the everyday world using Christian principles of stewardship, economy, and personal management.
9. Aesthetic Appreciation	Develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts.
10. Career and Service	Develop a Christian work ethic with an appreciation for the dignity of service.

In addition to the NAD School goals, the Discover Christian School has developed school specific goals.

DCS Goals

1. Respect
2. Coping Skills
3. Integrity
4. God's Word
5. Knowledge Development
6. Personal Responsibility
7. Personal Ministries
8. Character Development

Each student will:

Develop an understanding of the importance of respecting others; recognize the rights of others and honor their dignity.

Develop basic coping skills to deal with life's experiences, including the practice of conflict resolution.

Recognize moral/ethical situations and how to process and respond to them in the context of Christian values.

Appreciate God's Word as the Truth.

Develop the skills to become a creative and critical thinker; acquire the abilities needed to seek new knowledge; foster the desire to study and learn throughout life.

Accept the responsibility for personal actions and decisions.

Practice a life of service in the family, school, church and community.

Desire to be pure and peace-loving rather than contentious, considerate rather than thoughtless and demanding, reasonable rather than obstinate, straight-forward rather than devious or hypocritical, and merciful rather than severe and heartless.

ADMISSION PROCEDURES

RATIONALE

Discover 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, creed, sex, physical handicap, or national and ethnic origin in the administration of its educational and admission policies, scholarship, or other school administered programs. Parents seeking admission for their children into the school agree to respect and honor the religious principles on which this school is founded, and to comply with all school policies. Discover Christian School is not designed to educate children with severe educational/emotional needs; hence, these children may be asked to seek admission where their needs may be more effectively met.

It is understood that while no religious test is required for students to enter DCS, applicants will agree, by their application to DCS, to respect the Christian principles upon which this school is founded and to observe the policies as set forth in this handbook.

DCS reserves the right to require a student to withdraw from the school at such time it is determined that the student cannot or will not comply with school regulations or live in harmony with its standards.

POLICY

It is the school board policy that no student will be allowed to enroll who maintains an outstanding balance in any other school unless prior arrangements have been made with the Discover Christian School Finance Committee. No student who knowingly persists in the use of tobacco, alcohol, or drugs will be admitted or retained. A physical examination is required for all new students and for students when entering grades one, four, and seven. The forms can be obtained in the school office. This exam will be part of the student's permanent cumulative record folder.

SCHOOL HOURS

K - Eighth Grade

Monday- Thursday 8:00 a.m. - 4:00 p.m.

Friday- No school.

NEW STUDENT ADMISSION

K-Eighth Grade - Enrollment Procedure

A student's application will be considered at the Admissions Committee only when all of the following have been completed and received in the school office:

1. Complete an application/ registration form.
2. Complete yellow emergency contact and medical/insurance card.
3. Provide verification of age at entrance (i.e., birth certificate).
4. Provide evidence that the child meets current New Mexico immunization and health requirements.
5. Submit pertinent educational records (i.e., report card).
6. Fill out a request for records from transferring school, if applicable.
7. Each prospective student and parent must complete an interview with Principal and/or Homeroom Teacher. Students entering Kindergarten and First Grade must take a readiness test.
8. Financial Clearance from the DCS Finance Committee or Treasurer.
9. Pay the required Registration Fee.
10. In some circumstances, a prospective student may be given a readiness test to determine suitability for admission into the regular school program (reading/math/grade level).
11. In some circumstances, provide three references that include their names and addresses. One must be a former teacher and one a pastor.

RETURNING STUDENTS

All returning students must complete a re-application form each year. The Admissions Committee will notify each student regarding their re-admission status. It is a privilege not a right to attend Discover Christian School. This privilege may be withheld at the discretion of the DCS Admissions Committee.

Kindergarten

Our kindergarten program is located in the Discover Christian School building. We offer a morning session and full day for the duration of the school year. At the present time, our kindergarten program is closed during the summer months. A child who is interested in registering for the kindergarten class must be 5 years old by August 30.

Kindergarten and 1st GRADE

The Administration and the Kindergarten teacher will assess a child's functioning level in the areas of motor skills, language ability, social-emotional, and cognitive growth. The chronological age may or may not correspond to a child's developmental readiness for school. Screenings are normally conducted in June and July. Parents may make appointments through the kindergarten teacher. Late Applicants (in August or after school begins) will not be admitted to the classroom program until the screening and/or parent conferencing has been completed. Each child's screening results will be reviewed by the Admissions Committee, who will decide appropriate grade placement for the child. Potential kindergartners will only be screened if they are at least five years

of age by no later than August 30 of the current year. Kindergartners and first graders are required to show proof of date of birth. Subsequently, a potential first grader should be six years old on August 30. It should be noted: Children turning five during the summer months often benefit from waiting a year until the following September for Kindergarten entrance.

MEDICAL POLICIES

Dental Examinations

The New Mexico State Department of Health requires a dental examination for all students upon original entry to K, or 1st Grade, and for those entering Grades 4 & 7.

Physical Examinations of Students

1. A physical examination is required for all new students. A physical examination is also required for all students when entering 1st, 4th, and 7th grade.
2. This exam must be dated within 6 months from date of entrance to school and signed by a physician.
3. The medical examination report is part of the cumulative record folder.

Health forms can be obtained from the school office.

Several examinations are made during the school year by the school nurse. Parents will be notified of irregularities that may be found in sight, hearing, etc. All medical forms must be completed by a licensed health care provider.

MEDICATIONS

All students who need prescription and non-prescription medication (to include inhalers) during school hours (on a daily basis or as needed basis) must do the following:

1. Present a written consent signed by a physician.
2. Complete the Medication Parent/Guardian Consent form obtained from the office.
3. Bring the medication to the office in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law.
4. Medication (prescribed and/ or non-prescribed) is not allowed in the classroom.

Vaccine Information

Up to date immunization records must be supplied and kept with a student's application.

Don't wait---Vaccinate Now!

Children **in all grades** (K-12) need the following **immunization for attendance**:

- 4 doses of tetanus, diphtheria and acellular pertussis (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)

- 2 doses of measles, mumps and rubella
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or evidence of immunity

ADDITIONAL IMMUNIZATION REQUIREMENTS for Children entering 7- 12th Grade.

- 2 doses meningococcal conjugate vaccine (MCV) 1st dose is given 11-15 years of age;
- 2nd dose is required at age 16 or entry into 12th grade.
- (if the dose was given at 16 years of age or older only one dose is required) 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- (if 5 years has elapsed since last tetanus immunization)

These requirements allow for medical reasons and religious beliefs, philosophical/strong moral or ethical conviction. If your child is exempt from immunizations, he/she may be removed from school during an outbreak. (Mumps, Measles, Ringworm, Scabies, Whooping cough (pertussis), Impetigo, Pink eye, Chicken pox* (varicella), or Head Lice*)

ILLNESSES

If your child has a temperature of 100 degrees or more, please do not send them to school until it is back to normal for at least 24 hours. Should your child become ill or have a fever while at school, you will be asked to come and get them.

A student will be marked absent if he/she spend majority of the day in the sick room.

MEDICAL EXCLUSIONS

Any student demonstrating signs of a communicable disease will be excluded from school and may be readmitted only with a signed doctor's certificate. The above list of diseases and infections may include, but are not limited to them.

*A doctor's certificate is not required for starred items.

NUTRITION

One of my favorite authors says, "The relation of diet to intellectual development should be given more attention than it has received." The value of a wholesome well-balanced breakfast and lunch can be of substantial aid in the education process. We encourage parents to render their assistance in this matter. Use of caffeinated drinks are prohibited during school. Students may bring a lunch from home or participate in the vegetarian hot lunch program on the day it is provided.

FINANCIAL INFORMATION

Constituent Rate Eligibility

The Pinon Hills Seventh-day Adventist Church and the Aztec Seventh-day Adventist Church provide a subsidy to help in the operation of Discover Christian School. The members of these churches form the constituency of the Discover Christian School. The subsidy these churches provide to the school allows their church members to be eligible for constituent scholarships. Foster children or any child under the legal guardianship of a constituent member will have the same opportunities of scholarships.

Application for scholarships may be obtained in the school office and should be submitted during the registration process.

Registration Fee

The full registration fee will be charged regardless of when the student may enter school. This fee is not refundable.

Fees Registration Activity Fee

Fees are subject to change depending on enrollment.

Tuition Payments

Each student has a school account with a payment plan. The standard plan is developed for ten monthly payments (August through May). Payments received by the 15th of each month generates a \$10 discount.

Advance Payment

A discount is allowed for a student who pays a full year's tuition and registration fees by September 1. Arrangements may be made for semester payments. A 5% discount is allowed for a student who pays a full year's tuition and registration fee by September 1 or a 3% discount is allowed for a student who pays at the beginning of each semester.

Delinquent Accounts

The School Board does not wish to see a student deprived of a Christian education, or for a tuition balance to become large and burdensome. Therefore, tuition must be current by the last day of school before Christmas vacation. Students with an outstanding balance as of that date will not be allowed to continue second semester. Any request for an exception to this policy must be made in person to the Treasurer or the Principal and satisfactory arrangements must be made.

All accounts must be paid in full by the last day of school. Diplomas, report cards, transcripts, or other school records (except health records) will not be released for a student until their account is paid in full. Anyone with a delinquent account will not be

permitted to register for a new school year, unless satisfactory payment arrangements are made in writing and approved by the board.

Books

Textbook and workbooks for K-8 are covered in the registration fee. Students are responsible to pay for damages to textbooks. Lost textbooks, library books, etc., may be charged to the student's financial account.

TRANSFERS AND WITHDRAWALS

Transfer

For a student who transfers from another school, tuition is charged based on the number of days the student attends Discover Christian School.

Withdrawal

A student will be charged tuition for the days they attend Discover Christian School. The date of withdrawal will be the date on which the principal receives notification in writing. If the student withdraws after registration but prior to the first day of school, a full tuition refund will be made. A written withdrawal form must be completed prior to the release of transcripts or report cards. Transcripts are legal documents sent from school to requesting school, based on a written request of the parents.

STUDENT LIFE

The Discover Christian School has certain standards by which all students are expected to abide. When these principles are accepted and practiced by the students, this school becomes in a truer sense the school that God wants it to be.

The rules and regulations contained in this Handbook are the of Discover Christian School. These policies may be modified, changed, or amended at the discretion of the faculty and administration. All regulations adopted by the faculty and announced to the students have the same effect as those published in this Handbook. All regulations and principles of conduct remain in effect throughout the year including all school-sponsored activities on and off campus.

ATTENDANCE

Success in school is directly related to attendance because new skills and concepts are introduced every day. Out of school appointments should be scheduled after school hours, if at all possible, so the continuity of education will not be interrupted. Please do not make regular appointments that require frequent early dismissals. Whenever a child leaves school early, he/she needs to be signed out at the office by an adult before being dismissed.

INCLEMENT WEATHER PROCEDURES

Discover Christian School follows the Farmington School District for weather related closings. Parents/students will be notified of such closing by checking the local radio and/or TV stations. In the case of early dismissal, every attempt will be made to contact parents.

ATTENDANCE POLICY

***All students are expected to attend school on a regular basis.

Discover Christian School adheres to and is in full compliance with the laws of the state of New Mexico. Except in cases of illness and extenuating circumstances, students are expected to be present when school is in session. Family vacations and trips, which are scheduled when school is in session, are not considered valid reasons for absence and are not excused absences. If an absence is pre-arranged, teachers will allow students to make up missed assignments, tests, and quizzes. It is the student and parent's responsibility to communicate with their teachers about work which needs to be made up.

Students who are absent from school for any reason must present a written excuse to the teacher or office upon return.

ABSENCE CATEGORIES

Excused Absence

1. Illness*

Parents need to call the school by 8:00a.m. if their child will be absent and send a note to the office within 72 hours of the absence for the absence to be excused.

2. Bereavement*

Quarantine/communicable and infectious disease*

Academy visitation (up to two days with pre-arranged absence) * Any school-sponsored activity scheduled during class time*

Long-term illness (documented by physician at the start of the year or illness) * Absence due to disciplinary action/suspension

The items above that are starred (*) require notes from parents or other official documentation within two days of return or the absence will count as unexcused. Absences for medical reasons that exceed three consecutive days must be substantiated with a physician's note. School related functions, whether academic or extra-curricular, will be excused absences. Students are expected to make up any missed work.

Pre-Arranged Absence

- Must be arranged according to above procedures.
- Absences do count towards F/A (failure due to attendance).
- Assignments, tests, and quizzes may be made up.
- Absences will not count against eligibility for extracurricular activities.

Parental Excused Absence

- Parental excuse note must be turned in to the office upon return to school.
- Absences do count towards F/A (failure due to attendance).
- Assignments, tests, and quizzes must be made up.
- Absences will not count against eligibility for extracurricular activities.

Unexcused

All other absences not listed above will be considered "unexcused" and make up work will not be accepted.

FAILURE DUE TO ABSENCE

Class time is important and excessive absences will result in a failure due to absence. A student missing more than 15 percent or seven days of class per nine-week period (grade 1-8) and 15 % of any one class per semester will fail due to absences.

If the student participates in field trips and/or other co-curricular activities, which result in other classes being missed, those absences DO NOT count as an absence. If, however, the student participates in non-school activities, which result in classes being missed, those absences WILL count toward excused/unexcused absence totals.

Absences due to extended illnesses (more than 3 days) may be appealed to the principal when accompanied with a doctor's note.

TARDINESS/EARLY DISMISSAL

Students who are not at lineup or in their classroom at 8:30a.m. will be considered tardy. To better provide for the safety of your child(ren), we ask that you inform the school office via telephone before 8:00a.m. if your child is going to be absent from (or excessively tardy to) school.

Early dismissal procedure

If parents need to have a student dismissed before the close of the daily session, a written request should be submitted to the office in advance.

CLASSROOM ATTENDANCE

A student will be counted absent if he/she is more than 10 minutes late to class and does not have an excuse note from the previous teacher or from an administrator.

ARRIVAL/DISMISSAL

During the 4:00-4:30p.m. time slot all parents, siblings and visitors will be asked to remain outside the building. The hallway must remain as open as possible. We are asking you to understand that a teacher's classroom duty is not complete until 4:30p.m. If you need to speak with your child's teacher, please make an appointment outside of the hours of 8:00a.m. to 4:30p.m. This time is specifically set aside for teacher/student focus. Our ability to effectively serve depends on everyone's cooperation with guidelines and procedures. The safety and care of your children is our number one concern. Please, take careful note of the following responsibilities and procedures.

Student

All arrivals will go through the front entrance.

Parents

If you are sending someone else to pick-up your child, we must have written permission on file in advance.

DRESS CODE

General Statement

DCS believes that school performance and future success are enhanced by appropriate dress and grooming. Parents/guardians are encouraged to work closely with the school by emphasizing to their students, standards of neatness, cleanliness, safety, and modesty in dress and grooming. It is our desire to encourage each student to be Christ-centered, choosing a manner of dress that would be modest, neat, and bring glory to God rather than to the wearer. The academic attire policy is in effect for all students while attending school functions or school sponsored activities on or off the school property. Exceptions to the dress code for certain school-related events are determined by administration, and families will be notified of occasions when exemptions to the normal academic attire policy apply.

While it is inevitable that there may be a difference of opinion regarding appropriateness of clothing, grooming, and/or determining whether a student's attire is disruptive or distracting to the educational environment of the school, final determination will be made by school administration. Any student who does not comply with the dress code will be removed from the regular school setting until a parent can provide proper attire.

Clothing

Any apparel or attire that is considered to be inappropriate, distracting and/or disruptive to the educational environment or is considered a safety concern is prohibited. Clothing worn for events that are exceptions to the uniform dress code (i.e., Spirit Days) should align with our core values and not include inappropriate advertising or statements that are offensive or inflammatory (i.e., referencing alcoholic beverages, profanity, sex, tobacco, drugs, gang affiliation, satanic themes, promoting violence, bands, etc.)

Shirts should cover the shoulders. Halter tops, exposed midriffs, strapless and/or low-cut tops, exposed backs, cold shoulder tops, spaghetti straps, see-through clothing, and tanks with oversized armholes are **not** permitted. Undergarments shall not be visible or exposed. Appropriate fleece jackets, cardigans, sweaters, and sweater vests may be worn for warmth. Other jackets, hats and gloves may be worn in the gym or outside at **recess only**.

Pants shall be worn securely at the waist. Sagging is **prohibited**. Bicycle shorts, gym shorts, form fitting, and skin-tight shorts or pants of spandex or other similar materials may **not** be worn as pants alone. DCS Administration will determine the appropriate length, but in general, skirts, dresses, jumpers, skorts and shorts should fall no shorter than the students an inch from the knee. Excessively high slits in skirts will **not** be permitted.

CAMPUS CONDUCT

It is the goal of Discover Christian School Board, administration, teachers and staff to provide a safe environment for all members of the school community. All students and staff share in the responsibility of developing and maintaining a climate which is conducive to a wholesome Christian environment for learning and living. It is expected that all students behave in a manner which will naturally bring praise and respect to God, their families, their school, and to themselves.

Students are expected to ...

1. ...treat each other with respect.
2. ...treat school property and the property of others with care.
3. ...pay for property that is damaged.
4. ...arrive on time and be prepared with assignments completed and materials for optimal learning.
5. ...accept responsibility for themselves.
6. ...be at the appropriate place at the appropriate time.
7. ...abstain from using the Lord's name in vain.
8. ...abstain from vulgar language or gestures.

CAMPUS SECURITY

1. School and class activities on and off campus are open only to students who are enrolled at Discover Christian School. For some occasions, student guests may be invited under the following guidelines:
2. Obtain permission from the principal.
3. Maintain the same standards of dress and conduct as Discover Christian School students.
4. Abide by all school guidelines of Discover Christian School.
5. All parents and other guests must report to the office upon arrival on the school grounds. All messages or student items are to be given to the office to keep interruptions of class instruction to a minimum.

CLOSED CAMPUS

Students may not leave the school grounds during the day without written permission from their parents and approval of the principal.

STUDENT GUIDELINES COMPUTERS

Computers at school are for school related work. Students who violate this agreement will lose their computer privileges. The use of computers is a privilege and not a right. All students and parents are required to read and sign the "Internet Use Policy" contract.

Electronic Devices

Use of electronic devices are **not** permitted during school hours including, but not limited to: cell phones, MP3 players, iPods, CD players etc.

TELEPHONES

Cell Phones

All cell phones are to be checked in with the teacher at the beginning of the school day and may be picked up at the end of the school day. The school will not be responsible for lost or damaged property at school. Office telephones are intended for the use of administration, faculty, and staff. Parents are asked not to call their children during the day except in an emergency.

ENTREPRENEURSHIP

Selling of items may be done on the Discover Christian School campus only after specific permission has been granted by Administration. Any selling on campus is to be for the express benefit of the school and/or its entities. This is true for all-including classes, organizations, students, and staff.

INAPPROPRIATE BEHAVIORS CHEATING

Cheating consists of receiving unauthorized assistance on a quiz, an exam, or any assignment; offering such assistance; using hidden material to aid in taking a test; practicing deception of any kind, including plagiarism, in the completion of school assignments.

DISHONESTY

Dishonesty consists of practicing deception of any kind and being untruthful in any manner, written or verbal.

EXTORTION

Extortion is the solicitation of money, or something of value, from another person in exchange for protection or connection with a threat to inflict harm or robbery.

SAFETY GUIDELINES

COMMUNICATION

The teachers will have each family's cell number on a group text on the teachers' phone. The phones of the teacher and family member should be kept with them at all times. This will be used for school communication including notification of upcoming events, as well as emergency information.

PHYSICAL VIOLENCE/VERBAL ABUSE

Physical or verbal attack of one person or a group of persons is forbidden at Discover Christian School; this includes menacing or threatening behavior towards another person.

Attempts to damage someone's reputation, intentional repeated hurtful acts and/or words, badgering, provoking anger or resentment, creating feelings of persecution, threatening or terroristic language, manipulating, or influencing or teasing are considered bullying. Threats, derogatory remarks toward one's personal property, individuals, staff, or family member is unacceptable. When facts are established, a perpetrator may face immediate suspension until further action is taken.

BULLYING & HARASSMENT POLICY

Our intent is to create a school culture that is both physically and psychologically safe. Students should not participate in verbal abuse, inflicting physical harm, social alienation, intimidation, fighting, or hazing (attacking, disturbing, tormenting, or forcing a student to do something he/she does not want to do).

Bullying is:

Targeting a person with repeated negative actions. Imbalance of power so the victim cannot defend herself or himself. Including physical aggression (destroying property, violence), social alienation, verbal aggression, and intimidation, including over social media, the internet, phone, or in person.

Bullying and harassment will not be tolerated and if it occurs, the situation will be turned over to the discipline committee, which will consist of one teacher and two board members. The discipline committee will take the appropriate action considering the situation.

SEXUAL HARASSMENT/HAZING

Each person is to respect the right of others to be free of harassment in all forms. Harassment is understood to mean any type of actions or words that make another student feel uncomfortable or insecure. This includes sexual harassment (unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature), hazing, (any conduct or method of initiation in any school organization, club or activity which could willfully endanger a person's physical and/ or mental health,

intimidation, and bullying. Disrespect and any other verbal, social, physical, or other expression that might undermine the well-being of another.)

SUBSTANCE USE -ALCOHOL, DRUGS, AND TOBACCO

Discover Christian School does **not** tolerate the transportation, use, possession, distribution (the act of giving or selling any such substance to another) and/or sale of alcohol, tobacco, drugs, or drug paraphernalia (including look-a-like drugs), or distribution of any substance not labeled in accordance by the FDA on school property or at any school activity.

WEAPONS, DANGEROUS OBJECTS, AND EXPLOSIVE DEVICES

Discover Christian School adheres to New Mexico law that prohibits the use, sale, possession of, or furnishing of any illegal weapons. Firearms, explosives, knives, or other devices that may be considered a weapon are also prohibited. Legal authorities will be contacted as required by law.

ARSON

Arson is willful destruction of property by fire. The use of devices that may cause a fire to occur whether deliberate or accidental, such as cigarette lighters or matches are prohibited. Legal authorities will be contacted as required by law.

FIRE DRILLS, ALARMS AND EXTINGUISHERS

Fire drills will be held periodically during the school year. When the fire alarms sound, students should proceed quickly and quietly to the fire exits as instructed. Anyone who sets off a false fire alarm or uses the fire extinguisher for other than the intended purpose will be disciplined.

PROPERTY DAMAGE

Any attempt to damage school property whether by carelessness, misuse, willful destruction of objects or materials belonging to the school, will be assessed and charged to the student. This includes but is not limited to writing on desks, furniture or walls or defacing the property in any way.

DISCIPLINE

When a student exhibits inappropriate behaviors, counselling and redemptive measures will be employed whenever possible. There may be times, however, the school cannot adequately meet the needs of the student. In such cases, the student will be asked to withdraw from school. In every case, individual situations will be considered. "The true object of reproof is gained only when the wrongdoer himself is led to see his fault and his will is enlisted for its correction. When this is accomplished, point him to the source of pardon and power. Seek to preserve his self-respect and to inspire him with courage and hope." E. White, Education pp. 291-292

PRINCIPLES THAT GUIDE OUR DISCIPLINARY DECISIONS

1. We believe that students should be guided and expected to solve the problems they create without creating problems for anyone else.
2. We believe that school personnel should make every attempt to maintain the dignity of both the student and the adult during a disciplinary situation.
3. We believe that students should see a reasonable connection between their actions and the consequences that follow.
4. We believe that students should be given opportunities to make decisions and live with the, consequences, be they good or bad.
5. We believe that the adult's emphasis should be placed on helping students learn to problem-solve and to adopt new behaviors, instead of make students "pay" for past misdeeds.
6. We believe that students should have an opportunity to invoke a simple "due process" meeting if they believe that consequences are unfair.

GRIEVANCE PROCEDURE

If there is a concern regarding the way in which a teacher handles a situation, please follow the following steps found in Matthew 18:15-17.

1. Make an appointment with your child's teacher to resolve the issue.
2. If the problem cannot be resolved between the teacher and the parent, an appointment should be made with the principal and teacher for further discussion.
3. If the problem persists, you may arrange an appointment with the teacher, Principal, and School Board Chair. The Board Chair may choose to bring this to the Board for resolution.
4. One should avoid discussion with other teachers, parents, students, or others in the community at large.

When all else fails and a student is unresponsive, the teacher may suspend the student from class and will notify a parent. The principal shall have the authority to suspend a student for conduct that disrupts the educational process of the school. Suspension will be for a period of one to five days. Final dismissal from school, if necessary, will be made upon the recommendation of the principal and by the approval of the School Board.

CLUBS AND ORGANIZATIONS

The school sponsors organizations that are designed to promote leadership among the students and to develop the physical, mental, social and spiritual abilities.

Eligibility for office (yearbook, class, etc.) and for participation in extra-curricular activities is dependent on a student's GPA, citizenship, and attendance.

Sponsors

A faculty member is appointed to every school sponsored club and/or organization. No meeting is official and no action taken is binding if the sponsor is not present. All organization members and officers must work with the sponsor to coordinate activities. The treasurer of each organization, in cooperation with the sponsors and the school treasurer, is to keep written accounts of all funds for the organization. The organization must deposit all cash with the treasurer of the school to be held on account.

Field Trips

For students to participate in a planned/scheduled field trip (school/classroom), a properly signed and dated permission slip must be received from the parent/guardian by the specified due date for the given activity.

INSURANCE

Supplemental accident insurance is included in the registration fee. This insurance is a secondary insurance and will provide coverage as delineated in the school insurance policies. Claims for insurance from school accidents should be made through the school. Any accident must be reported to the principal at the time of occurrence. Complete the necessary forms as soon as possible in order to notify the insurance company.

ACADEMICS S2TREAM2

S2TREAM2 is DCS's academic initiative for academic excellence. It is an expanded version of STEM. The acronym stands for Scripture, Science, Technology, Reading, Engineering, Art, Math and Music. At DCS we make a concerted effort to keep the SCRIPTURES, God's Word in the forefront of our minds. We focus on what some people call God's second book, SCIENCE and nature. The use of TECHNOLOGY has its place and is worthwhile in the elementary grade. We strive to minimize screentime and maximize student interactions. As an elementary school, we understand the importance of READING. It is the backbone of all learning. If you've ever watched children at play, you know they're fascinated with building things-and with taking things apart to see how they work. In other words, children are natural- born engineers. When children engineer in a school setting, research suggests several positive results, particularly in the application of what they know about science and math. At DCS ENGINEERING includes robotics and is based on real-world technologies and problems. It helps children see how disciplines like math and science are relevant to their lives. DCS understands what studies show that there is a correlation between ART and other achievement. A report by Americans for the Arts states that young people who participate regularly in the arts are more likely to be recognized for academic achievement. MUSIC education benefits our students by helping them develop areas of the brain that involve language and reasoning. Research shows link to spatial intelligence. Students think creatively and solve problems, achieve higher grades, and tend to develop a healthy self-esteem through self-expression. Students conquer fears and learn through consistent practice that takes risks. They learn that hard work often pays off in the end.

REPORT CARDS

The school year is made up of four quarters. To keep parents informed of their child's progress, teachers may send home mid-term progress reports. Such a report must be signed by a parent/guardian and returned to the classroom teacher.

The academic performance of each student's work will be reflected in the grades received following each quarter. Parents are encouraged to work with the classroom teacher to promote maximum academic success for each student.

GRADING

Grades 1 and 2 use a 3-point divisional system of grading:

E = Excellent academic performance, Exceeding requirements, High degree of mastery

S = Satisfactory programs, Meeting requirements, Basic degree of mastery

N = Needs improvement, Not meeting all requirements, Lack of mastery

Grade 3-8 use a 5-point divisional system of grading:

A = Outstanding - Exceeding requirements of the course, - High degree of mastery

B = Above Average - Meeting all requirements of the course with a better than average level of mastery

C = Average - Showing basic understanding of subject matter - Basic degree of mastery

D = Below Average - Not meeting all requirements, - Minimal degree of mastery

F = Unsatisfactory- Failure to meet many requirements - Lack of mastery

I = Incomplete. An incomplete is given only when there is justifiable reason for work not being completed on time. An Incomplete automatically becomes an "F" if the work is not made up before the end of the next grading period. It is the sole responsibility of the student to complete all incomplete work.

PARENT/TEACHER CONFERENCES

Two Parent/Teacher conferences will be scheduled during the school year. Conferences will be held at the end of both the 1st and 2nd quarters. At the end of the 3rd quarter, parents and teachers can opt to hold a conference. Parents may schedule other conferences during the school year at a mutually convenient time with their child's teacher. Conferences may not take place during regular school hours. Teachers will contact parents of students who are demonstrating little or no progress to schedule a conference.

GRADUATION REQUIREMENTS

1. A student who fails two or more core subjects will not be promoted to the 9th grade.
2. A student who is not promoted due to failing a class or classes may remove the failing grade or grades by attending summer school or taking these courses by home study. Upon satisfactory completion of the courses the student may/will be promoted.
3. The student's final statement of account must be paid in full before he/she will receive his/her diploma. Students must receive financial clearance before being allowed to participate in graduation exercises. (Appeals may be made to the Finance Committee).

Honor Requirements for 8th Grade Graduation:

High Honors 3.51-4.00

Honors 3.00-3.50

ADDITIONAL INFORMATION

HOME & SCHOOL ASSOCIATION

The Home and School Association provides tremendous support and inspiration to the educational life of our students. Home & School activities provide program support for parents and teachers. The financial support to the school provides for improvements that otherwise would not be possible. Plan to be an active part of the Home & School Association.

PARENTALL INVOLVEMENT

Possible ways parents can help make DCS all that it is meant to be:

1. Pray for the school, students, and staff.
 - a. Ask the Principal and teachers to discover the needs.
 - b. Donate acceptable books to the school library.
2. Serve as a resource person; share your expertise.
3. Serve as a room parent.
4. Donate copy paper.
5. Encourage friends and family to support Christian education with tax deductible financial gifts.
6. Chaperon on field trips. *

*If you will be volunteering for the school in any capacity, please contact a school official. For DCS to be compliant with state and federal laws, ALL volunteers MUST complete a Child Abuse History Clearance, a Criminal Record History, and a Federal Fingerprinting free of charge.

YOUTH PROGRAMS

DCS is supportive of the local Adventurer and Pathfinder Clubs and share its facilities with those organizations.