

# Student Handbook



Discovering God, a love of learning,  
and a servant's heart.

**2021-2022**

# Spiritual Values



## **Mission Statement**

Discovering God, a love of learning, and a servant's heart.

## **Values**

We value LOVE: "Love the Lord your God with all your heart and with all your soul and with all your mind... and love your neighbor as yourself." Matthew 22:37-38

We value LEARNING: "Train up a child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6

We value SERVICE: "Whatever you did for one of the least of these brothers and sisters of mine, you did for me." Matthew 25:40

## **Statement of Faith:**

At Discovery Christian Academy our values of love, learning, and service are based on the understanding that the Bible is the inspired Word of God. We believe that Jesus is the Son of God and that He was born of a virgin through the Holy Spirit. We believe that Jesus died on the cross and was raised on the third day so that we can live eternally in heaven with Him. Our view of morality is defined by following the examples that Jesus showed us on earth. Through Him, we can love God and others, learn to live the way He wants us to live, and give of ourselves to those in need. We also understand that God's grace and His forgiveness is the reason that we can follow Him.

# 2021-2022 School Calendar



September						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November						
S	M	T	W	Th	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

January						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## IMPORTANT DATES

### September

- 1 First Day of School
- 6 No School: Labor Day

### October

- 1 Picture Day
- 6 Field Trip: Farm
- 15 Open House

### November

- 11 No School: Veteran's Day
- 19 Thanksgiving Feast and Performance
- 22-26 No School: Thanksgiving Vacation

### December

- 3 Family Gingerbread Night
- 20-31 No School: Christmas Vacation

### January

- 17 No School: MLK Day
- 28 Open House & Hot Cocoa Stand

### February

- 11 100th Day of School
- 18-21 No School: President's Weekend
- 25 Open House

### March

- 2 Reading to Seniors Service Project
- 18 No School: Teacher Prep Day

### April

- 8 Reading to Children Service Project
- 15-22 No School: Easter Vacation

### May

- 13 Field Trip: Zoo
- 30 No School: Memorial Day

### June

- 10 Last Day of School (Minimum Day)

\* Some dates may vary slightly.  
Your family will be notified of any changes.

# Academics

We hope that your child's God-given desire to learn is brought to life because of our approach to academics at Discovery Christian Academy.



## Multi-Grade Clusters

Discovery Christian Academy is a one-room schoolhouse in the sense that we create classes and small groups using multi-age clusters. Allowing students to work with different grade levels benefits children in many ways. In a Project Based Learning environment, students are challenged by individual abilities. Children will learn from older and younger classmates, as well as support their peers. This will cause the students to advance in academics, self-esteem, and social skills.

## Solid Foundations

At Discovery Christian Academy, we teach a strong foundation in reading, writing, and mathematics. In multi-grade clusters, students can work at individual levels. Rather than struggling or getting bored, children are challenged in a way that they can achieve success.

**Bible Time:** Because God says to put Him first, we choose to have Bible Time at the beginning of our school day. Although our Bible time often correlates with our Project Based Learning, we also have a structured curriculum. Our theme for this year is *Heroes of the Bible*. We will study thirty different people. Some of these include David, Moses, Ruth, Noah, Esther, Peter, Paul, and Jesus. We will also learn to pray and worship God each day.

**Language Arts:** We believe that reading and writing are two of the most important academic skills that young children need to learn. Also, a love of reading will make learning other subjects more enjoyable. To create a solid foundation, we use Purposeful Design's language arts curriculum by Association of Christian Schools International. To supplement, we use manipulatives, games, journals, Khan Academy and other apps, and a multitude of age-appropriate books. In addition, language arts are integrated into our Project Based Learning.

**Mathematics:** At Discovery Christian Academy, we want to inspire children to excel in math. We build confidence by placing students where they can succeed while offering obtainable challenges. We teach to mastery and use the spiral approach as a form of review. This means that the children can understand a concept and apply it. Then we move on, but continue to cycle

back so that children don't forget what they have already learned. In mathematics, we use also use Purposeful Design by ACSI as a primary curriculum. Additionally, we incorporate games, hands-on learning opportunities, and round off with Kahn Academy and other apps.



### **Project Based Learning**

This method of hands-on learning involves a dynamic classroom approach. Project Based Learning starts with a question. For example, "How can we create rules for our class to learn in a safe and fun environment?" Students discuss and brainstorm what they know and what they need to know to answer this question. Through inquiry-based research, mini-lessons, and hands-on learning opportunities, children will learn about rules and laws, why they are important, and how they are created. They will learn about God's laws and what the Bible says about following rules. Then the students will create a government that writes and passes bills into law. Because this question is relevant to the students, they will gain a deeper understanding of information that applies to their young lives.

### **Incorporating S.T.R.E.A.M.**

A huge part of Project Based Learning is working on a problem through multiple disciplines. At Discovery Christian Academy, this includes:

**S**cience, **T**echnology, **R**eading/wRiting, **E**ngineering, **A**rt, and **M**athematics.

For example, if creating a habitat for an animal that God created, the students might use their tablets to conduct research, then write a story about their animal. Next, they might design and construct a habitat using various art materials based on specific mathematic parameters. As their exhibits are on display for family and friends, they might present ideas toward helping sustain the biome.

### **Grading Policies**

We believe that students can learn and demonstrate their knowledge through many forms. Tests and quizzes are a low priority at our school because an understanding of academic standards is evident in the final projects the students create. Your child will receive two report cards each year based on our grade-level standards. He/she will create a portfolio that will illustrate learning from another perspective. Throughout the year, each culminating project will also reveal a pattern of continued growth.

## Homework

We try to make time for every child to complete their “work” at school, but on rare occasions, children may be asked to finish up at home.

At Discovery Christian Academy, assigned homework revolves around the family. Your child might be asked to discuss something that we are learning in class at the dinner table, or organize a family game night and talk about it at school. Reading with your child on a daily basis will also be a priority.



## Field Trips & Special Events

To introduce or conclude many of our Project Based Learning units, we have special events throughout the school year. Attendance is mandatory at each of these activities as the experiences are an integral part of Project Based Learning. Please take note of the following dates and plan accordingly so that your child can participate. If there are any changes on our part, we will notify you immediately so that you can make adjustments to your calendar.

October 6<sup>th</sup>: Fieldtrip – Farm TBD (During School Day)

October 15<sup>th</sup>: Open House, 5:30-7:00 pm

November 19<sup>th</sup>: Thanksgiving Feast & Performance, 5:30-7:00 pm

December 3<sup>rd</sup>: Family Gingerbread Night, 5:30-7:00 pm

January 28<sup>th</sup>: Open House, 5:30-7:00 pm

February 25<sup>th</sup>: Career Fair, 5:30-7:00 pm

March 2<sup>nd</sup>: Reading to Seniors Service Project (During School Day)

April 8<sup>th</sup>: Reading to Children Service Project (During School Day)

May 13<sup>th</sup>: Fieldtrip – Zoo TBD (During School Day)

June 10<sup>th</sup>: Year End Ceremony, 11:30-12:30 pm

# Attendance



## Attendance Policy

We highly value being present at school, especially because of the hands-on and cooperative learning that takes place.

Alternatively, we understand the importance of keeping your child home if he/she is ill. As we step out of the pandemic, we want our families to remember that we can work together to keep our school healthy by staying home when our children are sick.

## Absences or Tardiness

If your child does miss a day of school due to illness or other reasons, or if your child is arriving late, we require written communication from a parent in the form of an email, a text, or a hand-written note. If possible, we ask that you contact us the same morning your child will be absent or tardy. Because our curriculum is primarily Project Based Learning, make-up work will likely vary from the assignments the child may have completed if present. Your child will have one day for every day he/she was absent to complete these replacement assignments. If more time is needed, requests can be made and will be granted on a case-by-case basis.

## Drop-Off Procedures

Each morning, we ask the parent/guardian to escort the child to the classroom door. There, your family will be greeted by a Discovery Christian Academy team member. Your child will proceed to sign in and put away their belongings before moving on with our fun day.

## Pick-Up Procedures

Dismissal is at exactly 2:15 pm each day. The classroom door will remain locked until the teacher is ready for parents to come in to collect their child. Please wait outside until the teacher has opened the door. We also ask that you are on time. A fee of \$5.00 will be charged for every five minutes a child is left waiting after 2:15 pm. If someone other than those listed on the emergency contact sheet will be picking up your child, please notify us via an email, text, or hand-written communication.

# Health & Safety



## Medications

When it is necessary to administer a prescription or over-the-counter medication to your child during school hours, a parent/guardian will be asked to sign a medical release waiver. Both the waiver and the medication will be stored in a locked cabinet, and the parent/guardian will be contacted with each dose administered. (Medications include, but are not limited to, prescription and over-the-counter medicines, epi pens, lotions, vitamins, etc.) All medications must come to school in original packaging. Personal inhalers may be kept on the child's person, but the waiver allowing the school personnel to help administer must still be signed by the parent/guardian.

## COVID-19 and Other Illnesses

As guidelines are constantly changing, please refer to the COVID Procedures tab on our website for current information about what we are doing to maintain a safe and healthy environment for children, families, and staff. Also, please keep your child home if he/she is ill, and remain home at least 48 hours after a fever breaks.

## Student Property

Teachers may ask students to bring something from home to share with the class. We are happy to be able to incorporate these items into the classroom learning. However, on a general basis, we ask that students keep personal items at home to protect them from getting lost or damaged. Please label all backpacks, lunch boxes, jackets, and water bottles that will come to school each day.

## Student Lunches & Snacks

As our school is new, we do not offer cafeteria options. Please pack your child a healthy lunch with additional food that can be eaten at the morning and/or afternoon recess if your child is hungry. On occasion, we might have food brought in from local eateries. In this case, you would have plenty of notice to pre-order your child's lunch to be delivered. We will also communicate, in advance, of any snacks related to class parties or curriculum that will be provided so that you can plan accordingly.

## Food & Allergies

It is the parent's responsibility to notify the school if your child has an allergy to food or nature. We also request that you communicate any allergies with your child's teacher so that any Project Based Learning that contains food or nature are carefully planned. Severe allergies may impact what other children eat. For example, if we have a student who has a peanut allergy, we may make the decision that we are a peanut-free campus.



## Communications

We make an effort to stay in close communication with each of our families. You can contact us by email ([info@DiscoveryCA.org](mailto:info@DiscoveryCA.org)), by phone/text (805-807-6911), or in-person. We will post general announcements and reminders on our website ([DiscoveryCA.org](http://DiscoveryCA.org)) and our Facebook page ([DiscoveryCA91320](https://www.facebook.com/DiscoveryCA91320)). We will also send out regular emails with more detailed information.

## Discipline

Because Project Based Learning is highly student-driven, it is crucial that we maintain discipline at all times. That being said, our students are a big part of the rule making process at the beginning of the school year. Because they are involved in creating the rules, they feel a sense of ownership to keep and help their peers maintain them. For students who choose otherwise, we follow a three-step process of discipline. First, the teacher will give a quick reminder of the rules and redirect as needed. Second, the teacher will have a longer conversation about appropriate behavior. Third, the student will lose a privilege of equal measure to the severity of the infraction. If we haven't already, we will communicate with the parent/guardian. To set every student up for success, children with habitual discipline issues will be placed on individual behavior plans. These will be created and implemented by a parent/teacher collaboration.

# Dress Code



## Uniforms

As with most private schools, uniforms are required at Discovery Christian

Academy. With the Uniform Fee that is due on September 1<sup>st</sup>, your child will receive two navy, one light blue, one gray, and one white polo shirt with our school logo. These are to be worn every day, unless otherwise specified.

Additional polos may be purchased to reduce washing or replace damaged/out-grown items. Each additional polo shirt is \$15.00 and can be ordered through our school website or with our administration.

## Non-Uniform Apparel

To keep uniform costs low for families, we permit students to wear conservative everyday clothes in addition to the required polo shirts. Boys may wear long pants or shorts. Girls may wear long pants, shorts, or skirts. To avoid cartwheel embarrassments, please make sure girls have shorts or leggings on under their skirts. Long-sleeved tees may be worn under polos on colder days. We ask that jackets, apparel, and other personal belongings refrain from inappropriate logos or sayings.

# 2021-2022 Daily Schedule



	STREAM Challenge for Early Arrivals
8:00 AM	School Begins: Bible Time
8:30 AM	Morning Meeting
9:00 AM	Language Arts
10:00 AM	Recess
10:20 AM	Math
11:25 AM	Lunch
12:10 PM	Afternoon Meeting
12:30 PM	Project Based Learning
1:15 PM	Recess
1:30 PM	Flex (Continue PBL, P.E., Music, Tech, etc.)
2:00 PM	Closing Meeting
2:15 PM	Dismissal

# K-2<sup>nd</sup> Student Supplies List



- 2 Boxes of Crayola Crayons (24 ct.)
- 1 Box of Crayola Broad Line Markers, Classic Colors (10 ct.)
- 6 Elmer's Giant Glue Sticks or Up & Up Jumbo Glue Sticks
- 2 Bottles of Elmer's or Up & Up White Glue (4 oz.)
- 1 Box of Ticonderoga or Up & Up #2 Pencils (pre-sharpened, please)
- 1 Package of Black Sharpies Fine (5 ct.)
- 1 Set of Crayola or Up & Up Watercolor Paints
- 1 Pair of Fiskars or Up & Up Kid's Scissors
- 1 Pair of Kids Buddyphones (or similar) Child Headphones
- 1 Backpack, at least 16"

## Optional Classroom Donations

(Even purchasing one or two items from this list will help.)

- Tissue Box Cubes
- Paper Towels
- Antibacterial Hand Soap
- Clorox/Lysol Cleaning Wipes
- Huggies Baby Wipes
- Band Aids
- 8 ½" x 11" Copy Paper Reams
- Paper Clips
- Highlighters
- Index Cards
- Post It Notes
- Cardstock
- Scotch Tape
- Masking Tape
- Blue Painter's Tape
- Command Strips
- Stickers
- Ziploc Bags, all sizes
- Construction Paper
- Dot Paints
- Paint Brushes
- Pipe Cleaners
- Popsicle Sticks (All Sizes)
- Velcro Dots

\*With a payment of \$125, we will help alleviate the back-to-school madness by doing the shopping for you!

Please complete this page, remove it from the handbook, and return it on the first day of school.



**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

I give Discovery Christian Academy permission to include my family in the school directory with the understanding that this directory will only be shared with other Discovery Christian Academy families for the purpose of building school community.

By signing below, you are acknowledging that you have taken the responsibility to review the Discovery Christian Academy Student Handbook and agree to work with us to help your child abide by these policies and procedures.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_