



Discipleship Christian Secondary School: 250 Old Chicopee Rd. Kitchener, ON N2A 4J2
Mailing Address: 71 Wedgewood Dr. Kitchener, ON N2B1E6 Tel. 519-589-7564



Parent/Student Handbook

2023-24

Learning.....to follow Christ

Luke 5:11



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Vision

Spiritual Growth and Outreach: To develop each student into an active disciple of Jesus Christ. To strengthen the individual faith of each student so they can be a light in the world. To help each student discover and settle in their own hearts their true identity in Christ Jesus.

Academic Excellence: To provide an excellent education with individual attention in a small class. To provide an environment conducive to learning and that will prepare the students for post-secondary schooling and/or the workplace.

Social Development: To encourage and facilitate the development of godly relationships that will create a support system to reinforce each person's self-esteem. To help each student learn what it means to be a positive role model and influence on others.

Athletics: To provide an active environment where daily fitness is encouraged. To provide opportunities for participation in team sports through, SOCSSAA tournaments, intramurals and Phys. Ed. class. Participation is the emphasis over highly selective competitive sports.

Basic Framework

DCSS is a grade 9-12 school that is registered, and run by a board of directors. It operates in the facility existing at Grandview church in Kitchener. Students meet at this property each day from 8:30 AM until 3:30 PM.

Each day will begin with worship and Bible study. The rest of the day will be divided into 4 scheduled periods. The students will be directly taught by one of our teachers. Two periods will be in the morning, two will be in the afternoon and they will be divided by a lunch period from 11:45 – 12:55 PM. Each period will be 75 minutes in length and each course will be 110 hours over 88 periods in total to meet The Ministry of Education expectations.

Current and future teachers will be well educated in their subject areas. The curriculum will be complemented by appropriate field trips. Most of these trips would be one day experiences, but there are longer, overnight trips worked into the DCSS experience.



Academics

Grade 9-10: All grade 9-10 courses will be taught in a traditional classroom setting. DCSS has five main classrooms complete with whiteboards, desks, chairs and Wi-Fi. DCSS also has access to a gym and kitchen that can be used for various purposes. The courses taught at DCSS will be the same courses the student would receive in a public school. There are a number of compulsory credits that The Ministry of Education expects each Ontario student to receive in grade 9/10 and DCSS will be providing each of these.

Grade 11/12: Up to 8 of the 14 credits in gr. 11/12 will be DCSS taught and marked. At least 6 of the 14 will be taken through Nimbus Online Christian Education nimbuseducation.ca Those 6 credits taken with Nimbus will be official Ontario Credits and will gain DCSS students the ability to earn an OSSD. The DCSS teachers will provide instruction for each of the Nimbus courses. Nimbus also provides a teacher who will be the one that does the grading and reporting.

Nimbus Christian Education and the OSSD **(Ontario Secondary School Diploma)**

DCSS is a non- inspected school. Students will be eligible to receive an OSSD through Nimbus. DCSS and Nimbus have a working relationship whereby all of our students will be able to take Nimbus courses. If a student takes 24 credits with DCSS and 6 credits with Nimbus, then Nimbus has agreed to recognize the DCSS credits and grant the OSSD.

DCSS will handle the registration process for all students with Nimbus. Nimbus will recognize DCSS courses as prerequisites for Nimbus courses. The cost of six of these courses are currently covered through the student's tuition. If a student desires to take more than 6 Nimbus courses, it would be an extra cost paid directly by the family.



Athletics

Healthy Active Living: Each grade 9 student will be expected to take Healthy Active Living with DCSS. There will be an in-class component that will cover all of the health related topics relevant to their grade level. The 'Active' part of the course will be satisfied in class and supplemented by participation in DCSS intramurals. Gr. 10-12 students will have the option of taking Healthy Active Living in their senior years.

Intramurals: Students are guaranteed a spot on an intramural team. We will play a different sport each month. There will be league games during lunch periods followed by a one-day 'fest' tournament to decide a champion. Participation on an intramural team is a prerequisite for participation on a SOCSSAA team. The best athletes from the intramurals will be chosen to participate on the SOCSSAA team.

SOCSSAA: Students will have the opportunity to participate in up to 7 of the all-day tournaments run by SOCSSAA. The team will be selected from the players that participated in the intramurals.

The 'Fest' days will be days where we cancel classes. Many students will be involved with the intramural tournament and others may be involved in providing food for the day. Classes will run as normal on SOCSSAA tournament days since this only involves those students that were selected for that team.

Extra Curricular Activities

During lunch hours, DCSS will hold various extra curricular activities for the students to participate in. These activities would include; intramurals, worship team, drama, math, chess, cooking and more. It is our goal to have at least one thing planned for each lunch period. This provides the students an opportunity to learn a new skill, interact with other students and to remain active. Students are expected to participate in at least one lunch hour activity each week but are encouraged to sign up for more.



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Finances

We are committed to maintaining the lowest priced Christian secondary school in the region, by eliminating many non-essential costs. There will be no uniforms or textbooks to purchase. Laptops will not be provided by the school. We rent our facility to save on property taxes, maintenance costs and repairs.

Contact the school directly for tuition rates. Students will be expected to provide their own laptop and their own basic school supplies. Field trips and outings must be paid for along with tuition and fundraising costs. There is a \$1,000 discount for families that have kids registered in other private Christian schools as well as at DCSS.

The tuition covers the cost for up to six Nimbus courses. These courses are to be taken in the grade 12 year. Any other Nimbus courses will be an extra \$750 fee to be paid by the family. This fee is non-refundable should a student decide to drop a Nimbus course.

Accountability

DCSS is an active member of the Association of Christian Schools International (ACSI). We agree with their statement of faith which can be found at <https://acsiec.org/about> The board of directors and paid staff at Discipleship Christian Secondary School will be expected to be believers and faithful members of a Christian church. All teachers, board members and staff will be expected to agree with the ACSI statement of faith.

Our board members are:

Jeff Collard: jeff.collard@discipleshipchristian.org

Eloise Jantzi: eloise@wealthmastery.ca

Jamie Kubassek: jamie@jamiesells.com

Fundraising

DCSS relies on fundraising and donations to help supplement revenue received through tuition. Funds raised help cover the cost of running the school and for equipment. Students are expected to participate in all fundraising activities. Each family is expected to have at least one family member (other than DCSS students) participate in each fundraiser.

DCSS is a registered charity. As such, we will issue charitable donation receipts for any donations received. If a DCSS family gives above and beyond their tuition, we will issue a donation receipt for that amount.



Electronics Policy

At DCSS, we desire to make the most effective use of current technology during the education process. Electronic and internet technology is a tool that, when used properly, can greatly improve the learning experience of students. However, it also has the power to distract us from our goals, or to be used in ways that have a negative impact. This policy has been developed to help keep electronics a positive and valuable resource in the DCSS classroom.

1. **There is a zero tolerance policy for all electronics from the time the student arrives at DCSS in the morning until second period is over.** This is generally about 8:20 to 11:45 each morning. DCSS would like to encourage the students to engage in conversation with each other, worship and the study of the Word during this time.
2. **Students must hand all personal internet capable devices (including smart watches) to their teachers upon arrival in the morning.** There are no exceptions to this rule. This applies to all classes. The teacher will keep all the devices in a secure cell-phone locker by the main door. Students will have access to their devices over the lunch hour. Teachers will then collect them again at the beginning of 3rd period. They will be kept in the cell-phone locker until the end of the day. Students will not be permitted to charge personal devices during the school day.
3. **Students are expected to bring lap-tops to class each day, unless a teacher asks them not to for a specific reason.** For example, a teacher might not want students bringing lap-tops to class if he/she is showing a movie. While students are permitted to bring lap-tops to class, they are not allowed to use them for social media or games during class time.
4. **Electronics will not be used for games, movies or videos of any kind during the school day.** We desire to maintain an atmosphere conducive to getting our school work completed. We also do not want to encourage movies or games as there are many different standards of acceptance among families.
5. **At any time, students should be mindful that they represent DCSS and should be acting in an appropriate manner while on their electronic devices.** Behavior such as bullying, visiting inappropriate sites, or posting inappropriate material during school hours could result in the student losing the privilege to use electronics while at DCSS.



Extra Costs and Extra-curricular Activities 2023-24

Please note that the following is for planning purposes only. Activities will be paid for throughout the year by the date of the event. Costs listed here are estimates and may change slightly. We will issue a permission slip using Google Forms. The permission slip and fees must be submitted on time in order for the student to participate in the event. All events are mandatory except for the sport tournaments. Dates are subject to change-Please check the school calendar on a regular basis.

Activity	Date	Estimated Cost (per student)
Circle Square Ranch	Sept. 18-20	\$300
Soccer Tournament	Sept. 28	\$25
Creation Day	Oct. 27	\$25
Flag Football Tournament	Oct. 25	\$25
Volleyball Tournament	Dec. 1	\$25
Christmas Party	Dec. 23	Food Contribution
Circle Square/Encounter Conference (gr. 9-12)	Jan. 29-31	\$300
Basketball Tournament	Feb. 23	\$25
Chicopee Skiing/Boarding or Cross Country Skiing	March 1	\$50
Badminton Tournament	March 28	\$25
Moosonee (gr. 12) Community Service Week (gr. 11)	April 7-13	Fundraising
Floor Hockey Tournament	May 2	\$25
Fundraiser	May 6	Fundraising
Stratford Festival	May	\$60
Softball Tournament	June 6	\$25



Supplies List

Please make sure students come prepared with the following items:

- Lap-top with a working battery: Please keep the lap-top in working condition.
- Study Bible (Students are required to use a non-electronic Bible for devotions)
- Journal for note taking in devotions
- 3 Ring Binder (Students may also take notes with their lap-top, if the teacher allows)
- 3 Ring Lined Binder Paper
- Graph Paper
- Scientific Calculator
- Misc. Supplies such as pens, pencils, erasers, pencil crayons, white-out etc.....

Communication

DCSS uses Google Calendar for communication of events between school, students and parents. You will be sent an email before September asking you to join with the DCSS Google account. Once you have received that email, you will be able to access the calendar. This calendar is also accessible on the home page of the school website at discipleshipchristian.org

If a parent has a concern regarding a classroom issue, they should contact the classroom teacher first. If the issue is not resolved in a satisfactory way, they should then contact the principal to see if further action can be taken.

Each teacher and student will have an email with the school. It will have the following format:

firstname.lastname@discipleshipchristian.org

For example, the principal's email is: jeff.collard@discipleshipchristian.org

Attendance Policy

Students are expected to be in attendance for all DCSS classes and events.

Attendance will be kept by each teacher and reported in the mid-term and final report cards.

All student absences must be communicated to each classroom teacher by emailing them prior to the absence. This is for our school records, the safety of the student and for accountability.



Course Transfer Policy

Students are permitted to transfer from one course to another up to two weeks after the first day of a new semester. Absolutely no transfers will be permitted after the two week period.

All transfer requests must be submitted, in writing, to the principal and the teachers of the two courses impacted. The student will then speak with the two teachers explaining their reasons. At that point, we will make a decision whether or not we permit the transfer.

School Cancellations

All decisions regarding weather related school cancellations will be made before 7:00 AM. In the event that school is canceled due to extreme weather, students, staff and parents will be notified in the following manner:

1. The school calendar will be updated to say 'Classes are canceled'
2. An email will be sent to the DCSS students, teachers and parents.
3. 570 News will be notified and will announce it on air

Dress Expectations

There is no formal uniform or dress code at DCSS. We simply ask that all clothing be neat and modest. We do expect all shirts to cover the shoulders and come down below the waist. If you are unsure if certain items of clothing are appropriate for DCSS then please feel free to contact the principal.

Students should bring a change of clothes appropriate for sports practices and physical education class. Clean shoes are required for the gym. In the winter, students are expected to bring footwear that will be worn indoors only.

Students in phys ed class, intramurals or SOCSSAA sports must wear a DCSS t-shirt, hoodie or jersey.

Each student is expected to purchase a sports jersey that they will then keep. It will be used for any sports they compete in as well as some school functions.

DCSS hoodies/t-shirts will be ordered in the fall and are optional for all students.



Character Expectations

DCSS students are expected to strive to act in such a way that is honouring to God, respectful of their teachers and caring towards fellow students.

Based on Colossians 3:1-17 we expect the students to reject; “anger, wrath, malice, blasphemy, and filthy language.” We also expect them to grow in their understanding of what it means to be a new creation by embracing “kindness, humility, meekness, patience, bearing with each other and forgiveness”

We do not expect perfection, but we do expect each student to sincerely seek a greater desire to serve God. If a student makes a mistake in character then we will look for a repentant heart. If negative behavior persists, we will contact the parents and make a plan together on how best to deal with the situation. If a parent is aware of a character issue at the school they should contact a teacher to inform them.

Parent Meetings

Attendance is mandatory for at least one parent/guardian to be at each of the two parent meetings we have scheduled for the upcoming school year. The First meeting is Monday, September 11 at 7:00 pm at DCSS. The second meeting is Monday, February 5 at 7:00 pm at DCSS.



Steps in applying to university and college as a DCSS student.

Note: DCSS sends your OSR (Ontario Student Record) to Nimbus Christian Education at the beginning of grade 12. You are therefore considered to be a student of Nimbus Christian Education at that point.

1. Go to ouac.on.ca and use the 101 form to apply to universities in Ontario. Go to ontariocolleges.ca to apply to college. You are an Ontario student and your school is Nimbus Christian Education. It is strongly recommended that you apply before the Christmas break.
2. Request a transcript to be sent directly to the schools you apply to from Nimbus Christian Education.
3. Upload a DCSS transcript to your school's account. When you apply, the schools you apply to will ask you to create an account to give more information about yourself. They will want to see your DCSS transcript so that they can see your specific gr. 11 marks. (Please note, if you are applying after your grade 12 year is finished, you do not need to send in your DCSS transcript as all 6 of your grade 12 courses will have final marks recorded on the Nimbus transcript.)
4. Send an updated transcript from Nimbus after the first semester, at the mid-term point of semester two and then finally once the second semester is finished.
5. Make sure that you have evidence of at least 40 community involvement hours sent to Nimbus before the end of grade 12 (this may already be in your OSR)
6. Make sure you have evidence that you have passed the Literacy Test sent to Nimbus before the end of grade 12 (this may already be in your OSR)
7. The final transcript after semester two is finished will say that you have obtained your OSSD.



Community Involvement Verification

Note to student:

This form must be completed and submitted to the Principal for **every** community involvement activity that will be applied to your graduation requirement.

Student Name: _____

Current Grade: _____

Name, and phone number, of the person/organization receiving the service: _____

Activity performed:

Date(s) and hours of service:

Student signature

Parent signature

Organization Verification *(must be completed and signed)*

I acknowledge that _____ *(student's name)* participated in the community service activity mentioned above.

Organization representative's name and signature

Date signed

School Administration Approval

Principal's name and signature

Date signed