



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

2026-27

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 9-11: All grade 9-11 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 to 11 and DCSS will be providing each of these.

Grade 12: In grade 12, 6 courses 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. SOCSSAA practices will be in the morning before classes and during lunch hours. Students that are on the SOCSSAA team are expected to be at all practices.

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. Tuition is set at \$8,600 for 1 student, \$11,900 for 2 students and \$15,200 for 3 students.

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.

Caleb Weeks Memorial Scholarship Fund (CWMSF): DCSS offers tuition assistance to families that need it. Those families need to request an application, fill it out, and submit it to Mr. Collard for the Board of Directors to consider. Families could qualify for up to a 50% reduction in total tuition.



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.

Fundraising Commitment: Each family will commit to raising \$1,500 in donations toward DCSS for each school year. Meeting this target is a requirement for enrollment at DCSS for the following year. There are two main ways a family can meet this goal:

Participate in Fundraising Activities: DCSS will host a Spaghetti Dinner each year. The total amount raised at that fundraiser will be divided equally among the families that participated in the event. Families are also welcomed to organize and run other fundraising events throughout the year.

Donate Money Directly: If a family prefers not to fundraise, they could simply send in a donation of \$1,500 themselves. A family could do this as 12 monthly payments of \$125. As long as these are separate transactions from tuition payments, we can issue a tax receipt for the full amount of \$1,500.

Of course, a family could do a combination of the two methods. For example, if they participate in the Spaghetti Dinner and get about \$1,000 credited to their account, they could choose to donate the balance of \$500 themselves.

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.



Extra Costs and Extra-curricular Activities 2026-27

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. 23-25	\$350
Soccer Tournament	Sept	\$25
Flag Football Tournament	Oct.	\$25
On Purpose Conference	Oct. 30	\$10
Remembrance Day Trip	Nov. 11	\$10
Volleyball Tournament	Dec.	\$25
Christmas Party	Dec. 20	Food Contribution
Encounter Conference at Hidden Acres	Feb. 3-5	\$175
Basketball Tournament	Feb.	\$25
Chicopee Skiing	March 1	\$50
Badminton Tournament	March	\$25
Careers Assessment (gr. 10)	March	\$360
Moosonee (gr. 12)	April 7-13	Fundraising (\$2,000)
Floor Hockey Tournament	May	\$25
Drayton Festival	May	\$60
Spaghetti Dinner	May 3	Fundraising
Long Point Beach Day	June 1	\$35
Softball Tournament	June	\$25



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 devotions period is over.** This is generally about 8:00 to 9:10 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 cell phone lockers.** 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. **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.



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.
- Portable lap-top charger.
- Study Bible (Students are required to use a non-electronic Bible for devotions)
- Journal for note taking in devotions
- 3 Ring Binder
- 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

Our teachers are:

Julianne Weeks: julianne.weeks@discipleshipchristian.org
Andrew Collard: andrew.collard@discipleshipchristian.org
Rachel Weeks: rachel.weeks@discipleshipchristian.org
Natasa Eble: natasa.eble@discipleshipchristian.org
Karen Shoemaker: karen.shoemaker@discipleshipchristian.org
Mike McKague: mike.mckague@discipleshipchristian.org
Brenda Collard: brenda.collard@discipleshipchristian.org
Judy Gadsby: judy.gadsby@discipleshipchristian.org
Heidi Brannan: heidi.brannan@discipleshipchristian.org



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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

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.

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 by an email sent to the DCSS students, teachers and parents.



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.

Visiting Students Policy

DCSS allows former students to come for short visits provided they ask for permission prior to their arrival. Visiting students must not be a current high school student at any school. The visits will be limited to morning devotions, lunch hour and ‘fest’ days.



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Room Usage at Grandview Church

DCSS has rented the rooms 102, 104, 105, 207, 208, the gym, and the couch area by the main doors. Student washrooms are located on the 1st floor between 104 and 105 as well as on the 2nd floor beside room 208. The washrooms by the elevator are for DCSS staff only.

Lunch hour: Students will have 11:45-12:00 dedicated as a time to eat lunch. Students are permitted to eat in the gym and the two couch areas. During lunch, students are permitted in the gym, the two couch areas and room 207. Students may also use room 208 for schoolwork only. All other rooms are off limits during the lunch hour. Gr. 12 students on spare may use the gym and the couch area by the main doors (not the couch area by the elevators).

Entrances and Exits: DCSS students and staff are to use the main doors by the gym. We are not to use any other doors in the building.

Dating Students Policy

DCSS will support parents in how they choose to approach dating with their kids. If we see a potential dating relationship developing at the school, we will make sure to reach out and communicate with the parents. We will aim to do what we can to guide the students in any way that the parents wish.

In any case, we will have a no physical affection policy in place at school. This policy applies to all students during school hours and activities regardless of their dating status.

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 14 at 7:00 pm at DCSS. The second meeting is Monday, February 9 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 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 also important that you list DCSS as your previous school. It is strongly recommended that you apply before the Christmas break.

2. Use this form:

https://docs.google.com/forms/d/e/1FAIpQLSchVAyJF8PwrSxm09uEo6wvX_3lccoNle3Mv3PoA9Wr_Fb0Zg/viewform

to request a transcript to be sent to the schools you apply to from Nimbus Christian Education.

3. 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. It would be wise to reach out to the admissions office of each of the schools you apply to in order to find out how they would like to receive the DCSS transcript.
4. NCE will send updated marks to OUAC and OCAS throughout the year as you complete NCE courses. If you have applied to a school outside Ontario, you will need to be in contact with the NCE office to communicate your documentation needs
5. Keep checking your emails for messages from the schools you have applied to. They may ask for additional information and you need to respond accordingly.
6. 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)
7. 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)
8. The final transcript after semester two is finished will indicate that you have obtained your OSSD and an OSSD will be delivered to you from the NCE office.



OSSD Requirements

1. 30 Credits with the following 17 compulsory:

- 4 English
- 3 Math
- 2 Science
- 1 Tech (Skilled Trades)
- 1 Cdn. History
- 1 Cdn. Geography
- 1 Art (Drama, Art or Music)
- 1 Phys ed
- 1 French
- 1 STEM (Business)
- .5 Careers
- .5 Civics

DCSS also requires all students to take the following:

- gr. 10 Old Testament
- gr. 11 New Testament
- gr. 12 World History

2. Passing the Literacy Test

3. Passing a Financial Literacy Requirement in the Careers course.

4. Two online courses

5. 40 Community involvement hours.



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



Course Selections 2026-27

Mandatory Courses

Optional Courses

Semester 1

Period	Grade 9	Grade 10	Grade 11	Grade 12
1 st Period – 9:10-10:25	French	Science	Functions	English-Nimbus
2 nd Period – 10:30-11:45	Science	Cdn History	New Testament	Functions-Nimbus Nimbus: Challenge and Change, Economics, Writer's Craft, Kinesiology, Studies in Literature, Int Business, Nutrition
3 rd Period – 12:55-2:10	Intro to Business	English	World History	Physics: Nimbus
4 th Period -2:15-3:30	Drama Art:	Drama: Art French: Phys Ed:	Phys Ed French: Physics	Nimbus: Challenge and Change, Economics, Writer's Craft, Kinesiology, Studies in Literature, Int Business, Nutrition Biology-Nimbus

Semester 2

Period	Grade 9	Grade 10	Grade 11	Grade 12
1 st Period – 9:10-10:25	English	Civics and Careers	English	Nimbus: Data Management
2 nd Period – 10:30-11:45	CDN Geography	Old Testament	Biology American History	Nimbus: Calculus Nimbus: Challenge and Change, Economics, Writer's Craft, Kinesiology, Studies in Literature, Int Business, Nutrition
3 rd Period – 12:55-2:10	Math	Math	SAP Chemistry Co-op	World History-Nimbus:
4 th Period -2:15-3:30	Phys Ed	Skilled Trades	Art: Music: Co-op	French: Nimbus Chemistry: Nimbus Nimbus: Challenge and Change, Economics, Writer's Craft, Kinesiology, Studies in Literature, Int Business, Nutrition



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Disclaimer: This schedule is for information purposes only. The actual course selection sheet will be handed out to the students in March each year. The schedule could change based on staffing and teacher availability.

Important Dates:

Feb. 9: Parent course selection sheet distributed.

March 9: Course selection sheets distributed to students.

April 7: Course selections due.

Grade 9: Circle one of Art or Drama.

Grade 10: Circle one of Drama, Art, French or Phys Ed.

Grade 11: Circle one of French, Phys Ed, or Physics
Circle one of American History or Biology
Circle one of SAP or Chemistry
Circle one of Music or Art

Co-op is available in 2nd semester periods 3 and 4.

Grade 12: Circle four to six of: Functions, Data Management, Calculus, Biology, Chemistry, Physics, French, Challenge and Change in Society, Economics, Writer's Craft, Kinesiology, Studies in Literature, International Business, Nutrition

Students in grade 12 only need to take 6 courses. Two of those courses will be English and History.
Students are permitted to take up to 8 courses if they wish.

Student Signature: _____

Parent/Legal Guardian Signature: _____

Principal Signature: _____

Note: All changes to course selections after April 7, 2026 require a transfer request form.



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 using the request form, to the principal and the teachers of the two courses impacted. Once the form has been received, we will make a decision whether or not we permit the transfer.

Course Transfer Request Form

Student Name: _____

Parent/Legal Guardian Signature: _____ Date Signed: _____

Name of course you want to leave: _____

Teacher Signature: _____ Date Signed: _____

Name of Course you want to enter: _____

Teacher Signature: _____ Date Signed: _____

Reason for requesting the transfer:

Principal Signature: _____ Date Signed: _____