



CHRISTIAN SCHOOL

## **Parent/Guardian/Student Handbook**

2023-2024

Jesus said, “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.”

**Matthew 19:14**

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## PRINCIPAL'S LETTER

Dear ADCS Parents, Guardians and Students,

Welcome to the Anaheim Discovery Christian School Family! We are grateful that God has brought us together. The daily care and training of your student is very important to us as a staff. A strong emphasis is placed on the home/school relationship. This helps to insure a pleasant experience for your student. This year we embark on an incredible year and will rise to the challenges of the unique year that is upon us! Please read through this handbook in its entirety so that you may know what you are agreeing to when you sign up. At the end there is an agreement form you must sign in order to join our family! There is also an online orientation that is posted at the ADCS family 2023-2024 private FB group. If you have any questions or problems, please contact us immediately.

May the Lord richly bless us as we work together to train up your children in the way they should go.

In His Service,

Rev. Dr. Victor Chayasirisobhon  
Chief Administrator  
Anaheim Discovery Christian School

## **MISSION STATEMENT AND GOALS**

### **“Reaching the WORLD for Jesus Christ, one student at a time”**

We believe that Anaheim Discovery Christian School was established by the Holy Spirit and exists to provide Spiritual and academic development for students, staff, parents, guardians and the school community. The Anaheim

Discovery Christian School believes that each student was created by God with unique, individual gifts to ultimately be developed and used for God’s ordained purpose in life. Our faculty’s primary purpose is to be an example of Christ like behavior so that each child will commit his or her life to Him.

Next, our faculty attempts to promote a disciplined academic environment wherein each student is challenged to develop his or her mind to its ultimate God-given potential. Daily assignments, homework and tests are an integral part of this inclusive process.

Then, we strive to train students to be academically strong, stalwart and responsible Christians who use Biblical values and principles to actively participate in decision making and community involvement. We also strive to teach the strong Judeo-Christian historical foundation upon which America was founded in order that our students will desire to continue to maintain these tenets.

Finally, our ultimate goal is to send out citizens with a Christian world-view who exemplify Christ and are ready to go and seed the world for Him.

## **WHAT WE BELIEVE**

We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

We believe that there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit.

We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His resurrection from the dead, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God’s grace and through faith are we saved.

We believe in the resurrection of both the saved and the lost; the former are saved unto the resurrection of life, and the latter are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in Christ.

## TUITION AND FEES SCHEDULE

### **Registration Fees -**

This fee includes: Pre-registration examination for new students, office records, **use** of textbooks, consumable textbooks, classroom supplies, standardized tests and school field trips. The fee for the 2023-2024 school year is \$900 dollars (6<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> graders) and \$950 dollars (8<sup>th</sup> and 12<sup>th</sup> graders – includes cap and gown fees).

### **Tuition:**

The tuition is payment for 1 (one) student to attend Anaheim Discovery Christian School from August 2023 – May 2024. See the rest of the enrollment contracts for details.

For the 2023-2024 school year there are 2 options for paying tuition.

*Option 1: Pay for the entire school year at \$8990.00 per year.*

*Option 2: Pay for ½ the school year at \$4745.00 per ½ year (\$9490 total per year).*

Note: If the student preregisters for the 2023-2024 school year prior to the last day of school, their tuition rate will remain the same. For example, if tuition is raised the next year and the parent/guardian pre-registers their student prior to the last day of school in May 2024, they will be allowed to keep their annual tuition at \$8990 dollars per school session or \$9490 dollars if they are paying for half the year at a time.

### **Payment of Fees:**

*Payments need to be made when the student arrives into the country (if international) or when they first enroll at the school. If the student chooses the two payment option then the second payment will be made by February 1<sup>st</sup> or there will be \$50 late fee assessed.*

## LATE ENTRIES, WITHDRAWALS AND REFUNDS

### **Late Entries:**

The registration fee must be paid in full for every student admitted to the Anaheim Discovery Christian School, *regardless of what month the child is enrolled.*

International Students who come to the Anaheim Discovery Christian School after the first quarter are required to pay for the registration fee for both the 2023-2024 school year AND the 2024-2025 school year. They also understand that late entry may result in a delay of graduation depending upon their academic performance.

### **Withdrawal from School:**

For domestic students, a two-week notice must be given in writing prior to the withdrawal date. All fees must be paid in full. Questions regarding payments made in advance should be directed to the Financial Office.

*All international students for whom Anaheim Discovery Christian Schools does their I-20s are financially obligated to the school for two years. **If they would like to withdraw from the school they are responsible for paying tuition for the time remaining in their two year contract.** At the present time we do not accept incoming 12<sup>th</sup> graders unless they have unique circumstances.*

## **End of Year:**

The final payment for the school year is due in May. If a payment is not made by May 5<sup>th</sup>, then the student may not be able to walk during graduation (for 8<sup>th</sup> and 12<sup>th</sup> graders), will not receive any school documentation, and the account will be sent to a collection agency.

## **EXTENDED SCHOOL HOURS**

Students should not be on campus prior to 7:30 am and must be off of campus by 4:00 pm. **Any student that is still on campus after 4:00 pm, the school will begin to charge for after school care at a rate of \$10 per hour.** This excludes days where there are special events such as sports activities, dances, or school regulated after school activities (community service projects/detention). Extended hour programs are available but must be negotiated with the school administrator.

## **PARKING PERMITS**

Any student who wishes to drive him/herself to school must obtain permission from the Anaheim Discovery Christian School. This student must provide the school with the following items in order to obtain a permit:

1. Current unexpired Driver's License
2. Copy of auto insurance policy

The student is only allowed to drive themselves or immediate family members to and from school. **The student/parent/guardian understands that the Anaheim Discovery Christian School or First Southern Baptist Church of Anaheim is NOT responsible for any damage/theft done to any vehicle that is parked on campus.** Other students are not allowed to ride in the vehicles without written permission from their parents/guardians. These notes must be turned into the office and will be stored in the student's cumulative file. *If a student is driving other students without written permission or brings a car on campus without permission, they will immediately be suspended for 1 day and will not be allowed back into the school until a meeting is had with the administrator or designated employee of the school. This meeting must be attended by the student's guardian or parent.*

## **DRESS CODE**

We take pride in the appearance of our students. Although the appearance of young people is primarily the responsibility of the parents/guardians, we expect the students to maintain an appearance that is not a stumbling block or distraction to teachers or other students. As a Christian school, we must maintain Biblical standards of modesty. Our students' dress reflects their conduct, the attitudes and also the quality of the school. There is a definite relationship between good dress habits, good work habits, and proper school behavior. Wise parents/guardians will see that their students stay well within the guidelines so that there will be no question or embarrassment.

### **Boys**

Boys may wear pants or jeans that are neat and clean. Pants may have holes as long as they don't reveal undergarments. Boys' shirts must be presentable and respectful. It is unacceptable to have pictures or words on clothing (shirts/socks) referring to alcohol, drugs, rock groups, cigarettes, the occult, profanity, etc. Sweat pants (nylon or sweat material), are not allowed. **Baggy clothes that hang on the hips, shoulders or drag on the ground around the shoes are not acceptable.** Our goal is to keep in mind appropriateness for a Christian School atmosphere. Hats should not be worn in chapel.

**Dress Code Infractions: If students break dress code then their guardian/parent must bring them a replacement by 3<sup>rd</sup> period or the student will be given a referral, detention, and sent home.** A conference will be held between the administrator and the guardians/parents of the students to determine why the student can't dress appropriately.

### Girls

Girls may wear pants or jeans that are neat and clean. Pants may have holes as long as they don't reveal undergarments. Dresses or skirts may be no shorter than **3 inches above the knee**. If your student sits down and her skirt is more than 3 inches above the knee, the skirt is too short and must be changed. Sweat pants are not allowed. Shorts may be worn any day except Chapel Day, from September thru June. All Junior and Senior high school girls may wear shorts that have been pre-approved by the administration.

We require blouses, knit tops and polo shirts that cover the midriff. Sleeveless tops may be worn if the straps are at least 3 inches wide, spaghetti and thin straps may be worn under a sweater or jacket. If your student raises her arms over her head and her abdomen shows, the top is too short, no under garment straps should be showing. No inappropriate pictures or words on clothing; nothing referring to alcohol, drugs, rock groups, cigarettes, the occult, or profanity, etc. Sweat shirts may be worn if they are not sloppy in appearance. Keep in mind appropriateness for a Christian School atmosphere which includes the wearing of **modest blouses**. Baggy clothes that hang on the hips, shoulders or drag on the ground around the shoes are not acceptable.

**Dress Code Infractions: If students break dress code then their guardian/parent must bring them a replacement by 3<sup>rd</sup> period or the student will be given a referral, detention, and sent home.** A conference will be held between the administrator and the guardians/parents of the students to determine why the student can't dress appropriately.

### Boys and Girls Hair

Students shall have respectful haircuts and hairstyles. Hairstyles that are a distraction to teachers and other students are not appropriate and will not be allowed. Various hair coloring is allowed although under the discretion of administration.

### Shoes

Students must wear neat, sturdy shoes or tennis shoes with socks or nylons. **Non-rain boots or high heel shoes higher than four inches, are not permitted.** (This is a safety issue) **P.E. classes require the use of P.E. Uniforms and tennis shoes. NO FLIP FLOPS OR SANDALS.**

### Make-up/Jewelry

**Attention drawing make-up i.e.: various lipsticks, eye make-up, and fingernail polish distracting to the classroom and individuals are not acceptable.** Body piercing, button, nose, tongue, eyebrow, lip etc., is not acceptable at any time. **No visible tattoos are allowed. If you have tattoos you must cover them up. No gothic clothing (or total black clothing) or jewelry is allowed.**

Our goal is to train your student in the "Nurture and admonition of the Lord." If we are to adequately teach your student, we need to be free of distractions and attitudes. We ask for your support in these regulations.

## **DISCIPLINARY PROCEDURES**

Students at the Anaheim Discovery Christian Schools are expected to display exemplary Christian character traits. Utilizing the basic “Rules and Regulations” attached, every effort will be made to guide students to live each day in a manner that leads to or shows both their love and faith in the Lord Jesus Christ. It is our desire not only to teach God’s Word but to encourage our students to model Christ like conduct wherever they are, at school or home or in their community. Repeated violations of the “Rules and Regulations”, whether at school, or in the community, will result in the disciplinary actions listed below to be utilized. We firmly believe that gracious, but firm discipline administered properly, will help students to choose the right decision over the wrong one, and thereby to honor God.

### ***CLASSROOM EXPECTATIONS***

In maintaining an orderly classroom environment the faculty will establish behavior guidelines deemed necessary using the attached “Rules and Regulations” as a guide.

Under normal circumstances, classroom disturbances (i.e. disruption of the Educational Process) will be handled by the teacher. Depending upon the nature of the offense, teachers may hold a lecture discussion with student, issue student warnings, lower the students citizenship grade, recommend the student for detention, issue minor or major referral notices and/or request a formal conference with the parent, student and (if appropriate) an administrator.

### ***REFERRALS***

A referral is a written notice regarding a student’s unacceptable behavior in class or out of class. It is a method of written communication between faculty, parents/guardians and (always in the case of a referral) administration – a copy of the referral is sent home for signature to make parents/guardians aware of the difficulty with the students’ conduct. A referral becomes a part of the students’ file.

Students may have referrals removed from their record after completing an agreed upon corrective assignment.

Referrals will be handled (depending upon the problem and number of occurrences) by the teachers and administration using one of the following actions. Students with referrals will appear before an administrator to be questioned by their peers as to what corrective action can be taken to help them to not receive future referrals.

### ***DETENTIONS AND CORRECTIVE ASSIGNMENTS***

Detention and Corrective Assignments are disciplinary tools, which caused the student to spend personal time (either during school or before or after school) in order for him/her to reflect on his/her failure to live up to the standards and expectations of the school. Detentions and Corrective Assignments may be spent in silent reflection, physical work or in another appropriate manner, as determined by the administrator. The most serious incidents of improper behavior may cause a student to be assigned to **Saturday detention at an hourly rate to be possibly paid for by the parent.** The details of the serving of the detention will be determined by the administrator and will be fully communicated to the student and parent/guardian (if deemed necessary). **Saturday detentions** will occur the Saturday after the incident happens and the PARENT/GUARDIAN agrees to bring the student on Saturday from 9 am to 1 pm. Failure of the PARENT/GUARDIAN to do so may result in suspension or expulsion from the school without refund of tuition. It will also go on the student’s permanent record.

1. Sample detention offences
  - a. 1 detention offences (sleeping in class/chapel, not covering their book, being tardy, missing assignments, use of foreign language, littering, eating in class without permission, chewing gum in class, disruptive/unauthorized/excessive use of cell phones, inappropriate hugging/kissing, etc.)
  - b. 2 detention offences (continued sleeping in class, missing multiple assignments, dress code refractions, horseplay, use of foul language, ditching class, hacking our internet, leaving campus, etc.)
  - c. 3 detention offences (blatant disrespect to a teacher or student, fighting, bringing weapons/drugs to school, cheating, cutting, damaging school property, stealing, etc.)
2. Student counseling
  - a. Any student that receives a 2 or 3 detention offence will need to meet with a member of administration for counseling
  - b. All detentions are subject to change depending on the jurisdiction of the principal or designated member of administration
3. Scope of detention giving
  - a. Detentions may only be given on school campus or at school related events such as sports games, school dances.
  - b. Incidents that happen off campus such as on their way to the bus stop, walking through the park, or in their homes are outside of school discipline jurisdiction although they may be in the realm of public law enforcement
  - c. Public law enforcement issues with students will be assessed by the principal, administration and possibly the school board

### ***SUSPENSION***

A student may be suspended from attending class (in school suspension) or from school (out of school suspension) by the administration for serious and/or repeated violations of the previously mentioned “Rules and Regulations”. Suspension generally may result from (but is not limited to) situations where the referral/detention processes have already been used (and could include out of school actions also). The following are some examples of when suspension may be used as part of the disciplinary process.

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• Willful destruction of school property</li> <li>• Willful disobedience</li> <li>• Defiance of authority</li> <li>• Profanity or vulgarity</li> <li>• Refusal to obey ADCS rules</li> <li>• Stealing</li> </ul> | <ul style="list-style-type: none"> <li>• Drugs</li> <li>• Alcohol</li> <li>• Cigarettes</li> <li>• Weapons on campus</li> <li>• Sexual impropriety</li> <li>• Physical contact/harm/fighting with another student</li> </ul> | <ul style="list-style-type: none"> <li>• Off-campus illegal or other actions harmful to the school's reputation</li> <li>• <b><i>Receiving 3 or more referrals</i></b></li> </ul> |
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### **RULES AND REGULATIONS**

**The following are general guidelines for students at Anaheim Discovery Christian Junior/Senior High School.**

1. Respect must be shown to all teachers and staff members. This includes courteous speech (no profanity) and prompt and cheerful obedience.
2. Students may not be inside a building without teacher supervision. They may come to the office only with a teacher’s permission.
3. Equipment must be used properly at all times. This includes classroom materials as well as sports equipment. Everything must be used for the purpose for which it was intended and with care and thoughtfulness. The student assumes all responsibility for their personal lost, stolen, or damaged items. No



radios, CD players, pagers, cell phones, cameras, etc. are to be out during class times without teacher permission. Items out in class will be taken and must be picked up by parent or guardian. Further the school recommends that if possible they should not be brought to school.

4. No unauthorized physical contact is allowed on school property. This includes play fighting or roughhousing.
5. Excessive physical affectionate contact between students is prohibited i.e. inappropriate touching, kissing, **greater than 3 second hugs**, etc. The teacher, administration, or staff will determine what is excessive on a case by case basis.
6. All eating is to be done in designated areas only.
7. Students are required to observe classroom rules as set down by the individual teacher. These will be shared with the students at the opening of school.
8. School grounds are to be kept **neat and clean** at all times. Littering is not permitted.
9. ***The consequence of cheating or plagiarism will be an "F" grade on that work*** and will involve a parent or guardian contact. Subsequent violation of this policy may result in the course being failed.
10. Proper clothing (so explained in the School Handbook) must be worn at all times.
11. The following are grounds for referrals, suspension or expulsion:
  - Willful destruction of school property
  - Willful disobedience
  - Defiance of authority
  - Profanity or vulgarity
  - Stealing
  - Refusal to obey A.D.C.S. rules
  - Drugs
  - Alcohol
  - Cigarettes
  - Weapons on campus
  - Sexual impropriety
  - ***Speaking foreign language***

### PROBATION

It is the policy of ADCS that all students are considered as being on a probationary status during the first few weeks of school. Students with no serious academic, attendance, behavioral or financial problems will be automatically removed from this status at the end of eight weeks. Students may also be placed on probation for academic attendance and/or disciplinary reasons, as part of the disciplinary/review process. *The probationary period will be determined by the administration and will last for a set time period, at the end of which the student will have his/her case reviewed.*

The student must show definite improvement in order to remain at the Anaheim Discovery Christian School. The specific stipulations of a student's probationary contract will be determined on a case-by-case basis.

### EXPULSION

This final disciplinary action may constitute permanent removal from Anaheim Discovery Christian School. This action may be taken by the administration's recommendation to expel a student. The parents may appeal this to the Principal/Administrator within three days of notification of the expulsion. The final appeal is to the School Board. ***The School Board's decision is final.***

## ATTENDANCE POLICY

1. A Student is ALLOWED fourteen absences PER CLASS, PER SEMESTER. This represents approximately one-seventh of the semester. **A student ACCUMULATING FIFTEEN ABSENCES in a semester will be withdrawn from the class without credit.**
2. All absences are counted toward the maximum EXCEPT:
  - a. **Verified** doctor or dental appointments. (Doctor = M.D. or D.O.)
  - b. Injury or illness verified by doctor or parent.
  - c. School activity.
  - d. Religious holiday
  - e. Death in the immediate family.

When a student accumulates absences not excused under the program as outlined above:

### *Twelve class absences:*

1. Absences will be deleted that are school activity, religious holiday, verified by a doctor or dentist, or if there is a death in the immediate family.
2. If 12 absences remain, a case conference will be held with the student, parent/guardian, and principal.
3. Tardies - ***Three unexcused tardies is considered one absence a quarter.***

Absences for field trips, assemblies, athletic events: All students are responsible for class assignments, tests, etc. that are assigned or due on the day of the field trip.

**PARENTS or GUARDIANS SHOULD CALL THE OFFICE WHEN STUDENTS ARE ABSENT. UPON RETURN, STUDENTS WILL NEED TO GO DIRECTLY TO SCHOOL OFFICE WITH A NOTE FROM THE PARENT, STATING REASON OF ABSENCE AND DATE. IF A STUDENT IS OUT FOR 3 DAYS A NOTE FROM THE DOCTOR IS REQUIRED.**

## Closed Campus and Leaving Campus

**ADCS has a closed campus policy to all students. Permission to leave campus during the school day can only be authorized by the main office.** Requests to leave campus must be in writing and signed by a parent. The request should be submitted to the attendance office on the day of the request, before school. The office staff will ensure that the student is signed out of the school **by an authorized adult. *If the adult picking them up is not on their registration form then they will not be allowed to pick them up.*** Upon return, the student must secure a readmittance slip, which will be given by the attendance office upon the student's return to school. Students who leave campus without an off-campus pass will be considered illegally off campus.

## MEDICAL INFORMATION

### Communicable Diseases

If your student gets any communicable disease during the school year, we require notification to the school office immediately. We endeavor to take every precaution to keep illness to a minimum among our students.

### Accident or Illness

In case of accident or illness, your student will be sent to the school office and, if deemed necessary, you will be notified to pick him/her up.

Please do not bring your student to school if he/she has a fever, nor allow him/her to return until his/her temperature has been normal **for at least 24 hours**. Upon returning to school, the student must come to the office to check back

in. If your student is absent five days, he/she will need a doctor's permit to return. Also, the school reserves the right to ask for a doctor's permit if, in the judgment of the administration, the student is not well enough to be in school.

### **Dispensing Medication**

The following regulations will be observed regarding giving medicine to students.

1. Any medication to be taken by a student on school grounds must be administered in the school office by office personnel only.
2. All medication must be in a prescription container, properly labeled with the student's name, dosage, time of administration, name of physician, and name of pharmacy. No over the counter medication. All medications must be immediately turned in to the office upon the arrival of the student. If your student is to receive a prescription, a medical release form should be picked up in the office and filled out.
3. Never send medication of any sort along with the student's lunch.
4. Please include a spoon (preferably disposable) if needed.

### **Insurance**

**It is understood, according to the enrollment application, that every parent or guardian will maintain their own medical/dental insurance for their student.**

If you intend to drive on field trips, the school requires that you carry a minimum of \$50,000/person, \$100,000/accident or \$100,000 combined. Without this coverage, you will not be allowed to drive other students.

## **ACADEMIC INFORMATION**

### **Homework Policy**

Students should be prepared to spend an average of thirty minutes (30) per day doing homework for each core academic course taken. Projects, special collections, semester notebooks and other such long-term assignments will not be included in the regular allotment of time. If a student does not appear to have sufficient homework to meet the minimum standard as stated above, parents are urged to contact his/her teacher or a counselor to discuss the situation.

### **Makeup Work**

The students of ADCS are responsible for the work missed during an absence. Work being made up should not be considered as a form of punishment, but rather as a conscientious effort on the part of the teacher to assist the student in maintaining his level of achievement, and on the part of the student to meet his responsibilities. Makeup work will be graded as any other work. If a student has been absent for disciplinary reasons, the action will be reflected in the citizenship grade. **No makeup class work or homework will be accepted for an absence due to a first suspension. No makeup class work, homework, quizzes or tests will be accepted for an absence due to a second suspension. A third suspension will be cause for expulsion.**

## **Academic Honesty**

Academic honesty is a fundamental principle of scholarship.

Content of research papers is expected to provide a means to distinguish a student's own work from the work and ideas of others. Credit must be given to the source of the ideas or words of another. Students are expected to do their own work on tests, neither giving assistance to other students nor getting assistance from other students or sources.

## **Appointments with Teachers**

We encourage you to discuss any problems concerning your student with the teacher. Please consider, however, that the teacher has extracurricular duties. In addition to teaching, their professional obligations include parking duty, faculty meetings, administration appointments and sports activities. We ask you to make all appointments through the school office.

## THE ROAD TO SUCCESS

### Commitment to Academic Excellence

ADCS believes that schools have the responsibility to teach students the basic skills to be successful in life. However, educating students is a three-way responsibility shared by each individual parent, the student, and the school. **Without all three parties cooperating, success will be limited.**

ADCS has a commitment to provide the necessary resources for a sound secondary school program in turn, students and parents must fulfill certain commitments if the student is to gain the maximum benefits from the school program. We believe that the parent, student and school commitment should be as follows:

### Parent Commitment

1. Insist that the student attend school every day unless illness or a family emergency occurs.
2. Telephone the school office when the student is going to be absent. Send a note when the student returns from an absence, when a call is not made.
3. See that the student gets adequate sleep on school nights in order to be attentive and alert in class.
4. Provide a nutritious breakfast for the student before he/she comes to school each day.
5. Provide uninterrupted study time and reading time each school night for the student.
6. Check with the student daily regarding homework and monitor completion of assignments.
7. Immediately contact teachers to request a conference if there is a question concerning student progress or lack of homework.
8. For guardians/parents of international students PLEASE MAKE SURE THEY PRACTICE ENGLISH AT HOME and ON HOLIDAYS.

### Student Commitment

1. Attend assigned classes every day unless illness or a family emergency occurs.
2. Complete and turn in all class assignments on time.
3. Bring the required materials to class each day.
4. Seek immediate assistance from the teacher when class assignments are not understood.
5. Be attentive in class to the teacher. Be committed to gaining the best education possible.
6. Give total effort to learning the material taught in each assigned class.
7. Follow all school rules and regulations.
8. Seek the assistance of teachers, school personnel when academic or personal problems occur which inhibit learning.
9. For international students, SPEAK ENGLISH AT ALL TIMES ON CAMPUS. Limit native foreign language.

### School Commitment

1. Employ well-qualified staff who know their subject matter and who understand the sociological, physiological and psychological make-up of young adults.
2. Provide a good learning environment.
3. Provide the proper curriculum to meet students' needs.
4. Provide materials and equipment necessary for proper instruction.
5. Provide a safe environment where students can attend school without fear.
6. Establish and administer reasonable rules and regulations regarding student behavior.
7. Provide parents with necessary information on their student's attendance, academic progress, and school behavior.
8. Provide appropriate, varied classroom learning opportunities to encourage academic progress.

9. Provide appropriate, varied homework assignments to facilitate and enhance learning.

## Report Cards

Report cards are now available online, two weeks after the end of each quarter via the AERIES grading system. Please contact the main office at (714) 535-2535 if there are any issues setting up an account. *A limited number of paper copies will be made available upon request.*

## Progress Reports

Parents/Guardians may monitor their student's progress online using the Aeries Student/Parent portal. Please contact the main office at (714) 535-2535 for details. Weekly paper progress reports can also be done upon request by parents on a case by case basis. As these weekly paper progress reports take more work to do, ample time should be given to complete them.

## Promotion Procedures

Students are promoted to the next grade upon successful completion of the academic program in the previous grade. Decisions for retention and/or promotion are made by the principal, and teachers based on academic performance.

## Course of Instruction

### Sample Educational Plan

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade	Electives
Bible	Bible	Bible	Bible	Bible	Bible	Bible	Art
P.E.	P.E.	P.E.	P.E.	P.E.	Elective	Elective	French
History	Pre-Algebra	Algebra	Geometry	Algebra 2	Precalculus	EP Calculus	Spanish
Earth Science	Gen Science	Physical Sci	Biology	Chemistry	Physics	EP Science	Psychology
History Foundations	Am. History	World History	Geography/Health	World History	US History	Government/Economics	Anatomy
English	English	English	English	English	English	English	Music
Elective	ESL/Elective	ESL/Elective	ESL/Elective	ESL/Elective	ESL/Elective	ESL/Elective	Yearbook

Grades 6, 7 and 8: Bible, Pre-Algebra, Algebra, History, Science, English, Physical Education, Music/Worship, Arts/Crafts, ESL, Sign Language

Grades 9-12: Bible, pre-algebra, algebra I, geometry, algebra II, pre-calculus, physics, biology, chemistry, U.S. history, World history, Government, economics, English/literature, Spanish, Physical education/sports, Music/Worship, English as a second language (ESL), Digital Photography, Music, Game Development/Coding

International Students – We offer a 4 level ESL program broken down by the following criteria:

- ESL 1 – Students have no knowledge of the English language
- ESL 2 - Students can do two of the following fluently: read, write, understand, or speak the English language.
- ESL 3 – Students can do three of the following fluently: read, write, understand, or speak the English language.
- ESL 4 – Students can read, write, understand, and speak the English language completely and need to be introduced to American culture.

## Grade Calculation

Scale for calculating grades of solid subjects:

The grading scale for the academic program is as follows:

A+	100-97.5	B+	89.49-87.5	C+	79.49-77.5	D+	69.49-67.5
A	97.49-91.5	B	87.49-81.5	C	77.49-71.5	D	67.49-61.5
A-	91.49-89.5	B-	81.49-79.5	C-	71.4-69.5	D-	61.49-59.5

A+, A, A-	Does excellent work; meets all course requirements and exceeds many.
B+, B, B-	Does good work; meets all course requirements and exceeds some; clearly understands subject and produces good work.
C+, C, C-	Does fair work; meets all or most course requirements; has a general understanding of subject.
D+, D, D-	<b>Passing</b> , but poor work; fails to meet many course requirements; shows only occasional grasp of subject.
F	Doing unsatisfactory work; fails to meet most course objectives; lacks understanding of the subject.
I	A grade of "Incomplete," "I," may be given when an important component of the grading period is not satisfied. The principal will approve an "Incomplete" grade due to illness and it should be resolved within two weeks of the completion of the period in question.
NM	A grade of "No Mark" results when a student comes into the class late or the teacher is unable to give a grade and needs approval from administration
W	A grade of "Withdrawal" "W", may be given when a student is dropped from a class.

Effort/Citizenship marks are O = Outstanding, S = Satisfactory, U = Unsatisfactory, N = Need-Improvement in all subjects

# Awards

## Honor Roll

Jr. High students in grades 7-8 having a grade point average of 3.5 or above qualify for the Honor Roll.

## High school Scholastic Honor Roll

Students in grades 9-12 having a grade point average of 3.5 or above qualify for the Scholastic Honors Award.

## Teacher's Award

Students in all grades deserving special recognition for classroom efforts in miscellaneous areas qualify to be selected by the teacher for a Teacher's Award.

## Athletic Awards

Student athletes will be honored for their achievements and for representing the school in CIF competition.

All the above awards are given in June during our special assembly, athletic's banquet and classroom presentations.

## GENERAL INFORMATION

### Problem/Resolution/Procedure

1. Step One: Communicate your concern with the teacher if it is a student/teacher/classroom issue; or the principal if it is an all school issue.
2. Step Two: Talk with the teacher and administrator together if problem is not resolved.
3. Step Three: If you feel it necessary to approach the board following steps 1 and 2, put request/concern/suggestion in writing and address it to the chairman of the school board in care of Anaheim Discovery Christian Schools.
4. Step Four: Wait for a response—*within a week*—keeping in mind that the appropriate manner in which to handle all issues is by following the Matthew 18 principle, one-on-one.
5. Step Five: You can expect a call from the Chairman of the Board.

\*Bear in mind that the board prayerfully considers and makes recommendations in forming all policies and procedures; yet, there is always room for suggestions.

\*As a school family, let's continually strive to work in harmony for the betterment of our students.

## Tardiness

School starts at 8:30A.M. Students arriving later than 8:30 A.M. are considered tardy and must have a written excuse for admittance to class. ***Three unexcused tardies each equal one absence in the student's record.*** Recall that 15 absences results in students being dropped from their classes.

## Visiting the Classroom

Occasionally various individuals wish to visit a particular classroom. In order for the teacher to function most efficiently, it is necessary that appointments be made through the office. Try to give several days notice in advance, if possible, so that the classroom schedule will be maintained, and so that we can work out an appointment that will be meaningful for you. We ask that the person visiting come to the office at the appointed time, then the principal or an assistant will go with you to the classroom.



## **Summer School**

Summer school is available for those students with failing grades, or who would like to improve their skills. International Students who arrive two weeks after normal instruction has begun are required to take summer school. *Every new international student is required to take summer school in the summer following their first academic year at ADCS. They must take the English as a Second Language class offered by the school, no exceptions will be made.*

## **Money at School**

Students are discouraged from bringing a large amount of money and are also discouraged from bringing electronic devices to school. *The school is not responsible for stolen/lost money or physical property.* If for any reason a student needs to bring a substantial amount of money, he/she should turn it in to the financial secretary or office immediately upon his/her arrival.

## **Office Hours**

School business may be transacted from 8:00 A.M. to 4:00 P.M. weekdays. Appointments for a conference with the principal should be made ahead of time in person, by phone, or in writing, to avoid confusion and disappointment.

## **Chapel**

Chapel is held each Thursday. Chapel attendance is mandatory for all students and staff. Parents are invited to attend at any time. The students sing, pray, enter into worship, enjoy Bible study and special speakers. Christian programs are often presented by the various classes. People attending chapel are expected to conform to the school's dress code.

## **Testing**

All students take the Stanford Achievement Tests every year. Please check the school calendar for the testing dates. 11<sup>th</sup> and 12<sup>th</sup> graders also have the opportunity to take the SAT and ACT throughout the year. Please check the School bulletin board or ETS website for details of when and how to sign up.

## **Lost and Found**

It is important that all personal belongings be marked clearly with the student's name so that they may be returned if lost. Every month we have a tremendous amount of unclaimed belongings that we have to dispose of for lack of space. We periodically donate them to a needy cause. This can be eliminated if parents/guardians will put their students' names on everything they bring to school. Please explain to your student the importance of remembering to care for their own things.

## **Lockers**

Every student will be assigned a locker. TWO students will share one locker. Students are responsible for the lock on their locker and maintaining the cleanliness of their locker. Any damage done to the locker or lock must be paid for by the student's parents or guardian. *Occasional locker checks will be performed to teach the students to keep a neat and tidy locker.* Thus administration reserves the right to open any locker at any time. ADCS is not responsible for any lost items placed in student's lockers.

## **Anaheim Discovery Christian Preschool and Elementary School (ADCP/K/1<sup>st</sup>-5<sup>th</sup> Grade)**

We are blessed to have three institutions of learning on campus. The first is the First Southern Baptist Church of Anaheim. The second is the Anaheim Discovery Christian School whose form of educational is traditional and mission based. The third is Anaheim Discovery Preschool/Elementary School. Students from Anaheim Discovery Christian School are not to interact with ADCPE students during school hours nor are they allowed to enter any of the ADCPE rooms without specific permission from a school administrator. *Any interaction violating this rule is punishable by a 1 day suspension and parent/guardian/teacher conference.*

### **New Students**

New students at Anaheim Discovery Christian Schools are accepted on a quarter probationary status. At the end of the quarter, evaluation will be made to verify proper placement of the student. Any new international student that is accepted after the 1<sup>st</sup> quarter of the year may not receive full credit for the year which may result in a delay in graduation.

### **Internet Usage**

The internet is NOT allowed to be accessed by students unless they are given permission by the teachers/staff in their respective classrooms. Permission in one classroom does not constitute permission in a different classroom. If students use this, their devices will be confiscated.

### **Hallways**

Students should not linger in the hallways during passing periods.

### **Phones/Phone Charging**

ADCS is not responsible for any lost or damaged phones. Bringing a phone onto campus is at the student's own risk. Please do not charge your phones on campus unless it is an emergency. **If an emergency phone call to a guardian needs to be made then please come to the office.**

### **Playground**

The playground is off limits to ADCS students during preschool activities. If you really want to go on the swings, please talk to a member of administration.

### **Bag Checks/Belonging Checks**

The administration reserves the right to check on or in any bag/car that is brought on campus. The signing of the student/parent agreement form is indication that this is allowed by the student/parent/guardian.

# **BELL SCHEDULE**

<b>REGULAR</b>		<b>CHAPEL (Most Thursdays)</b>	
1 <sup>st</sup> Period	8:30-9:20 am	1 <sup>st</sup> Period	8:30-9:10 am
2 <sup>nd</sup> Period	9:25-10:10 am	2 <sup>nd</sup> Period	9:15-9:50 am
Break	10:10-10:20 am	Break	9:50-10:05 am
3 <sup>rd</sup> Period	10:20-11:05 am	3 <sup>rd</sup> Period	10:05-10:40 am
4 <sup>th</sup> Period	11:10-11:55 am	4 <sup>th</sup> Period	10:45-11:20 am
Lunch	11:55-12:30 pm	Chapel	11:25-12:15 pm
5 <sup>th</sup> Period	12:35-1:20 pm	Lunch	12:15-1:05 pm
6 <sup>th</sup> Period	1:25-2:10 pm	5 <sup>th</sup> Period	1:05-1:40 pm
7 <sup>th</sup> Period	2:15-3:00 pm	6 <sup>th</sup> Period	1:45-2:20 pm
8 <sup>th</sup> Period	3:00-3:45 pm	7 <sup>th</sup> Period	2:25-3:00 pm
		8 <sup>th</sup> Period	3:00-3:35 pm

# **PARENT/STUDENT AGREEMENT FORM**

I have read, understand, and agree to abide by all the rules and regulations listed here in the 2023-2024 Anaheim Discovery Christian School Student Handbook.

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

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_