



Dayspring Christian Academy
1052 Newport Avenue
South Attleboro, Massachusetts 02703
Telephone: (508) 761-5552

PARENT- STUDENT HANDBOOK

September 2007

Welcome to Dayspring Christian Academy

Dear Parents:

Welcome to our Christian school family. Your child's educational and spiritual development is important to us and we believe that your association with us will be a pleasant and rewarding experience. Our faculty and staff stand ready to help to serve you and your family in any way that we can; so please do not hesitate to ask for assistance or guidance.

This handbook is designed to explain both the policies and regulations of our school, but does not preclude the fact that individual teachers may have additional classroom expectations. We ask that you read the handbook carefully and help your child understand the relevant portions. Each student is expected to follow these rules and be governed by the policies set forth herein. You are asked to sign the Parent Agreement and thereby confirm that you have read, understand, and agree to abide by the contents of this handbook. Should you have any questions or concerns regarding anything in this manual, you may feel free to contact any of the administrators of the school; the principal, or the head of the school board.

You have made a wise decision to provide a Christ-centered education for your child; one which will help to promote Christ-centered living as well as the development of your child's unique God-given gifts, both natural and spiritual. Although parents are their child's primary educators, the objective of the school is to assist them in this educational process. Working together, we plan to help your child learn to make good decisions and to grow in the "Nurture and admonition of the Lord"-Ephesians 6:4. DCA is accountable to God for the time your child is entrusted to our care. Let us agree to pray for one another and to resolve in every situation to demonstrate our Christian love for each other.

In our Master's service,

Dayspring School Committee

*Please note that throughout this document, the following terms are used interchangeably:

Dayspring Christian Academy= DCA

Parent= Parent or Legal Guardian

Administrator= Principal or Headmaster

Table of Contents

History & Mission	5
History	5
Mission Statement	5
Governing Body	5
What We Believe	6
Statement of Faith.....	6
Philosophy of Education.....	6
Basic Educational Goals	8
Relationships	9
General Policies	10
Admissions	10
Financial and Payments	11
Attendance	12
Student Conduct and Discipline	17
General Principles of Student Conduct.....	17
Conduct & Discipline	17
Academic Honesty.....	18
Discipline Policy	19
Probation (conditional status).....	20
Property	22
Dress Code	22
Academics	25
Grading Scale	25
Report Cards.....	25
Parent Conferences	25
Studies	25
Athletics	27
Programs.....	27
Athletic Code of Conduct.....	28
Medical Information	28
Communicable Diseases.....	28
Procedures	29
General Information	32
Calculators	32
Change of Address or Phone Number	32
Closed Campus	32
Child Abuse	33
Christian Leadership Training	33
Disruptive Items	33
Field Trips	33
Fire Drills	34
Fundraising & Solicitations	34
Hallway Traffic	34
Internet.....	34
Accepted Use Policy.....	35
Lost and Found	35
Lunch Program	35
Newsletter/Website.....	36
Nondiscrimination	36
Office Hours	36

Parent Agreement	36
Parent Involvement.....	37
Parties	37
Physical Education	37
Problem Solving	37
School Orientation.....	38
School Pictures	38
School Hours	38
Transportation	38
Telephone Calls and Messages.....	39
Toys.....	39
Valuables	39
Visitors	39
Policy Changes	39

History & Mission

History

The school started as a Community Kindergarten in 1967. Dayspring Christian Academy was birthed in 1981 and has grown to be a strong, academically focused school, serving Preschool to the Grade 8 level. As a regional school, DCA serves families from over 45 cities and towns in Massachusetts and Rhode Island.

DCA is accredited through the Association of Christian Teachers and Schools (ACTS). Dayspring is a member school of the Association for Christian Schools International (ACSI).

Mission Statement

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

DCA is founded upon the firm conviction that Christian Education will make a difference in the lives of children, both now and eternally.

DCA's ministry goals are:

- To provide families within our community a Bible-centered academic education that challenges students to submit to the Lordship of Jesus Christ in thought, word and deed.
- To encourage the student to draw closer to God, and to practice Biblical principles.
- To strive for academic excellence and Biblical knowledge, resulting in the discipleship of others.
- To act as an extension of both the church and home, while remaining a primary institution for learning.

Governing Body

The School Committee for DCA is comprised of the following members: the Senior Pastor of South Attleboro Assembly of God; the DCA administrator; and the church business

administrator, and other select members, as follows. The church body of the South Attleboro Assembly of God elects the following positions at the church's annual business meeting: a chairperson for the school committee, a recording secretary and a member at large. The chairperson of the school committee has the option of appointing members from the South Attleboro Assembly of God church to serve as representatives.

The school committee chairperson represents the committee as a member of the church board of South Attleboro Assembly of God. The church board acts as the general superintendent and gives final approval on all personnel and financial issues.

What We Believe

Statement of Faith

We believe...

- The Bible is the inspired, only infallible, and authoritative Word of God.
- There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death. In His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.
- In the blessed hope - the rapture of the Church at Christ's coming.
- The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- Regeneration by the Holy Spirit is absolutely essential for personal salvation.
- In water baptism by immersion.
- The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- The baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Philosophy of Education

DCA's core philosophy is that the only true education is a Christian education. This premise is based on the fact that solely Christian education deals with all the dimensions of life as viewed from a Biblical perspective.

1. Reality: As the personal and purposeful Creator of the universe, God is the ultimate reality. Reality in education involves helping students come to an experiential knowledge of God.

2. Truth: As Christian educators we take the position that God has revealed Truth to us through Jesus Christ and the Bible (John 14:6; 17:17; 1 Corinthians 2:9-16; Colossians 1:25-27). Revelation has priority over man's reason since man's ability to perceive truth has been affected by the Fall of Mankind.

3. Knowledge and Wisdom: Since there is a disparity between earthly knowledge and wisdom, and spiritual knowledge and wisdom, the Word of God must be the standard by which all knowledge and wisdom are measured (1 Corinthians 1-2; 7:10-16; James 3:13-18). Recognition of this principle is vital to the handling of actual information in the curriculum of the school.

4. Man: Man was created in the spiritual and moral image of God. Sadly, the image has been marred by sin, and that fallen nature has been inherited by all of Adam's descendants. Rather than being inherently good, people are sinners by nature (Romans 3:23) and must be born again (John 3:7) and recreated in God's image through Christ (2 Corinthians 5:17). The Christian teacher will counsel and discipline in a way that recognizes the true nature of the student and will be sensitive to the opportunity to lead unsaved students to Christ.

5. Christian Education: In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, of truth, of knowledge, and of man. The purpose of Christian education is; (1) to reveal God, (2) to bring students into conformity with His revealed will and as such it will be comprehensive and applicable, (3) to teach all academics from a biblical world view.

Comprehensiveness includes the development of the whole man - physically, mentally, morally, spiritually, socially, and culturally.

With regard to its application, Christian education is concerned with both instruction and training. Instruction is primarily mental in character. Training refers to the use of knowledge. Christian education will involve instruction in right thinking, good conduct, and right living in the light of God's Word.

6. Parental Responsibility: The Scriptures teach that parents have the divinely directed responsibility for the Christian nurture of their children and the obligation to keep them from instruction that will cause them to "err" (Deuteronomy 6:7; 31:13; Proverbs 19:27; 22:6; 29:15; 28:7; Matthew 19:14; Ephesians 6:4; 1 Timothy 3:4). Parents are their children's primary educators. Dayspring exists to assist and serve parents in their awesome responsibility of "training up" Christian children.

Basic Educational Goals

Spiritual and moral:

- To teach the Bible as God's inspired Word, while fostering attitudes of love and respect
- To teach the basic doctrines of the Bible
- To lead the student to a decision of confessing Christ as Savior and Lord
- To develop a desire to know and obey the will of God as revealed in the Scriptures
- To equip the student to daily carry out the will of God
- To impart an understanding of the Christian's place in the church as well as the global task of evangelism and discipleship, and to stimulate the student's involvement in this task
- To develop the mind of Christ toward godliness and sin, and how to overcome sin
- To encourage the development of self-discipline and responsibility based on respect for and submission to God and all other authority
- To help in the development of a Christian world view that integrates life and Biblical studies

Personal and social:

- To assist in developing a personality based upon a proper understanding and acceptance of oneself as a unique individual, created in the image of God, with unlimited potential and capabilities
- To promote a mind frame which treats all individuals equally, being made in God's image, and worthy of love and respect
- To prepare the student to be a contributing member of society, realizing dependence on one another and the role of servant hood
- To foster an understanding of time as a God-given gift and the importance of its effective use.
- To exemplify a realistic and Biblical view of life and work, and to provide skills for personal relationships and future endeavors

- To develop both good and proper attitudes toward marriage, the family, and to provide instruction for establishing a God-honoring home
- To promote physical fitness, good health habits, and the wise use of the body as the temple of God
- To impart Biblical attitudes concerning materialism and the use of worldly things for the glorification of God

Academic goals:

- To promote high academic standards for the individual with the mind set that all are uniquely created by God
- To help gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others
- To teach and encourage the use of good study habits
- To cultivate research skills and the process of logical thinking
- To motivate independent study in areas of personal interest
- To develop creative and critical thinking and proper use of Biblical criteria for evaluation
- To promote good citizenship, the understanding of freedom, the respect of human dignity, and the acceptance of authority as outlined in our Christian and American heritage
- To discuss current affairs in all disciplines of life and to relate them to God's plan for man
- To encourage an understanding and appreciation for God's world, one's role in the environment, and the proper use of God-given responsibilities
- To stimulate an appreciation, understanding, and expression of the fine arts

Relationships

Operational values

Honesty – Our relationships and academic performance will be based on honesty and fairness.

Respect – Each person is created in God’s image and therefore will be treated with respect.

Attitude – We will maintain a Christ-like attitude toward one another in all relationships in doing to others as we want done unto us.

Parental responsibilities

- To support the school with financial faithfulness, prayer and cooperation
- To set a Godly example in the home, with church attendance and with Christian service
- To set an example in areas of respect, obedience, responsibility, orderliness, punctuality, and attitude
- To provide adequate nutrition, sleep and rest
- To volunteer at school as opportunities present themselves
- To promote the school in the community, church, and social circles
- To support the policies and disciplines of DCA. If any concerns present themselves, they should be addressed through proper channels, as in Matthew 18, and not discussed in the presence of the student
- To attend all school activities as one is able, with the school orientation being mandatory
- To assure the student arrives on time to school and is picked up in a timely manner

General Policies

Admissions

Dayspring exists to offer education in a Christian environment. Students will be carefully selected with the intent of maintaining a student body which displays high academics and moral standards. Students will be admitted on the following basis:

1. Exemplary character and integrity
2. Good record of school attendance
3. Possession of a positive attitude
4. Academic promise and interest in learning

5. Presence of parental support

Please note that DCA continues to seek a culturally diverse student body which represents various racial and ethnic backgrounds while maintaining our mandate to provide ministry to families who support the Christian faith.

Specific admissions priorities are:

- Children from families who are currently members or adherents of South Attleboro Assembly of God.
- Siblings of those currently enrolled.
- Children whose parents graduated from Dayspring.
- Children with at least one parent who accepts Dayspring's mission, purpose, objectives, policies and Statement of Faith.
- Results of a personal interview with the parents and/or student, results of testing, and/or recommendations concerning character, attitude, and overall potential.
- The mastering of toileting skills.
- Families whose financial accounts are current and paid to date.

Financial and Payments

Dayspring is financed through the tuition paid by families; therefore, continued enrollment of your child in the school is predicated on keeping your account balance up-to-date.

Both tuition and expenses are based on a “full school-year” plan of operation. Tuition costs for students enrolling after the school year has begun will have payments based upon the quarter in which enrolled.

Curriculum/technology fees, registration and student activity fees are non-refundable.

Payment Plans

The curriculum fee is due prior to the new school year on July 1st and the total cost of tuition shall be paid monthly over a ten-month period (August to May).

Any student or family in arrears for 30 days, without prior arrangements, *may* be asked to withdraw from the school. In the event extraordinary circumstances arise, families are urged to contact the DCA principal immediately. Students may not register for the next school year unless all payments for both tuition and aftercare are up to date.

The Principal and Senior Pastor may grant exceptions to this policy on an individual basis.

Transcripts will not be released until all debts are paid in full.

Early Withdrawal

All student withdrawals must be processed through the school office as follows:

- Two week advance notice of student withdrawal
- Completion of a transfer request form
- Payment of all tuition and aftercare debts
- Payments will be pro-rated by quarter – full payment due for the withdrawal quarter

Attendance

School Calendar

A school calendar will be issued to each family prior to the start of the new school year. Important dates and holidays will be noted, with no subsequent reminders (only notices of changes should they be necessary). It is therefore very important that the calendar be adhered to and any changes noted accordingly.

Arrival and Dismissal

Parents are responsible for the student's safety before and after school. For safety purposes, parents are expected to abide by arrival and dismissal procedures, including the adherence to areas of approved parking.

School hours are from 8:00 AM to 2:40 PM. Parents are to deliver students to school no earlier than 7:30 AM, as the school will be closed and no supervision will be available.

Students are to be picked up no later than 2:55 PM, or within 10 minutes of special activities. Those who remain after these set times will be assigned to our extended aftercare program. An additional fee is required for this service. (See Extended Aftercare section for details)

Students are to be under the direct supervision of an adult at all times and are not allowed in restricted areas of the building. If any arrangement differs from the normal student pick up, a written note must be given to the teacher and sent to the office at the start of the day. No students will be dismissed early without prior written notice with a clearly stated reason for early dismissal. No phone messages will be accepted unless it is an emergency. All students will be expected to go home according to the authorized manner. Any exceptions

must be approved through the administrative office.

Attendance Requirements

All children must attend school beginning in September of the calendar year in which he/she attains the age of six. Students must attend school until their 16th birthday. Of course, it is our expectation that all children will attend school through high school graduation. You have selected Dayspring Christian Academy for your child(ren), thus complying with the law that requires enrollment in a public, independent, private, parochial, or home school each year during the period that schools are in session.

Consistency in school attendance is vital to the student's progress and academic success. DCA adheres to the compulsory attendance laws set by the state. Any student with more than thirty (30) absences in the school year may be required to repeat the grade the following year. Parents should contact the school administrator in the event of extenuating circumstances.

Perfect Attendance Award

A perfect attendance award will be given to students who, at the end of each school year, have been present every day with no unexcused tardiness.

Absences

In the event of absences, parents are to contact the school no later than 8:05 AM. Excused absences (extenuating circumstances) are those due to personal illness, illness or death in family, quarantine, or special circumstances approved by the administrator. Students are expected to complete any assignment missed according to the guidelines stated in the homework section of this manual.

Excused Absences

- illness of the student (a doctor's certificate is required for a student absent for more than five days or when an illness or injury has required a visit to the emergency room or hospitalization)
- medical reasons, such as a doctor's appointment
- death in the student's family
- observation of a religious holiday
- court appointment
- school sanctioned absences

Absences due to doctor or dentist appointments will be excused for the duration of the appointment only. Students with such appointments are to be signed in and out by a parent. Parents are encouraged to arrange for routine appointments at times other than regular school hours. All other absences will be considered unexcused (non-extenuating).

Unexcused Absences

Unexcused absences occur when school-aged students are absent from school, with or without parental approval, for reasons such as:

- babysitting
- shopping
- doing errands
- oversleeping
- cutting classes
- extended family vacations (without notifying DCA)

Prearranged Absences

Prearranged absences or vacations not scheduled in the calendar are strongly discouraged. In the event that an extended absence is required, the school office requires a call to be made with a two week advance notice of the absence. A note from home must also be written and placed in the student's file. Once approval has been attained, it is the parent's responsibility to contact the teacher(s), and all class assignments must be obtained from the teacher(s) prior to leaving. Students are encouraged to complete assignments before leaving.

All assignments are due within one week of returning. It is the student's responsibility to submit all assignments and make up all tests. There will be a ten point deduction for each tardy day. Tests are to be made up within one week at the teacher's discretion.

Excuse Notes

If it is necessary for a student to be absent from school, the student must bring a written note upon their return. The excuse will contain the student's full name, teacher's name, dates of absence, reason for the absence, and the parent's signature with phone number. This will be filed with the student's records. An absence not documented with a written excuse will be considered an unexcused absence.

Tardiness

DCA is a commuter school. Students not in their seats by 8:05 AM, and ready to begin school, will be considered tardy. Students arriving late should report to the school office to receive a tardy slip and are required to submit a note, from the parent, detailing the reason for not arriving in a timely manner. The tardy slip is necessary to enter class and must be presented to the teacher. This also applies to Middle School students who arrive late to the next class as a result of classroom changes.

Tardiness to class during the school day, without prior permission, may result in disciplinary action to be determined by the teacher. Repeated tardiness may result in a

penalty that will impact the semester grade in a given class. Beginning with the sixth unexcused tardy, and each thereafter, the penalty may result in school community service to be served by the student and/or the parent.

Tardiness may be excused or unexcused at the discretion of the administration.

Truancy

Truancy is the willful absence from school by a minor (5-18 years of age) with or without approval, parental knowledge or consent. We do not expect this to be a problem at Dayspring Christian Academy. Truancy can be reported by:

- relatives
- neighbors
- parents
- students
- anyone who suspects a truancy

Early Release

DCA will not release students to leave earlier than the regular dismissal time unless the parent contacts the school office, with written notice, to secure the release of the child. Parents must report to the school office to sign out the student. Proper and approved identification may be required before the student is released to persons unfamiliar to school personnel or to a person whose name is not listed in the student's enrollment forms. Students will not be released early on a regular basis.

Parent/Student Responsibilities

- arriving on time to school each day
- attending all classes and homeroom daily
- assuming responsibility for proper behaviors
- coming to school each day ready to learn

Emergency Closings

In the event of inclement weather or an emergency, Dayspring Christian Academy's name will be announced on local radio and TV stations. Please tune into WRKO (680 AM) or WWBB (B101 FM) radio and network TV stations such as WPRI, WJAR, and ABC for no-school announcements. Announcements will also be posted on our website, at www.dayspringag.org and on our voicemail system.

If the Attleboro school system is closed, DCA will also close. However, there may be an occasion when Attleboro remains open and DCA may announce a closing due to inclement, commute conditions. Please listen specifically for DCA's announcements to confirm a closing or delay status. If, as a parent, you feel that the driving conditions are unsafe due to inclement weather and school has not been canceled, please call and notify

the school office. It will be an excused absence.

Bus Dismissal Procedures

1. Bus students will remain with their class and immediately proceed to the designated bus dismissal area at the close of school. Students will be asked to stand in an orderly fashion while waiting for the buses to arrive.
2. Once students leave the building and are dismissed to the bus area, re-entry to the school building will be prohibited.
3. It is requested that no food or drinks be present in the dismissal area, and that all personal items remain in the student's backpack.
4. If a student misses the bus due to improper conduct, the student will be placed in aftercare with applicable charges incurred.
5. If a student misses the bus due to an error on the part of the teacher, the teacher will be responsible for calling the parent and arranging pick-up with the leader in aftercare.
6. If a student chooses not to obey the procedures listed above, the following consequences will transpire:
 - 1st offense– sits or stands in time out areas
 - 2nd offense – issuance of detention
 - Repeated misbehavior may warrant additional consequences.

Extended Aftercare

Extended aftercare is provided for DCA students and requires additional fees that are paid or prepaid monthly. If payments are not current, parents will be asked to forfeit this service.

Extended care begins at 3:00 PM and ends at 5:00 PM for all students. Please note that this service is not available on days where there is early dismissal. Each child picked up any later than 5:00 PM will be charged \$5 per 15 minutes (any portion). Aftercare payments begin at 3:00 PM to allow 10 minutes of extra time for pick-up after school.

Students choosing not to follow directions may be withdrawn from extended care.

Chapel and Local Church Emphasis

The intent of DCA's chapel service is to provide a meaningful worship experience for all students. Attendance is required. Students will often participate and have leadership roles in the weekly services. A few of the goals for these gatherings are:

- To worship God in Spirit and in Truth

- To build school unity and to learn about school rules and routine
- To reinforce important Biblical character traits, allowing the Holy Spirit an opportunity to speak to individuals, to encourage students to rededicate their lives to God, and
- To develop a practical understanding of Biblical principles
- To promote the student's commitment to life-long Bible study
- To accept the Scriptures as a personal moral compass for life and to sense God's calling
- To invest time at the altar in the presence of, and in close communication with God

Chapel services should be characterized by excitement, lively worship, active participation, and anointed messages. Chapel is not intended to replace local church participation, thus, each student is encouraged to demonstrate faithful church attendance and participation.

The chapel day (Wednesday) uniform dress code can be found in the school uniform section of this handbook.

Student Conduct and Discipline

General Principles of Student Conduct

Attending Dayspring Christian Academy is a privilege and not a right. Our goal is to build Christian character and to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship.

Discipline is necessary for the welfare of each student, as well as for the entire school. Teachers and other staff are expected to make and enforce classroom regulations and school policies in a manner consistent with Christian principles as set forth in the Scriptures. Teachers will establish appropriate classroom rules and consequences for their violation. Dayspring expects full cooperation from both student and parents in the education of the student. A student who shows repeated behavioral problems will be dealt with appropriate to the infraction. This is an indication that parents need to take action at home.

Conduct & Discipline

Students are to conduct themselves in a quiet and orderly manner throughout the hallways and during class time. We are to glorify God in our conduct.

One of the most important lessons for any student to learn is how to properly respond to authority. The students must be guided to a proper response to their parents, teachers, and

to God. In order to accomplish this goal, we must set discipline standards that are enforced fairly, consistently, and lovingly.

Since the teacher is the one who works closest with the children, he or she carries the bulk of the discipline responsibility. It is important the teacher work closely with the parents in these matters, and for teachers to contact parents about any problems they have in this area. It is of the utmost importance that parents support the teacher in matters of discipline, and it is equally important that the teacher keep the parent informed of any problems.

Fighting is unacceptable. Students are expected to find someone to help solve problems a better way.

At times, it becomes necessary for the teacher to send the child to the Student Affairs Director. At that time, the child will be counseled with and, if necessary, disciplined further. Actions may include withholding privileges, detentions, suspensions, (and in rare cases) expulsions.

Occasionally there is a child who does not respond to our ministry. If working with the parent(s) does not bring about a marked improvement in the child's conduct, we reserve the right to remove any child from our school at any time. This will only be done in extreme cases, and particularly when the child is a negative influence on other children.

At DCA the emphasis in discipline will always be on love. More than anything else, we want each child to know that he or she is loved. However, love does not necessitate a tolerance of disobedience. Real Godly love sets the highest standard for people that invoke love and good works. This is the goal of all discipline at DCA.

Academic Honesty

We expect honesty of one another in all of our endeavors. Any offense of cheating or plagiarism will result in a zero for the work involved and the student may receive a suspension.

The following statement about plagiarism not only demands honesty and fairness, but also encourages students to accept and appreciate their own ideas and work as valid and worthy.

Any student who presents another person's ideas or work as his or her own is guilty of plagiarism. Plagiarism and cheating includes:

1. Copying from books, from another student's work, or acquiring information electronically from the internet, without noting the source.
2. Preparing an assignment with the help of parents or other students without the teacher's permission.
3. The presentation of someone else's ideas in a paper without the use of footnotes and bibliography.

4. The presentation of another writer's exact words without quotation marks and a footnote.
5. The use or presence of textbooks, class notes, or other information, verbal or written while taking a quiz or test, without the teacher's permission.
6. A student's presentation of another person's homework, lab report, or computer program as his or her own.
7. The use of another person's ideas or work in the preparation of a lab report or computer program without the teacher's permission or without footnoting or otherwise making obvious the source of the information.
8. Any student who provides information or materials to another student without the teacher's permission is as liable to disciplinary action as the student who receives the information.

Discipline Policy

Detention

Detentions are a form of discipline whereby a student is required to remain after school and serve a "quiet" time to reflect on the offense committed. Detentions will be one hour in length and served from the time the student arrives. Detentions will be scheduled the next day following the offence and any changes can only be made through the office of Student Affairs. Failure to serve the detention on the day assigned results in two detentions. All detentions are at the discretion of the teacher or DCA staff personnel. When 3 detentions are served, the fourth will be held on a Saturday morning as an in-service time, as noted below.

Failure to correct the offences of detention will result in being placed on probation and may result in more serious disciplinary action. This action may result in a three hour Saturday morning detention of school community service for which the parent is expected to pay the fee for the proctor.

Detention Offenses

- Talking in class
- Gum chewing
- Tardiness to school or class (5 occurrences)
- Dress code violation (3 occurrences). NOTE: If an outfit is in extreme violation, the student may be sent to the office to wait for a change of clothes from home. In this case, a student will not be permitted back into class until appropriate clothing is available.
- Writing or passing notes in class
- Vandalism
- Profanity or vulgarity
- Inappropriate behavior (roughhousing, rowdiness, physical touching between the sexes, etc.)

- Lying
- Disobedience
- Disrespect
- Forgery of any kind
- Cheating of any kind (includes an automatic zero)
- Failure to return signed detention notice
- Late to or skipping a class
- Stealing
- Gambling
- Racial Slurs
- Harassment – depending upon the severity could result in a more serious disciplinary action.

It is the responsibility of the student to take the detention notice slip home the same day as the infraction occurred, have it signed by a parent and returned to the main office the next day.

Suspension/Expulsion Offenses

If a suspension is issued, a letter stating the violation and length of suspension will be sent home. A suspension will result in a zero for the term of the suspension.

A conference may be set with the student, parents/guardian, teacher, and administration in order to discuss the suspendable offense and the disciplinary action to be taken. The following will result in either an in-school or out of school suspension, or expulsion, at the discretion of the administration:

- Possession of lewd and indecent materials, including the internet
- Threatening behavior
- Defiance of authority
- Fighting
- Insubordination
- Immoral behavior
- Plagiarism
- Truancy
- Cheating on an exam
- Leaving school property without permission
- Possession or use of alcohol, tobacco, controlled substance, etc. on school property or during school functions
- Excessive or repeated violation of detention policy

Probation (conditional status)

Probation is invoked when a student has a serious problem and gives the student an

opportunity to correct this problem. If the student does not improve to a satisfactory level, s/he will be dismissed, or asked to withdraw from DCA. Probation types are described as follows.

A. TYPES OF PROBATION

1. **Academic Probation:** For the next grading period if s/he:

- a. Earns below a "C" in two subjects
- b. Earns below a "C" in Bible
- c. Earns below a "C" in one or more subjects for the semester

2. **Attitude Probation:** For a rebellious spirit (conduct that is detrimental to the staff, students and/or the reputation of the school) that remains unchanged after counseling efforts on the part of teachers and/or administration have proven unsuccessful

3. **Disciplinary Probation:** For continued disobedience to a teacher, staff, or school rules as well as committing a serious breach of conduct inside or outside of school that has an adverse effect upon the school's testimony

Student, parents, teachers, and administration shall sign a probation form indicating all requirements and restrictions while on probation.

B. CONDITIONS OF PROBATION

- Probations shall last for one grading period during which time student's school activities will be limited, not allowing for participation in sports or an extra curricular activities.
- Parents are required to accompany the student on field trips (academic probation not included).
- Any student placed on probation may also be required to attend counseling, student support classes, etc.
- Positions of trust and responsibility will be relinquished for the remainder of the school year.
- Evaluation of the student shall take place at the end of the probation period to determine whether or not the conditions of the probation have been satisfactorily fulfilled. Recommendations may be as follows:
 - Remove the student from probation status.
 - Continue with probation status
 - Dismiss the student or recommend withdrawal from DCA.

A meeting at which the student's evaluation is discussed shall consist of the legal parent, teacher(s) and administration. Decisions to dismiss a student from Dayspring Christian Academy may also include the School Committee.

Property

Books

All non-consumable textbooks (i.e. Saxon math books) are the property of DCA. They are purchased with funds from the Technology & Curriculum. If they are not kept in good condition, it will be the responsibility of the parents to replace them. Consumable books will be purchased by the student and are theirs to keep. Students will be expected to take care of their books.

Lockers and Desks

School lockers and desks are the property of the school and, in addition to periodic inspections, DCA retains the right to open and search them. Magazine clippings and posters are not allowed.

Lockers for Grades 2-8, will be assigned to students at the beginning of the year, with priority given to older students. They are to be used for school supplies, coats, lunch, etc. No food is to be left in them overnight. Besides being kept neat and clean, lockers shall be free of writing and stickers both inside and out. The student occupying the locker is responsible for any damages done to the locker, both inside and out.

Dress Code

DCA adheres to the belief that Christian young people are to be neatly and attractively dressed, reflecting their Christian testimony. Self-discipline results in self-respect, which is characterized by modesty and good taste in personal grooming. It is believed that well-dressed students not only perform better academically, but also display greater courtesy towards others. Toward this end, DCA has developed and maintains a uniform policy. All families are asked to comply with the uniform policy and standard in effect each school year, including the use of approved uniform suppliers. The dress code will be made available each year at the time of registration. This will include the uniform standard and the guidelines for grooming and personal appearance. If questions arise concerning dress and personal grooming, the administration will be happy to offer assistance. All visitors are also expected to comply with the dress code in effect. All students must wear the proper attire as outlined below on the first day of school.

Scriptural support for a dress code may be found in I Timothy 4:12; I Timothy 2:9; Deuteronomy 22:5; 1 Corinthians 11:14-15; I Peter 3:3; and I Corinthians 6:19-20.

All Uniforms

- Shirts must be tucked in and completely buttoned with the exception of the top button and bear the DCA logo.
- White t-shirts are permitted under uniform shirts/blouses ($\frac{3}{4}$ length or long sleeves are prohibited under short-sleeved shirts)
- Pants may not be sagging.

Girls' Uniforms (Simplified)

Any combination of the following:

- Yellow, blue, or navy polo shirt
- Navy or plaid jumper, plaid, navy or khaki skirt.
- Skirts must be no shorter than mid- knee length. Skorts are not acceptable attire.
- Navy v-neck or button-down sweater
- Choice of shoes with socks (no open toe shoes)
- Optional shorts under skirt
- Uniform sweaters
- Uniform pants
- DCA zippered hooded sweatshirts and jackets

Chapel day attire:

- Yellow polo *
- Navy skirt or navy jumper
- Socks and shoes
- Navy uniform pants

Physical education uniform: (To be worn on assigned gym day only.)

- DCA navy sweat pants, DCA navy, mid-knee length gym shorts (only worn during September-October and May-June without sweat pants)
- DCA navy sweat shirt and/or approved DCA t-shirt
- Socks
- Sneakers with non-marking soles

(Students are asked to refrain from wearing jewelry in order to avoid related injuries.)

Additional items to note are:

- Hair should be well groomed and of a normal (natural) color and out of the face. Unusual styles which are not approved with the school office may result in suspension or expulsion.
- No more than two earrings per ear are allowed.
- Body piercing, ear piercing and tattoos are unacceptable.

Boys' Uniforms (Simplified)

All grades may wear any combination of the following:

- Yellow, blue, or navy polo shirts
- Navy, khaki pleated or plain front pants
- Belt
- Navy v-neck sweater
- Choice of shoes with socks (No open toe shoes)
- Uniform sweaters
- DCA zippered hooded sweatshirts or jackets

Chapel day attire:

- Yellow polo *
- Navy slacks
- Belt
- Choice of shoes with socks

Physical education uniform: (To be worn on assigned gym day only.)

- DCA navy sweat pants or DCA navy, mid-knee length shorts (only worn during September-October and May-June without sweat pants)
- DCA navy sweat shirt and/or approved DCA t-shirt
- Socks
- Sneakers with non-marking soles

(Students are asked to refrain from wearing jewelry in order to avoid related injuries.)

Additional items to note:

- Hair is to be well-groomed, of normal (natural) color, out of the face and cut above the ear lobes and off of the collar.
- Unusual hair styles which are not approved with the school office may result in suspension or expulsion.
- Body piercing, ear piercing and tattoos are unacceptable.

Special Activity Dress Code:

(Such as field trips and dress down days)

- School uniforms must be worn to museums, plays, etc.
- Jeans in good condition with no holes
- T-shirts without questionable messages or pictures

NO shorts, tank tops, muscle shirts or sleeveless shirts will be permitted. DCA physical education shorts may be permitted with the principal's approval.

Any violation of the above dress code may result in the student either being kept out of class until correct clothing articles can be provided or, at the discretion of the administration, being sent home. Additional consequences could also be incurred.

Dress down days will be designated for special occasions.

*NOTE: Prior dress code is GRANDFATHERED, meaning that recent changes apply to new students. Current DCA students continue to wear prior chapel dress until worn out.

Academics

Grading Scale

Academic progress is reported on a grading period basis with percentage grades used for all major subjects. The grading scale is as follows:

A+.....97-100	A.....94-96	A-.....90-93
B+.....87-89	B.....84-86	B-.....80-83
C+.....77-79	C.....74-76	C-.....70-73
D+.....67-69	D.....64-66	D-.....60-63
F0-59		

Report Cards

Grades one (K) through eight (8) will receive their report cards at the end of each nine (9) week quarter. They will be sent home at the end of each marking period to be signed by the parent and returned to school within one week. If a report card is lost, the parent should notify the teacher as soon as possible. A fee will be charged for replacement.

Parent Conferences

Parent-teacher conferences are part of the school's reporting process. A two day period for Parent-teacher conferences will be scheduled immediately following the first term. Thereafter, parent(s) may request conferences with the teacher any time throughout the year. It is recommended that parents maintain frequent contact with the teacher.

Impromptu meetings with teachers are highly discouraged. Requested meetings must be scheduled for after school hours.

Studies

Homework

Since homework is an integral part of the school program, and is necessary for academic success at DCA, each teacher is at liberty to give homework to aid the students in advancing in their studies.

Homework assignments may be given every day, and all students are expected to assume

responsibility for completing them and turning them in on time. Students turning in late work may be penalized with grade reductions or, repeated actions of this type may result in the issuance of a detention. Faxed or email homework submittal is not acceptable.

Since homework is tracked by the teacher, if you note that your child is struggling, please inform your child's teacher immediately.

As a general rule, students may receive 15 minutes of homework per grade level per day as follows

1st grade	15 minutes x 1 = 15 minutes of homework per night
2nd grade	15 minutes x 2 = 30 minutes of homework per night
3rd grade	15 minutes x 3 = 45 minutes of homework per night
4th grade	15 minutes x 4 = 60 minutes of homework per night
5th grade	15 minutes x 5 = 75 minutes of homework per night
6th grade	15 minutes x 6 = 90 minutes of homework per night
7th grade	15 minutes x 7 = 105 minutes of homework per night
8th grade	15 minutes x 8 = 120 minutes of homework per night

* Depending on the individual child, more or less time for homework may be needed.

In the event of an absence, it is the responsibility of the student to complete missed homework and assignments due in no more than twice the number of days that were missed (e.g. - if absent two (2) consecutive school days, the student has four (4) days to make-up missed homework and assignments). Full credit will be given unless deadline is missed.

If a student is absent on a day when a test, an assignment or a project is due, s/he will be responsible to submit or complete such work on the day s/he returns.

Homework requests for a child who is home must be requested prior to 10:00 AM and picked up from the classroom teacher at the close of school.

Since homework takes priority, parents are urged to monitor extra curricular activities which might interfere with its completion.

Special or Extra Help

Teachers will schedule particular times for help in subjects with which students are having difficulties. It is the parent or student's responsibility for making arrangements to attend these sessions.

Standardized Testing

Every year standardized tests are administered in grades K-8 to help measure academic progress of students and to evaluate curriculum strengths and weaknesses. These tests are becoming the model used for academic placement in institutions of higher education.

Please follow carefully any instructions provided by the teacher during this critical timeframe.

Study Periods

Certain times in the schedule may be designated as study periods and the student is expected to bring to these sessions materials to study and/or assignments to complete.

Bible Reading Requirements

Students in grades four through eight have a suggested Bible reading schedule which is to be done at home, preferably together with the parent. (NOTE: Choice of Bible version or translation is optional)

Suggested Bible reading requirements for each grade level are listed below:

	Old Testament	New Testament
4 th Grade	Genesis – Deuteronomy	Matthew
5 th Grade	Joshua – Esther	Mark
6 th Grade	Job – Song of Solomon	Luke
7 th Grade	Isaiah – Daniel	John
8 th Grade	Hosea – Malachi	Acts - Revelation

Athletics

Programs

Dayspring offers interscholastic and intramural athletic programs, both of which are open to any student who is qualified to participate. Certain requirements are as follows:

- Prior to participation, the student must have an annual physical with a physician's release on file with the school nurse.
- Additional fees and participation in fundraising activities may be required for some activities.
- Academic eligibility rules are established for different levels of participation, and will be determined by the administration with input from teachers and specialists.

A student who receives detention, suspension, or probation may lose the right to participate in any sport offered.

Athletic Code of Conduct

The main purpose of all programs and activities at DCA is to bring honor to God. By displaying good sportsmanship, our coaches, fans, and teams will present a positive Christian witness. Coaches and administration will provide specific instruction to both players and their parents concerning a code of Christian conduct which will be expected of all participants, both on and off school property. Prayer will precede all practices and games.

Medical Information

Communicable Diseases

Please telephone the school immediately if your child is diagnosed as having either a contagious disease or pests (such as head lice). Your cooperation in this matter will be greatly appreciated.

The Department of Health requires that students with the following conditions be excluded from school for specified periods of time. The return times to school are as follows:

- **Strep Throat, Scarlet Fever, Rheumatic Fever:** 24 hours after medication started and fever is gone
- **Chicken Pox:** when all lesions are crusted and dry (most contagious 1-2 days prior until 5 days after lesions appear)
- **Impetigo:** 24 hours after treatment is begun and no drainage is present; sores are to be covered
- **Hepatitis A:** 7 days after the onset of the illness, and jaundice has disappeared. (Immune Globulin within 2 weeks of exposure can help lessen symptoms).
- **Measles:** 5 days after rash appears (most contagious 4 days prior to 4 days after rash appears) Immunization within 72 hours after exposure can prevent the disease
- **Rubella** (German Measles): 7 days after the rash
- **Influenza:** when symptoms are gone (most contagious 7 days prior to 3 days after). Use of tissue and good hand washing necessary

- **Common cold:** when acute symptoms are gone (most contagious 7 days prior to 3 days after). Use of tissue and good hand washing necessary
- **Head Lice:** when treated and inspection reveals no live nits. Check for nits daily for the next ten days
- **Mumps:** 10 days after swelling has subsided
- **Ringworm:** 24 hours after treatment has begun
- **Scabies:** 24 hours after student and household contact has been treated
- **Conjunctivitis (pink eye):** 24 hours after discharge has ceased or 24 hours after treatment has begun
- **Diphtheria:** 2 negative cultures 24 hours apart at least 48 hours after treatment
- **Pertussis:** 6 days after therapy
- **Infectious Diarrhea:** 24 hours after fever and diarrhea are gone
- **Meningitis:** 2 days after antibiotic therapy has begun
- **Tuberculosis:** 2 weeks after antibiotic therapy has begun

Students infected with any of these diseases must be checked by the school nurse before returning to classes.

Procedures

Health (Immunization) Records

DCA complies fully with the Massachusetts Department of Public Health Immunization requirements for all enrolled students. A Massachusetts Immunization Guideline sheet is available through the school office.

A physical must be on file, completed by the student's physician and submitted to the school, prior to date of entry at Dayspring Christian Academy. Such physicals are required for all students entering pre-school, kindergarten, third grade, and sixth grade.

All immunizations must be current and accompanied by the signature of the student's doctor. The only exceptions to this rule are validated exemptions for religious or medical reasons. If a student's medical records are not in compliance by August 1st, s/he may be excluded from school. If the student's appointment with the doctor falls after this date,

proof of an appointment will be required.

Be sure to notify the school nurse in writing of any changes in health, medication, or allergies should they arise during the school year.

Doctor and dentist appointments should be made after school hours.

Illness During School Hours

If a student becomes ill during the day, s/he may be excused to go home by the nurse or administrator. Before such action is taken, a parent will be contacted by the nurse's office. Since the student will not be released until an authorized adult is available to care for him/her, it is important that the school have the correct and updated telephone numbers of both parent and another emergency contact person.

If, at any time, a parent is out of town and the student will be in someone else's care the school office must be notified in writing. The letter must include the dates the parent will be gone, as well as the names of the person(s) making decisions for the child's care. Please provide the child's height, weight, age and any allergies. Contact information including a destination, and a phone number needs to be provided for the parent, and the caregiver who will be making medical decisions. A parent signature and date is required on any communication.

Medical Emergency Authorization

All students must have a current Medical Emergency Authorization Form on file (found on the back of the Registration Form. These are distributed at the beginning of each school year, and are to be completed and returned to the school immediately.

Medication Policy

Dayspring Christian Academy will always make an effort to administer all medications according to a student's physician order. However, DCA will not be responsible if a child neglects to come to the nurse's office at the appropriate time when said medication is to be administered.

Medication in school may be used only on rare occasions and under the following conditions:

- Any medication that needs to be administered during the school day must be delivered to the school nurse by an adult and must be in its original container.
- Prescription medication must be accompanied by a doctor's order (see nurse for form).

- A parental permission form must be filled out prior to the administering of any medications by the school nurse.
- Students in grade three through eight will be responsible to come to the office during the proper medicine administration time. The school will not be responsible for reminding students in these grades.
- If the medication schedule can be structured around the school day, this accommodation is to be made.
- Non-prescription medicines are not to be carried to school by the student. In the event that a parent anticipates a need for the administration of Tylenol or Ibuprofen, a written note, signed and dated, with the information stipulated above must be sent with the student.
- If the school nurse is to administer a medication, please be reminded that all such medications must be provided by the student's family and these medications must be brought to the school nurse by the parent, with proper instructions.

Student Injury

Aid will be given to students in case of physical injury. In those cases where an injury appears to be serious, the school retains the right to seek professional help, including: ambulance, doctor, and emergency room services. Parents will be notified as soon as possible and will be responsible to pay for the services obtained on the student's behalf.

Head Lice

The Public Health Department requests that you be given the following information regarding head lice at the beginning of every school year:

Since anyone can get head lice, parents should not panic if their child comes home with them. They are spread only by direct contact or sharing personal items (combs, brushes, head coverings, clothing, headphones, bedding or towels) and have nothing to do with cleanliness or poor hygiene. The problem can be easily managed by observing the following treatment for presumed head lice infestation:

Nits (eggs) present:

- Use a pediculicide shampoo, following the package directions, and daily, for the next ten days, manually remove most of the nits using a LiceMeister-type comb which may be purchased at any local pharmacy.
- Launder bedding, pajamas, towels, and any clothing child(ren) has worn over the last two days.
- Check all household members and, if nits are found, treat them as directed above.

Live head lice present:

- Use a pediculicide shampoo, following the package directions.
- Use a LiceMeister-type comb (which may be purchased at any local pharmacy) to thoroughly comb hair.
- Launder bedding, pajamas, towels, and any clothing child(ren) has worn over the last two days.
- Examine the hair daily for the next ten days and use the LiceMeister-type comb to remove any remaining nits.
- Check all household members and, if nits are found, treat them as directed above.
- If live lice persist, a second application of the pediculicide may be needed seven to ten days after the first treatment after which there should be follow-up laundering and nit removal.

If live lice still persist after two treatments, consult your physician for a prescription-strength pediculicide shampoo.

- Obtain, read, understand and follow label directions. **DO NOT OVERTREAT.**
- Comb or manually remove remaining nits.
- Launder bedding, pajamas, towels, and any clothing worn by the child(ren) over the last two days.
- Continue to comb and remove nits over the next ten days.

For more information, please contact the school nurse or refer to the web site:
www.hsph.harvard.edu/headlice.html

General Information

Calculators

Calculators may be used only with the permission of the teacher.

Change of Address or Phone Number

Any changes in address, phone numbers, or work location must be reported to the school office. It is also important that the "emergency location" be current.

Closed Campus

DCA follows a closed campus policy. With the exception of officially approved school activities for which written parental permission is required, students must stay on the school grounds from arrival time until dismissal. A written parental request is required to

leave the campus for any reason.

Child Abuse

The State of Massachusetts requires employees to report any form of suspected child abuse or endangerment.

Christian Leadership Training

Bible classes or chapel may be held daily and every student is expected to participate. The following will be daily practices at DCA:

- Pledge to the American Flag
- Pledge to the Christian Flag
- Bible Reading
- Prayer

Disruptive Items

No radios, pagers, cell phones, cassette tapes, CD players, video games, or other disruptive electronic devices, are allowed at school, school-related activities or field trips.

- For the first violation of this rule, the student will receive a detention and the item will be confiscated and the parent will be required to retrieve it from the school office.
- If there is a second violation, more serious consequences will result and all items will be held until the end of the semester.

Field Trips

Field trips are planned for the educational value of the students. Notes giving details of all trips, together with necessary permission slips, will be sent home. It is essential that parents sign each permission slip and return it to the school. No student will be permitted to go on a trip unless a valid permission slip is on file in the office.

Parents may be invited to participate as chaperones on field trips and should understand that their role is to assist the teacher. It must be understood that the supervision of the students is the responsibility of the teacher who retains full right to exercise authority in the administration of supervisory and disciplinary issues. Students must understand that they are to obey either their teacher or the persons designated to be in charge of their groups. Children not enrolled in the class for which the field trip has been planned are not allowed

to attend.

Students must ride to and from the field trip with the teacher, or have written permission from the administration to deviate from this policy.

Parent involvement may be limited. Parent chaperones must have a background check and be approved by the DCA administration.

Suspensions will affect a student's participation in field trips as follows:

- **One-time suspension:** The student must be accompanied by a parent on any overnight field trip.
- **Multiple suspensions:** The student must be accompanied by a parent on both an overnight or day trip.

Fire Drills

Throughout the year unannounced fire drills will be conducted. When the fire alarm sounds, all persons in the school building must file out in a quiet, orderly fashion with absolutely no talking. All doors must be shut, lights turned off, and students must remain with their classmates at all times. All classes will have "assigned exits" through which they are to pass and as soon as students reach a safe location, the teachers will take attendance. Upon completion of the drill, a signal will be given to reassemble in the classroom. Other safety drills may also be practiced.

Fundraising & Solicitations

All fundraising and solicitation activities must be approved by the Administration and will be monitored and scheduled throughout the year so that students and families will not be overburdened.

Hallway Traffic

Students are expected to pass directly from class to class in an orderly fashion within the allotted transition time, always keeping to the right in hallways and on the stairs. They must not congregate and talk in the hallways, but move directly into their classrooms.

Internet

We are pleased to offer internet service at DCA, which is available for the students and staff, offering vast, unique and diverse resources. The goal in providing this service is

for the promotion of educational excellence. Access and use of the internet may be integrated with schoolwork or as part of work in the computer lab.

DCA takes precautions to guarantee students access only information that is consistent with the goals of our instructional program, and to restrict access to controversial materials. Various filtering and monitoring software is utilized to assure that students have access to only acceptable, study-related information.

Accepted Use Policy

The use of the internet is a privilege, not a right, and inappropriate use will result in the cancellation of such privileges. Students may face suspension and/or other consequences for inappropriate use of computers or violation of the accepted use policy. The student is expected to exercise responsible behavior when using the internet.

Terms of accepted use:

- Students will be polite, and use appropriate language when communicating with others on the internet.
- Use of the internet for non-school related activities is prohibited.
- Students will respect copyright laws.
- Students will respect the computer equipment.
- Students will respect the privacy of others, will not reveal their name, personal address or phone number, or that of other students, or post any pictures of students online.
- Students will not attempt to override security measures and enter controversial or unacceptable sites, or chat rooms.

The administration reserves the right to determine what is, or is not acceptable.

DCA requires that all parents and students sign the “Accepted Computer and Internet Use Policy” and return a copy for the school files.

Lost and Found

Since DCA is not responsible for lost or stolen items, please label all clothing, lunch boxes, supplies, and games. All items will be turned in to the school office, and will be given away if not claimed in a timely fashion.

Lunch Program

It is the responsibility of the parent to provide lunch for his/her child.

DCA has arranged with a lunch service for a daily lunch program, on a pre-ordered basis.

Lunches may be purchased, as desired, on a daily basis. A monthly lunch menu calendar will be available through the office or on our website. Payment for lunch is to be prepaid with the weekly hot lunch order. Participation in the purchased lunch program is not mandatory. Students may bring their own lunches throughout the school year. Additional limited lunches (walk-ups) may be available on a daily basis, at a higher cost. However, DCA encourages limited use of vending machines and healthy choices for lunch opportunity.

It is suggested that students in kindergarten through fifth grade bring snacks for mid-morning break time.

Beverages and food of all types must be eaten in designated areas and are not allowed anywhere else in the school except with the stated permission of the teacher or administrator. Students in 6th through 8th grade may use vending machines during lunch. The administrator reserves the right to make decisions related to lunch policies.

Newsletter/Website

In order to keep parents informed of school events, a newsletter is published periodically throughout the school year. Copies will be available on the school website. DCA has a website: www.dayspringag.org, to provide current information on all aspects of school life. Parents are encouraged to visit the website frequently for latest information, such as event announcements and cancellation information.

Nondiscrimination

DCA does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic, or other school-administered programs.

Office Hours

The school office is open Monday through Friday from 7:30 AM to 3:30 PM.

Parent Agreement

At the time of a student's enrollment, the parent will sign and date a "Parent Agreement" in which s/he agrees to support the stated policies of the school, to cooperate with the school's staff and administration, and to keep financial obligations current.

Parent Involvement

Parents are encouraged to become involved in the school in order that they may better understand both the purpose of the school and its methods of teaching.

Background checks are required for all persons willing to volunteer their services in the school.

DCA maintains an active and supportive parent organization which is service oriented and provides parents and staff with the opportunity to cooperate on numerous social activities that enrich the life of the school. You are urged to attend meetings, support activities and volunteer your services whenever possible.

Parties

With the approval of the administration, parties may be planned at various times throughout the school year. Parents will be asked to furnish various items as well as to help in the supervision of the activities of the students.

Physical Education

Unless legitimately excused, all students are expected to participate in physical education activities. All medical excuses, some of which may require written validation from a doctor, must be on file with the school nurse. In addition, the physical education teacher shall be notified of these excuses as well as any other health-related problems.

Rules for student dress for physical education classes may be found under the dress code policy.

Problem Solving

DCA's approach to problem solving is Biblically-based upon Matthew 18:

- Start with prayerful examination of one's heart and motives.
- Go to the teacher or person involved to discuss the issue and request a meeting.
- If no resolution can be achieved at this point, go to the principal or administrator and request a meeting of all parties.
- If unresolved the issue can be brought to the School Committee through the Chairman. The School Committee may include the Pastor in the final review.

Problems are best solved by first going to the source--not to neighbors, relatives, and friends. In all things, it is important to keep the unity of the Holy Spirit. Using a biblical pattern and following His guidance will keep the school family strong and growing.

School Orientation

School orientation is a mandatory meeting which is held during the first week of school. Upon arrival, all families will receive a Parent/Student Handbook. It includes a Parent Agreement that confirms that the Handbook has been read, understood, reviewed with the child, and its contents agreed upon. Should there be any concerns with the contents of the Parent/Student Handbook, please contact the school administration for clarification.

School Pictures

Since student pictures will be taken during the fall semester, parents are asked to check the school calendar. Detailed information will be sent home with the students. These pictures will be used for inclusion in the yearbook and may also be purchased. Parents wishing to place orders should note that payments for pictures are due on the day they are taken.

School Hours

School begins promptly at 8:00 AM, in their classroom. Supervision will be provided for students thirty (30) minutes before starting time and fifteen (15) minutes after dismissal. During times of supervision, the student is the responsibility of DCA and the school retains the authority to assign rooms or locations, supervise homework, and discipline all students.

Pick-up time after school or any of its special activities is within ten (15) minutes of dismissal. Parents who arrive later than this should note that students who remain beyond these set times will be assigned to the extended aftercare program, for which an additional fee is required. Before being released, the student must be signed out of the program.

All children in the aftercare program are to be picked up by 5:00 PM. A late fee of \$5.00 will be charged for every fifteen (15) minutes and/or any portion thereof.

Transportation

DCA is a commuter school. Plan to be early.

Parents are responsible for transporting their children to and from school. If car pools are often formed by parents who live in the same vicinity, the financial arrangements for such transportation are to be made between parents and drivers.

The school office will endeavor to assist parents by providing the names of students from the same geographical area who could commute together.

Students who reside in the City of Attleboro will be allowed to ride the city's school

transportation. Contact the school office for more information.

Telephone Calls and Messages

All telephone calls and messages to students or teachers must be directed to the school office. Please note the following:

- No student or teacher will be called out of class except in the case of an emergency.
- Forgotten books and homework are not viewed as emergencies.
- The administration or teachers will determine if any call is necessary.

Toys

Students may not bring to school items that are harmful to others or a hindrance to learning. Such items could include radios, tape or CD players, Gameboys, musical instruments, pets, games, playing cards, comic books, magazines, toy guns and knives, martial arts weapons or any other toy. These rules also apply at any other school-related activities and on all school transportation. The administration reserves the right to make final decisions concerning all toys.

Valuables

While the school deems it unwise for students to bring valuable items to school, it does not absolutely forbid it except in the case of large amounts of money.

Should any student choose to bring valuables to school, his/her name should be placed on it so that, if lost, it can be returned to the proper person. Money being sent in for any purpose should be in a sealed envelope with the child's name and purpose for the payment.

Visitors

Visitors are welcome at any time during the school year; this includes students from other schools who have written permission from their parents as well as approval from the DCA administration. All visitors, including parents, must sign in at the office, receive a visitor's badge, and be subject to the security policies of the school. When leaving the school, they are to sign out and return the badge.

Policy Changes

NOTE: The DCA School Committee and Administration reserve the right to change, modify and/or amend this handbook and the policies herein. Proper notification of any changes will be made to the DCA community as they occur.