



# DAYSRING

CHRISTIAN ACADEMY

PARENT- STUDENT  
HANDBOOK  
2016-2017

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

## **Welcome to Dayspring Christian Academy**

Dear Parents:

Welcome to the Dayspring Christian Academy (DCA) family. Your child's educational and spiritual development is important to us and we believe that your partnership with DCA will be a blessing to your family. The DCA 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 the DCA policies and procedures, but does not preclude the fact that individual teachers may have additional classroom expectations. Please read this 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 handbook, please contact the school office.

You have made a wise decision to provide a Christ-centered education for your child. A Christian education at DCA will help to promote a Biblical worldview in your child and development your child's unique God-given gifts and talents. While parents are their child's primary educators, the objective of DCA is to partner with parents in this educational process. Working together, your child will grow in the "Nurture and admonition of the Lord"-Ephesians 6:4. DCA is accountable to God for the time your child is here. Let us agree to pray for one another and to resolve every situation to demonstrate our Christian love for each other.

In Christ,  
Mr. Detty  
DCA Administrator

\*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

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# History & Foundation

## **History**

In 1967, a community Kindergarten program was created at the South Attleboro Assembly of God. Dayspring Christian Academy was later birthed in 1981 and has grown to be a strong, academically focused school. DCA currently serves students with a daycare, pre-school, and in grades kindergarten through 12<sup>th</sup> grade. As a regional school, DCA serves families from over 35 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 of Christian Schools International (ACSI).

## **DCA POSITIONAL FOUNDATION**

### **PURPOSE**

Dayspring Christian Academy (DCA) is a ministry of the South Attleboro Assembly of God Church and is dedicated to educating and training students to know and live their lives for Jesus Christ. DCA has been called of God to partner with parents who desire a Christian education for their child/children.

DCA is purposed to establishing relationships within the local communities as an effort to make a positive impact for Christ.

DCA is purposed to advance the Kingdom of God. This key aspect is accomplished with intentional efforts, in coordination with the South Attleboro Assembly of God Church, to spread the Gospel of Jesus Christ, first to the students and families of the school, and then to the area communities and its people.

DCA exists to:

- Glorify God in every aspect of the school's ministry
- Lead students to know Jesus as their Lord and Savior
- Teach students to honor God with a Christ-like character
- Provide a safe God-honoring environment conducive to a student's spiritual growth
- Be a positive influence for Christ in area communities
- Build the Kingdom of God in the greater South Attleboro area
- Offer a quality education that prepares students for success in the future that God has planned for them

### **Purpose Statement**

Dayspring Christian Academy exists to glorify God by leading students to a personal knowledge of Jesus Christ and to prepare them academically and spiritually for the future God has planned for them.

## **MISSION**

Dayspring Christian Academy's mission is to Glorify God in every aspect of the school's operation on a daily basis. DCA will seek to accomplish this mission by:

- Integrating Biblical principles into every subject taught
- Supporting, promoting, and providing opportunities for spiritual development
- Following a Biblically based discipline plan
- Developing, maintaining, and implementing a scriptural accountability program for school staff members and students
- Encouraging and providing opportunity for the professional development of school staff members

Dayspring Christian Academy seeks to partner with its families and area communities. DCA will seek to accomplish this mission by:

- Extending an invitation to parents to any and all school functions
- Providing parents' access to and encouraging communication with their child's teacher and the administration of the school
- Offering parents and members of the community opportunities to participate in the educational process
- Seeking opportunities of partnership with parents, area churches, community businesses, and organizations
- Encouraging parents, area churches, community businesses, and organizations to support DCA activities and fundraisers

Dayspring Christian Academy seeks to provide a high quality education from the perspective of a Biblical worldview (a point of view or perspective that is based on Biblical standards). DCA will seek to accomplish this mission by:

- Using academically sound Biblically-based curriculum
- Teaching students age-appropriate critical thinking
- Seeking methods to further improve communication between school staff and families
- Employing highly qualified and certified teachers in the classroom
- Providing a meaningful and relevant spiritual program

Dayspring Christian Academy seeks to prepare students to impact their culture and their communities for Jesus Christ. DCA will seek to accomplish this mission by:

- Employing a dedicated staff of believers in Christ who model Christ-like attitudes and behavior
- Utilizing curriculums and teaching methods that are taught from a Biblical worldview
- Teaching students about Christ's offer of salvation and giving students the opportunity to choose to place their faith in Him
- Teaching students how to share their faith in Christ with others
- Implementing programs with an intentional and purposed spiritual emphasis
- Expecting staff, students, and parents to attempt to honor God in all ways
- Teaching students the importance of being a Christ-like servant leader by offering them community service and mission opportunities

### **Mission Statement**

Dayspring Christian Academy will partner with families to provide a high quality Christian education taught within the context of a Biblical worldview, and will follow the guidance of the Holy Spirit to equip students to impact their communities for Jesus Christ.

## VISION

Dayspring Christian Academy is committed to a sustainable growth level in all areas of school operation that does not alter the quality of education, the culture and attitude of family, and is committed to teaching and operating within the context of a Biblical worldview. The ten-year plan strategic plan to fulfill this commitment will serve to guide the process of implementing the goals established to achieve the vision God has given for DCA.

In an attempt to be good stewards, the desirable strategy for growth is to maximize the fullest potential of the facilities before considering new facility construction or growth beyond the current property limitations. All growth, both short and long term, will remain dependent upon the Lord's provision, the school's financial status, and the existing school program obligations. The primary vision and goal of growth at DCA is to build God's Kingdom as He directs. The secondary vision and goal is to meet the needs of area parents who wish to partner with a Christian school in educating their children within the context of a Biblical worldview. As the local communities grow and change, DCA will seek to grow with it at a sustainable rate, and be an accurate reflection of the area communities.

### Vision Statement

Dayspring Christian Academy is committed to growth that allows the school to offer area parents a high quality Christian school option that prepares students to influence their culture for Christ, allows South Attleboro Assembly of God Church and Dayspring Christian Academy the ability to increase the impact for Christ in the surrounding communities, and building the Kingdom of God in the greater South Attleboro area.

## PHILOSOPHY OF EDUCATION

DCA seeks to offer parents a positive alternative to secular education. The faculty, staff, and administration at DCA recognizes the need to provide a high quality education, both spiritually and academically. With this realization, DCA seeks to provide a quality and challenging academic education taught from a Biblical worldview. The core philosophy of education at DCA is founded on a Biblical worldview. Thus, it is the philosophy at DCA that a complete education can only be obtained when taught from a Biblical worldview. The following are the pillars of the DCA philosophy of education.

1. **The ministry of teaching:** DCA promotes the belief that teaching is a ministry to students and their families. The act of ministering involves addressing more than simply teaching academic subjects.
2. **Ministering to the whole child:** This method of ministering/teaching involves a comprehensive approach to address the development of the whole child physically, mentally, emotionally, morally, spiritually, socially, and culturally.
3. **Tripod approach:** DCA believes in a coordinated educational effort that involves the home, the school, and the church working together for the good of the student. The focus of this effort is on the core belief that Jesus Christ is the central aspect in all learning and living. All knowledge and academic subjects are to be evaluated in light of God's Word, including all extra-curricular activities.
4. **Character training:** DCA considers character training, respect, and obedience to be crucial in the cultivation of self-discipline, which is essential to the emotional, mental, physical, social, and spiritual well-being of the student.
5. **Authority and discipline:** DCA believes that the teacher/adult authority figure is to be respected by all students. When necessary, authority figures at DCA understand that discipline is to be administered fairly, firmly, and lovingly. In an effort to minimize the need for disciplinary measures, DCA will strive to instill in each student a love God and others, obedience to God and the authorities He establishes, and a desire to choose that which is righteous and good in God's sight. This will equip them for their individual role in God's plan for their lives, and for their place in society.
6. **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.
7. **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.
8. **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.

## **STATEMENT OF FAITH**

1. DCA believes that the Bible is the inspired and only infallible and authoritative written Word of God.
2. DCA believes in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
3. DCA believes that Jesus Christ was the only begotten Son of God the Father, conceived by the Holy Spirit, born of the virgin Mary, lived a sinless life, is both God and man, and will one day return to Earth.
4. DCA believes that man was created in the image of God, that he sinned, and thereby incurred, not only physical death, but also spiritual death (which is separation from God), and that all human beings are born with a sinful nature.
5. DCA believes that the Lord Jesus Christ died for the sins of all people, according to the scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him as their Lord and Savior, are justified on the grounds of His shed blood.
6. DCA believes in the resurrection of the crucified body of our Lord, His ascension into Heaven, and in His personal future return to Earth in power and glory.
7. DCA believes in the sanctifying power of the Holy Spirit, by whose indwelling, a true believer in Jesus is enabled to live a holy life.
8. DCA believes that all, who by faith, receives the Lord Jesus Christ as Lord and Savior are born again, and thereby become children of God.
9. DCA believes a final judgment in which those who have believed in Jesus as Lord and Savior will inherit eternal life in Heaven, and in which those who have not believed in Jesus will inherit an eternal separation from God.
10. DCA believes in water baptism as an outward sign of a belief in Jesus as Lord and Savior.

## **CORE VALUES**

The following are the Biblical values taught at DCA in all areas of school life, both academic and extra-curricular:

1. Students are to respect authority and must demonstrate that respect in their words, actions, and attitudes.
2. The Bible is taught as a core subject and is essential to the academic curriculum.
3. Parents have the prime responsibility for the education of their children, and the Christian school exists to assist, not replace, parents meet that responsibility.
4. Students need to learn how to process information, apply age-appropriate critical thinking, and think within the context of a Biblical worldview.
5. Staff and students are committed to academic and spiritual excellence, striving to maximize each student's God-given potential.
6. Staff and Students are to be involved in fulfilling the Great Commission (Matthew 28:19,20) via community service and mission opportunities.
7. Christian education provides a means of evangelizing, nurturing, and disciplining students for a life of service to God and society.

## **POSITION STATEMENT**

Dayspring Christian Academy is open to students and their families who come from a wide range of experiences and belief in God. Nevertheless, there are some Biblical topics that may be covered at DCA which are not universally agreed upon by all, even in the Christian church. These topics are the result of how the South Attleboro Assembly of God/Dayspring Christian Academy interpret Scripture. DCA desires that you, as parents of DCA students, be aware of the position the school takes in the four areas mentioned below.

DCA takes the following stance in these specific areas:

1. DCA interprets Scripture to teach Biblical creation over evolution. Genesis 1:1, Romans 1:19-25, Psalm 100:3
2. DCA interprets Scripture to support the sanctity of life, including life of an unborn child. Psalm 139:13, Jeremiah 1:5, Luke 1:15, 44
3. DCA interprets Scripture to approve of sexual activity only in a marital relationship between a husband (male) and a wife (female). Exodus 20:14, Galatians 5, Galatians 5:19, I Corinthians 6:18, Leviticus 18:22, Romans 1:27
4. DCA interprets Scripture to be in opposition to various forms of teaching that are considered “worldly” from a Biblical perspective. A “worldly” teaching perspective formulates from a philosophy that views all academic subjects, and life in general, from a perspective that eliminates God from His position as creator and supreme authority on all subjects. This also includes teachings that instruct people to obtain special revelations, insights or knowledge through the use of spirits, séances, horoscopes, Ouija boards, prisms, crystal balls, metaphysical techniques, imaging, and other similar means. Lev. 19:31, Col 2:8, I John 4:1, Rev. 22:18

## **GOALS**

The goals for DCA include, but are not limited to the following:

1. To encourage each student to receive Jesus Christ as their personal Lord and Savior.
2. To foster in students a desire to seek, know, and obey God’s will for their lives.
3. To develop in each student a Biblical worldview.
4. To encourage and equip students to live a life of personal holiness before the Lord, a self-disciplined life, and a respect for and submission to the authority of God and for those He places in positions of authority.
5. To teach the basic Biblical doctrines and principles as articulated in the DCA Statement of Faith.
6. To cultivate in each student 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 God-given gifts, talents, and abilities.
7. To prepare students to be a contributing member of society that impacts their culture and generation for Christ.
8. To teach a proper Scriptural attitude toward marriage, family, and how to establish a God-honoring home.
9. To promote physical fitness, good healthy habits, and the wise use of the body as the temple of God.
10. To function as a partner with parents, aiding them in their Biblical responsibility of training a child to know, love, and obey God.
11. To purposefully and effectively integrate Biblical principles into every subject, extra-curricular activity, and all learning experiences.
12. To strive toward excellence in all academic subjects.
13. To teach and encourage the use of good study habits, research skills, and the process of logical thinking.
14. To offer students the opportunity to develop and excel in extra-curricular areas such as athletics, fine arts, and academic competitions.

# General Policies (All School)

## **ADMISSION POLICY AND PROCEDURE**

### **GENERAL POLICY**

Admission to Dayspring Christian Academy (DCA) is based on the following criteria:

- The student and the family must demonstrate a desire to receive an education that is built upon an openly evangelical Christian perspective that asserts the lordship of Jesus Christ in everyday living and the authority of Scripture to establish moral guidelines for righteous living.
- The student must demonstrate academic competence as indicated by previous grades, achievement tests, and placement tests used to determine grade level performance. The school must determine if it can provide a program and environment that will meet the student's academic needs and develop the student's academic potential.
- The student and the family must give evidence of a willingness to submit to the policies and procedures of DCA.
- Students who have had disciplinary problems, have had a suspension or expulsion from other schools or who have more than one failing grade on their most recent report card will not normally be admitted to DCA.

DCA admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, national and ethnic origin in administration of its educational policies, athletic and other school-administered programs.

### **APPLICATION PROCEDURE**

To seek admission to DCA, please adhere to the following guidelines:

1. Fill out an application in its entirety, leaving no questions blank.
2. Give the Pastoral Reference Form to a pastor, elder, or other recognized leader in the local church you attend, as applicable. The completed form should be faxed or mailed directly to the admissions coordinator by the reviewer, NOT delivered by the applicant. A pastoral reference is required from a pastor for each student applying to DCA.
3. Elementary school applicants: Give one Teacher Recommendation Form to a current teacher for each applicant. Middle school applicants: Teacher Recommendation Forms must be given to three current academic teachers and/or administrator. The completed form(s) should be faxed or mailed directly to the admissions coordinator by the reviewer, NOT delivered by the applicant.
4. Submit the following required information to the admissions coordinator:
  - Completed application with student photograph, including the signed Application Checklist, written personal testimony of Christian parents, written personal testimony of student if entering 6<sup>th</sup>-12<sup>th</sup> grades, along with the signed Agreement of Cooperation, Publishing Consent Form, Grievance Covenant, Doctrinal Statement of Faith, Student Code of Conduct and Internet Usage Agreement (MS & HS only), Tuition Agreement and Authorization of Release of Records,
  - Current immunization records (or Conscientious Objection Form, notarized), and three DCA medical forms
  - Certified copy of your child's official birth certificate and a copy of their Social Security card,
  - Current year academic records (most recent report card, plus two full years of academic records and standardized test scores, and official transcript for all high school applicants, and the
  - \$100.00 non-refundable/non-transferable application fee.

5. Families who have a financial obligation/indebtedness to another school may be denied admission to DCA.
6. Students having been expelled, under suspension at another school, or who have discipline issues at another school are not normally eligible to enroll at DCA. It is preferred that such a student return to their school as soon as possible, placing themselves under the school's authority, only after submission, reconciliation, and a heart change has taken place may a student apply to DCA.
7. DCA is an open enrollment school, meaning that a family wanting to enroll their child at DCA may do so with or without a Christian testimony; however, they must respect our goal to create a uniquely Christian and spiritual environment and agree to abide by all school policies and procedures. DCA reserves the right and sole discretion to refuse admission of an applicant, or discontinue enrollment of a student if the attitude, activities, conduct, or lifestyle of the student or family are counter to, or are in opposition to God's word, the school's philosophy, mission, or purpose.
8. A prospective student who does not want to attend DCA or who has a resistant spirit regarding attending DCA will not be accepted.
9. Enrollment of new 8<sup>th</sup> grade students at the beginning of the year, is normally limited to students relocating to the area and who are transferring from a Christian school with good references and grades. The only exception would be a Christian family relocating from an area where no Christian school is available.
10. All 12<sup>th</sup> grade students must start the school year at DCA. Local students may not transfer in to the 12<sup>th</sup> grade at DCA mid-year. The only exception would be students relocating to the area and transferring from another Christian School whose credits align with the DCA academic plan.
11. DCA adheres to the following guidelines for entrance age into Pre-school and Kindergarten. A student must be at least three (3) years of age by August 31<sup>st</sup> for the three (3) year old pre-school class. A student must be at least four (4) years of age by August 31<sup>st</sup> for the four (4) year old pre-school class. A student must be at least five (5) years of age by August 31<sup>st</sup> for the kindergarten class.
12. Upon review of the application, those who qualify for admission will be contacted for a personal interview with the principal. Both parents and the prospective student(s) are required to attend. Placement testing is required of all applicants, and will be done at this time (if it has not already been done on a student shadowing or visitation day).
13. Upon acceptance of your student to DCA, the \$200 enrollment fee and enrollment documents must be returned to the office promptly to secure a place for the applicant.

## **ENROLLMENT**

Upon acceptance, an enrollment packet will be provided detailing the financial arrangements and documentation that must be completed. A student is not considered enrolled, and a place will not be secured in a class, until all required fees are paid, all documents are completed and signed, and all immunizations are current and on file.

## **ACCREDITATION**

DCA is fully accredited with the Association of Christian Teachers and Schools (ACTS) and is a member of the Association of Christian Schools International (ACSI).

## **TRANSFER STUDENTS**

### ***High School Transfer Students:***

When considering a transfer student for enrollment, a determination must be made whether DCA can meet the course and graduation requirements of the individual student within an acceptable time frame. If the school is unable to meet the course requirements for graduation within an acceptable time frame the student may not be accepted.

The administration will determine if previous course work will be given credit and if credit is given whether the grade for that course will be included in the student's GPA. Course work from a recognized accredited school is

usually given credit and included in the GPA. Credit for course work from home school, non-traditional and/or a non-accredited school is determined on an individual basis. DCA will follow its guidelines for use of courses in determining a student's GPA regardless of the previous school's criteria.

When a student transfers to DCA during a grading period (9 week quarter) the grades the student brings with him/her (the withdrawal grades from the previous school in the courses equivalent to DCA courses) will be averaged with the grades the student earns that quarter at DCA using a proportion of the student's attendance at each school to determine the weight each grade will contribute to the overall quarter's average. For example: a student who attends a public school 4 weeks and DCA 5 weeks of a 9 week quarter will have 4/9's of the math grade at the public school combined with 5/9's of the math grade at DCA to get the 9 week average. Therefore, it is important that a student maintain his/her grades at the school even when a transfer is anticipated.

### ***Home School Students:***

The acceptance of home school courses for high school credit will be at the discretion of the administration after evaluation of the student through placement testing and/or the examination of the student's course work. Home school courses from acceptable home school curriculum providers, may be accepted for credit only but not included in the student's GPA. In order to be placed in grade level classes a score indicating mastery in the subject area is required.

## **LEARNING DIFFERENCES**

Students who have current documentation on file for identified learning differences, diagnosed by a licensed diagnostician or a licensed medical professional, may or may not be considered for enrollment. Admission for students with learning disabilities will greatly depend on the diagnosis, accommodations that are required, and the school's ability to meet those accommodations. Due to staff and funding limitations, DCA is not equipped to handle implementation of a full Individual Education Plan (IEP). Some accommodations may be implemented. Decisions on the implementation of any accommodation will be made on an individual basis.

## **STUDENT ACADEMIC AND BEHAVIORAL PROBATION**

Academic and behavioral probation is invoked for all new students or when a student has a serious academic or behavioral problem. It is intended as a period of evaluation for the first nine weeks of school to determine a smooth transition for the student, and or to coordinate with the parents and student a mutual effort to correct the academic or behavioral deficiency. Academic/behavioral probation will be extended for new students under the following circumstances:

- a. When academic and or behavioral records for the first nine weeks are unsatisfactory
- b. When students have demonstrated significant academic and or behavioral deficiency that need a longer duration of time to overcome. Students placed on academic probation may be prohibited from participation in extracurricular activities.
- c. The administration reserves the right to place any appropriate academic and or behavioral restrictions on a student where it is deemed necessary for the student to succeed at DCA.

## **REVERSAL OF ACCEPTANCE**

In general, there are two circumstances that can cause the school to reverse a prior decision to accept a student.

One, there is evidence that information provided the school has been falsified. In the event that an obvious attempt has been made to gain acceptance by falsifying information, the student will not be permitted to attend school even if a prior acceptance has been granted. This includes information obtained from written records, as well as, from verbal comments made during interviews.

Two, a student fails to show up for the first day of school and no contact with the school has been made to account for the absence. If a student is absent for five (5) days without the family giving notification to the school, the student may be removed from the school and the space given to another student.

# **FINANCIAL COMMITMENT AND PAYMENTS**

## **GENERAL FINANCIAL POLICY**

Dayspring is financed through the tuition paid by families. Therefore, continued enrollment of your child in the school is predicated on a commitment to the school year and 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. Additionally, once a student has started any part of a semester, the tuition obligation will be for payment of the entire semester. Should a student, for any reason (including administrative withdraw), withdraw prior to the end of a semester, the tuition obligation for the entire semester will be enforced.

## **PAYMENT PLANS**

An initial deposit for the new school year is due by July 1<sup>st</sup>. The total cost of tuition shall be paid monthly over a ten-month period (August to May) through the offered tuition management system (FACTS). A full payment option is also offered. Full payments must be received by August 1<sup>st</sup> to receive the paid-in-full (PIF) discount.

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 administrator immediately. Students may not start the next school year unless all payments for both tuition and aftercare are up to date.

The Administrator and School Committee Chair may grant exceptions to this policy on an individual basis.

Transcripts, report cards and/or electronic access to records will not be released until all debts are paid in full. A transcript fee will be charged.

## **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
- Forfeiture of and complete repayment of financial aid.

## **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 2:45 PM. Parents are to deliver students to school no earlier than 7:30 AM. Students delivered earlier than 7:30 AM will be charged a \$5.00 per family per day fee, payable on arrival unless another arrangement is made.

Students are to be picked up no later than 3:00 PM, or within 10 minutes of special activities. Those who remain after these set times will be signed in to our 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 or phone notice with a clearly stated reason for early dismissal. All students will be expected to go home according to the authorized manner. Any exceptions must be approved through the administrative office.

Students who stay for after school activities are under the supervision of the specific teacher in charge. He/she is responsible for proper dismissal.

## **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(s). Any student with more than seven (7) absences per quarter and/or twenty eight (28) absences per school year may be required to repeat the grade the following year. They will be reported to the appropriate state authorities. Parents should contact the school administrator in the event of extenuating circumstances.

## **PERFECT ATTENDANCE AWARD**

A perfect attendance award may be given to students who, at the end of each school year, have been present every day with no absences (whole or half days) or unexcused tardiness.

## **ABSENCES**

In the event of absences, parents are to contact the school, by calling (508) 761-5552 x1100, no later than 8:00 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. Multiple tardies and early release will accrue and be added to absences.

## **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 (with documentation)
- 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, provided a doctor's note is presented to the office. Students with such appointments are to be checked in and out, at the office, 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. All assignments are due within one week of returning. Failure to complete assignments will affect the grade.

## **TARDINESS**

DCA is a commuter school. Students not in their seats by 8:00 AM, and ready to begin school, will be considered tardy. Students arriving late should report to the office to be checked in.

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

Repeated tardiness, beginning with the fourth unexcused tardy in each semester, will result in a penalty that will impact the semester grade in a given class. Multiple tardies and early release will accrue and be added to absences.

Tardiness may be excused or unexcused at the discretion of the administration. Excused tardies are doctor/dentist appointments, with a note from their office, upon arrival at school.

## **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.

## **EARLY RELEASE**

Parents must report to the school office for release of 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. Students will not be allowed early release after 2:15 PM

## **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](http://www.dayspringag.org), RenWeb portals, and notification by phone will be made by our Parent Alert System.

Typically, if the Attleboro school system is closed, DCA will also close. Look for the specific Dayspring Christian Academy public notice. However, there may be an occasion when Attleboro remains open and DCA may announce a closing due to inclement, commute conditions. Again, 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 may 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 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.

## **AFTER-CARE**

After-care 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.

After-care begins at 3:00 PM and ends at 6:00 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 6:00 PM will be charged \$10.00 per 15 minutes (any portion). After-care charges begin at 3:00 PM.

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.

## 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 appropriately.

### **CONDUCT AND 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 that the teacher and parent stay in close communication toward resolution on such matters.

Fighting or bullying, in any form, are unacceptable. NO physical contact, with the intent of inflicting intentional harm, is permitted.

At times, it becomes necessary for the teacher to send the child to the Administrator. 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 for MS and half hour for elementary. Detentions will be held on the next scheduled detention 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, a Saturday morning detention may be required.

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 two hour Saturday morning detention of school community service for which the parent is expected to pay the \$20.00 fee for the proctor.

### **DETENTION OFFENSES**

- Talking in class
- Gum chewing
- Tardiness to school or class caused by the student (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
- Skipping a class
- Stealing
- Gambling
- Racial Slurs
- Harassment – depending upon the severity could result in a more serious disciplinary action
- Bullying
- Other infractions determined by school authorities.

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 the parent will be notified and a letter stating the violation and length of suspension will be sent home. A suspension will result in a zero for academic work during the suspension period.

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**

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 in question, if he/she earns below a "D" in two subjects, and/or "fails" one or more subjects.

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.

## **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 extracurricular activities.
- Students on behavioral or attitudinal probation are not permitted on field trips.
- Students on behavioral or attitudinal probation are not permitted to participate in extra-curricular activities.
- Any student placed on probation may also be required to attend counseling, student support classes, etc.
- Positions of leadership, trust, or 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 after the probation status has been served may be as follows:

- Remove the student from probation status.
- Continue with probation status for an additional quarter
- Dismiss the student or recommend withdrawal from DCA.

A meeting at which the student's evaluation is discussed shall consist of the parent/legal guardian, teacher(s), and administration.

## **PROPERTY**

### **BOOKS**

All non-consumable textbooks are the property of DCA. If they are not kept in good condition, it will be the responsibility of the parents to replace them, at cost. 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. Inappropriate magazine clippings and posters are not allowed.

Lockers for Grades 1-12, 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 (All School - Except Where Noted)

DCA adheres to the belief that Christian young people are to be modestly and neatly dressed, positively reflecting their Christian testimony. Uniforms help to cultivate self-discipline which 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. Uniforms help to eliminate competition due to outward appearance and affluence. This also has the effect of de-emphasizing outward appearance and emphasizing the importance of inner beauty.

To this end, DCA has developed and maintains a uniform policy. All families are asked to comply with the uniform policy and standards in effect each school year, including the use of approved uniform suppliers. The uniform code will be made available each year during the enrollment season. This will include the uniform standards 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; I Corinthians 11:14-15; I Peter 3:3; and I Corinthians 6:19-20.

## **ALL UNIFORMS**

- All DCA uniform items must be purchased online at the Donnelly's Uniform & Apparel website **ONLY**. There will be no exceptions permitted.
- Shirts must be buttoned with the exception of the top button.
- Students 1<sup>st</sup> grade through 12<sup>th</sup> grade must wear a plain black, brown, or navy belt.
- Students 1<sup>st</sup> grade through 12<sup>th</sup> grade must have their shirts tucked in at all times.
- Plain white t-shirts are permitted under uniform shirts/blouses ( $\frac{3}{4}$  length or long sleeves are prohibited under short-sleeved shirts).
- Pants and shorts must fit appropriately. Pants may not be sagging and must be worn up to the waist line. No "skinny" pant or short look will be permitted.
- Uniforms must be clean and devoid of rips, tears, holes, stains, etc.
- Uniform guidelines are applicable on chapel days, there is no specific chapel dress, unless communicated otherwise for a class chapel or other special program.
- Skirt length must reach the knee when standing.
- Shorts are encouraged to be worn under all skirts. No leggings, yoga pants, or other styles of pants may be worn under the skirt. Navy or white tights/panty hose may be worn under the skirt.
- Students violating the uniform guidelines will be required to change clothing and or may be sent home. For repeat offenses, students may receive disciplinary action for non-compliance to the uniform code.

## **SHOES AND SOCKS**

- Sneakers (plain white, blue, black, gray are preferred).
- Dress shoes may be worn, but for safety sake are not recommended.
- No sandals, opened toed shoes, or shoes without a back strap are permitted.
- Shoes that are designed to draw attention, such as neon colors, glittery or bling, furry boots, etc., are not permitted.
- Snow or rain boots are permitted on snowy or rainy days.
- Cowboy boots and high heeled boots are not permitted.
- Only plain white, navy, black, or gray socks are permitted.
- Socks should be devoid of logos, stripes, designs, etc.
- Socks must be visible from the shoe line.
- Girls may wear "ped socks" (socks covering the bottom of the foot) with dress shoes only.

## **PHYSICAL EDUCATION UNIFORM**

- P.E. uniforms may only be worn on assigned P.E. days.
- Middle and high school students will be required to change into their gym uniforms prior to the beginning of P.E. class and may not be worn all day.
- DCA printed navy sweat pants.
- DCA printed navy, mid-knee length gym shorts.
- DCA printed navy sweat shirt.
- DCA printed t-shirt.
- DCA embroidered fleece jacket.
- Plain white, navy, gray socks.
- Sneakers with non-marking soles.

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

## **COLD WEATHER WEAR**

- In the classroom, only the uniform fleece jackets may be worn during cold weather.
- Outdoors, any coat or jacket may be worn that is devoid of anything that is considered to be offensive or inappropriate. Please see the office for questions as to what is offensive or inappropriate.
- In the event of extreme cold and or in the event of a heating unit that is temporarily malfunctioning, outdoor coats and jackets may be worn in the classroom.

## **GIRLS K-5<sup>th</sup> UNIFORMS**

Any combination of the following:

- Canary yellow or light blue embroidered polo shirt (long and short sleeve)
- Navy pants
- Navy shorts
- Plaid skirt (must reach the knee when standing)
- Navy fleece jacket

## **GIRLS 6<sup>th</sup>-8<sup>th</sup> UNIFORMS**

Any combination of the following:

- Navy, white, or gray embroidered polo shirt (long and short sleeve)
- Navy or khaki pants
- Navy or khaki shorts
- Navy or khaki skirt (must reach the knee when standing)
- Navy fleece jacket

## **GIRLS 9<sup>th</sup>-12<sup>th</sup> UNIFORMS**

Any combination of the following:

- Navy, white, or gray embroidered polo shirt (long and short sleeve)
- Khaki pants
- Khaki shorts
- Khaki skirt (must reach the knee when standing)
- Navy fleece jacket

## **BOYS K-5<sup>th</sup> UNIFORMS**

Any combination of the following:

- Canary yellow or light blue embroidered polo shirt (long and short sleeve)
- Navy pants
- Navy shorts
- Navy fleece jacket

## **BOYS 6<sup>th</sup>-8<sup>th</sup> UNIFORMS**

Any combination of the following:

- Navy, white, or gray embroidered polo shirt (long and short sleeve)
- Navy or khaki pants
- Navy or khaki shorts
- Navy fleece jacket

## **BOYS 9<sup>th</sup>-12<sup>th</sup> UNIFORMS**

Any combination of the following:

- Navy, white, or gray embroidered polo shirt (long and short sleeve)
- Khaki pants
- Khaki shorts
- Navy fleece jacket

## **HAIR AND OTHER ITEMS**

- Hair should be well groomed and of a normal (natural) color and out of the face.
- Hairstyles such as large afros, mohawks, shaved/carved hair designs, non-natural colorations, etc. are not permitted.
- Hairstyles which are not approved may result in a student being sent home. Students who violate the hairstyle guidelines may be sent home. For repeat offenses, students may receive disciplinary action for non-compliance.
- No more than two earrings per ear are allowed. (For girls only)
- Body piercing and tattoos are not permitted.

## **SPECIAL ACTIVITY DRESS CODE**

Field Trips and dress down days

- School uniforms must be worn to museums, plays, and other such trips. Teachers will communicate when this is necessary.
- Jeans in good condition with no holes.
- No “skinny” jeans or baggy/saggy jeans.
- A DCA field trip t-shirt must be worn on all field trip, unless otherwise directed by the teacher.
- The shoe and sock policy applies to field trips.

## **DRESS DOWN DAYS**

- Jeans in good condition with no holes.
- No “skinny” jeans or baggy/saggy jeans.

- Any t-shirt, sweatshirt, polo shirt, or button up shirt that is devoid of offensive or inappropriate material may be worn. For questions regarding what is offensive or inappropriate, please contact the school office. Plain shirts with no writing or logos are preferred.
- The shoe and sock policy applies to dress down days.
- Only uniform shorts are permitted on dress down days.

## **OTHER SPECIAL ACTIVITY DRESS GUIDELINES**

- NO shorts, tank tops, muscle shirts or sleeveless shirts are be permitted.
- DCA physical education shorts are not permitted to be worn outside of gym class.

Any violation of the above dress code may result in the student either being required to change or being sent home. Additional disciplinary consequences could also be incurred.

# 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
F .....0-59		

## **REPORT CARDS**

Grades Kindergarten through twelfth (12<sup>th</sup>) will receive their report cards at the end of each nine (9) week quarter. At the conclusion of the quarter and after the processing of grades, report cards will be available to parents on the RenWeb parents' web portal.

## **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.

## **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.

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

1 <sup>st</sup> grade	15 minutes x 1 = 15 minutes of homework per night
2 <sup>nd</sup> grade	15 minutes x 2 = 30 minutes of homework per night
3 <sup>rd</sup> grade	15 minutes x 3 = 45 minutes of homework per night
4 <sup>th</sup> grade	15 minutes x 4 = 60 minutes of homework per night
5 <sup>th</sup> grade	15 minutes x 5 = 75 minutes of homework per night
6 <sup>th</sup> grade	15 minutes x 6 = 90 minutes of homework per night
7 <sup>th</sup> grade	15 minutes x 7 = 105 minutes of homework per night
8 <sup>th</sup> grade	15 minutes x 8 = 120 minutes of homework per night
9 <sup>th</sup> grade	15 minutes x 8 = 135 minutes of homework per night
10 <sup>th</sup> grade	15 minutes x 8 = 150 minutes of homework per night
11 <sup>th</sup> grade	15 minutes x 8 = 165 minutes of homework per night
12 <sup>th</sup> grade	15 minutes x 8 = 180 minutes of homework per night

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

There is a difference between assigned homework, and work a student does not complete during the school day. Assigned or anticipated homework should comply with the above guidelines. Additional work brought home due to a student's failure to complete the assigned work in class, is not equivalent to assigned homework and thus is not factored in the above guidelines.

In an effort to respect family and church time, teachers are required to keep assigned homework to a minimum (if not eliminate completely) on Wednesdays and Fridays. Despite every effort to achieve this goal, please note that it is not always possible in every class and in every grade level.

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 office 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 5<sup>th</sup> through 12<sup>th</sup> to help measure academic progress of students and to evaluate curriculum strengths and weaknesses. Other grades will be tested every other year. 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.

# Athletics

## PROGRAMS

Dayspring offers interscholastic 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 a detention, suspension, or probation may lose the right to participate in any sport offered.

## ATHLETIC CODE OF CONDUCT

The main purpose of all athletic 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 nurse, at (508)761-5552 x1105, immediately if your child is diagnosed as having either a contagious disease or pests (such as head lice). Your cooperation in this matter is necessary and 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 (except common cold) must obtain a written Dr's release in order to return to school.

## 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 nurse's office.

A physical exam 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 1<sup>st</sup>, he/she 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, he/she 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. This is imperative!

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. 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 administrate 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 nurses' office at the proper time for administration of medication. 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.
- Medications of any kind 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. The nurse has an emergency supply.
- If the school nurse is to administer a medication on a regular basis, please be reminded that all such medications must be provided by the student's family. 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](http://www.hsph.harvard.edu/headlice.html)

# General Information

## **CACULATORS**

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

## **CHANGE OF ADDRESS OR PHONE NUMBER**

Any changes in address, phone numbers, email or work location must be reported to the school office. It is also important that the "emergency contact" be current. You may check for information accuracy on the Ren Web parent portal.

## **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**

Radios, pagers, cell phones, MP3, MP4, iPods', Digital Cameras, Laptops, CD players, video games, or other disruptive electronic devices, are NOT allowed at school, school-related activities or field trips. Use of any electronics devices is strictly forbidden during school hours. Cell phones must be deposited at the office and all student cell phone numbers must be registered at the office.

- For the first violation of this rule, the item will be confiscated and the parent will be required to retrieve it from the school office.
- Continued violations will result in progressive consequences and may impact semester grades.

## **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.

## **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. Other safety drills may also be practiced.

## **FUNDRAISING AND SOLICITATIONS**

All fundraising and solicitation activities will be designated 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 limit student access to 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:

- 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 middle and high school 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 placed in the lost & found bin and will be given away if not claimed in a timely fashion.

## **LUNCH PROGRAM**

Please ensure that your child eats an adequate breakfast. 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 must be pre-ordered and paid for before Noon on Tuesday. A monthly lunch menu calendar will be available on Ren Web and in the office. Participation in the purchased lunch program is not mandatory.

Please Note: (if ordering a lunch)

- We order one week in advance, orders must be turned in on Tuesday, before Noon.
- We do not make change.
- We cannot give credits for: Field trips, ACSI events, sick days, classroom events, etc. Please be mindful of your child’s schedule.
- Snow day credits will be given.
- For those who have forgotten their lunches, a lunch may be purchased at a higher cost.

Please send healthy snacks to school with your child for snack 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.

## **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](http://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. DCA uses Parent Alert (RenWeb), a phone notification system for emergencies and event announcements.

## **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 3:00 PM.

## **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.

It is mandatory for all families that receive financial aid to provide forty (40) hours of voluntary service to DCA over the school year. Failure to do so will result in the loss of the financial aid granted.

Background checks are required for all persons willing to volunteer their services both in the school and on field trips. Forms are available at the office.

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, holiday parties may be planned, by the teacher, 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.

In celebration of student birthdays, parents may provide a treat to share with the class. The following are the guidelines for birthday party treat in class.

- All snacks and related items must be provided by parents.
- Parties/treats must be planned at least one week in advance with the classroom/homeroom teacher.
- Treats may be distributed at lunch, **with prior communication to the classroom/homeroom teacher**. If there is insufficient time to pass out and consume treats during lunch, then the teacher will arrange another time to do so. The ideal time, other than lunch time, would be at recess.
- Treats are not to be dropped off at school without prior planning with the teacher.
- Please be mindful of students in the class who may have particular food allergies. For questions on this matter, please contact the classroom/homeroom teacher.
- Small non-consumable items are preferred. Sugary treats are permitted, but not preferred.

## **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.

## **RESOLVING GRIEVENCES**

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 administrator and request a meeting of all parties.
- If still unresolved, the issue can be brought to the attention of the lead pastor of the South Attleboro Assembly of God Church.

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 (Back-to-School Night) is a mandatory meeting. Parents will receive pertinent materials and information for the school year. The DCA Parent-Student Handbook is accessible on the DCA website and on Ren Web. It is only available in electronic form. A copy may be downloaded.

## **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.

In the spring, pictures are taken again as a fundraiser and may be optionally purchased.

## **SCHOOL HOURS**

School begins promptly at 8:00 AM. 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 (10) minutes of dismissal. Parents who arrive later than this should note that students who remain beyond these set times will be assigned to the 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 6:00 PM. A late fee of \$10.00 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.

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.
- Students may not use the phones for non-school related issues.

## **TOYS**

Students may not bring to school items that are harmful to others or a hindrance to learning. Such items include, but are not limited to electronic devices, skateboards, bikes, musical instruments, pets, games, trading cards, comic books, magazines, toy guns, toy knives, martial arts weapons, or any other toy. These rules also apply at any other school-related event or activity. 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. DCA is not responsible for lost or stolen valuables.

## **VISITORS**

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 administrator reserves 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 should that occur.