



DAYSPRING
CHRISTIAN ACADEMY

1052 Newport Ave. South Attleboro, MA 02703 (508) 761-5552

**2019-2020
PARENT- STUDENT
HANDBOOK**



**LIBERTY
CHRISTIAN**
HIGH SCHOOL

734 Newport Ave. South Attleboro, MA 02703 (508) 761-5552

Welcome to Dayspring Christian Academy and Liberty Christian High School

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; Liberty Christian High School=LCHS

*The administrative software used at Dayspring is FACTS SIS, formerly known as RenWeb.

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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 12th 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 Crossroads International 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 Crossroads International 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 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 Crossroads International 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 Crossroads International Church/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, including LCHS)

* When DCA is stated in this handbook, LCHS is included, unless otherwise indicated.

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/ENROLLMENT PROCEDURES

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 and High school applicants: Teacher Recommendation Forms must be given to the most recent 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 6th-12th grades, along with the Authorization of Release of Records.
 - 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. 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 31st for the three (3) year old pre-school class. A student must be at least four (4) years of age by August 31st for the four (4) year old pre-school class. A student must be at least five (5) years of age by August 31st for the kindergarten class. For grades 1-12, students must be age appropriate for the grade they are entering. Students who are not age appropriate for the grade applied for, may be offered the opportunity to enroll in an age appropriate grade, or may be denied entrance at all. This will be at the administrator's discretion.
10. 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).
11. 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 the required application fee (\$100) and the enrollment fee (\$150) are paid, all documents are completed and signed, all immunizations are current and on file, and a FACTS account is set up (FACTS is our Tuition Management Company).
12. Complete and return the entire enrollment packet (Agreement of Cooperation, 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, Publishing Consent Form, Grievance Covenant, Doctrinal Statement of Faith, Student Code of Conduct, Internet Usage Agreement (MS & HS only), and the financial responsibility/agreement form.

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 LCHS 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. LCHS 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 LCHS 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 LCHS courses) will be averaged with the grades the student earns that quarter at LCHS 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 LCHS 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 LCHS 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. Failure to disclose a known 504, IEP, or diagnosed learning difference may result in an administrative withdraw.

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.

ADMINISTRATIVE WITHDRAW

On the rare occasion that it is necessary, and administrative withdraw may occur. Administrative withdraw is the withdrawing of a student as required by the administration of DCA, with or without the agreement of the student and or his/her family. This occurs when, in the judgement of the administration, a student and or his/her family is no longer an acceptable fit for the school. There are many reasons why an administrative withdraw may occur. Examples of why such a withdraw may occur include, but are not limited to repeated violation of DCA policy, no longer in agreement with the DCA Positional Foundation, consistently expressing disagreement with DCA policy/procedure/staff, creating disunity between DCA staff and or other parents, etc.

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 1st. The total cost of tuition shall be paid monthly over a ten-month period (August to May) through the offered tuition management system (FACTS). For all credit card payments/transactions made to FACTS (this exclude payments made directly to DCA), a 2.85% fee will be assessed. A full payment option is also offered. Full payments must be received by August 1st 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 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, after the first set copied.

EARLY WITHDRAWL

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 After-care 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 and or parents are not to enter any classroom before or after school without permission from the school office and an escort by a DCA staff member.

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 seventeen (17) 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) and are no more than five days tardy to school.

ABSENCES

In the event of absences, parents are to contact the school, by calling (508) 761-5552 x1100, no later than 8:00 AM. Unexpected/emergency 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.

ABSENCES REQUIRING DOCUMENTATION

- Illness of the student (a doctor's note 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, or when an illness/injury requires accommodations at school)
- Medical treatment (Doctor appt., physical therapy, etc.)
- Court appointment

Absences due to doctor or dentist appointments will require a note from the doctor and needs to be presented to the office upon the student's return. 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).

PREARRANGED ABSENCES

Prearranged absences or vacations not scheduled in the calendar are strongly discouraged. In the event that a known extended absence is to occur, the school office requires communication 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 student's grade and could impact their ability to advance to the next grade level.

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. Being tardy to class five times in one quarter will result in a morning break detention.

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 days tardy and or early releases will accrue and be added to absences** (5 times tardy, or early release of 15 minutes or more, will result in a half day absent).

Tardiness may be excused or unexcused at the discretion of the administration. Excused tardiness for doctor/dentist appointments, must have a note from the doctor's 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. In the event that truancy becomes a problem, continued enrollment at DCA may be jeopardized.

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. Early releases of 15 minutes or more from a scheduled release time will count as tardy and it will accrue.

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, FACTS SIS 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 weather, commute conditions, etc. 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 (Attleboro residents only)

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 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 after-care. Students not in a student after school activity will be sent to aftercare.

LCHS students who have not left the high school building will be transported to DCA for after-care. Students may be allowed, with parent permission, to assist the after-care workers with the supervision of other DCA students.

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 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 or during the morning break/recess (MS only) 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 school office. 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 within a nine week timeframe (one quarter of the school year), a Saturday morning detention may be required.

Another form of detention is morning break/recess detention. This form of detention is utilized for minor rule infractions. Three morning break/recess detentions in one week may result in an after-school detention. **The morning break/recess detention is not to be confused with academic tutoring/make up opportunities during morning break/recess.** This is a time to assist students with their academic work and is not intended as a detention.

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. Additional consequences possible include, but are not limited to, in-school suspension, out-of-school suspension, expulsion.

DETENTION OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

- Talking in class
- Gum chewing
- Tardiness to school or class caused by the student (5 occurrences) within one nine week time period (one quarter of the school year)
- 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 all academic work due during the suspension period. In order to facilitate the student not falling behind, all academic work will be required to be completed 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: (include, but are not limited to)

- 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 at least one grading period during which time student's school activities will be limited, not allowing for participation in sports or an extracurricular activity.
- 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 are the students 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 supplier. 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.

LCHS students are only required to wear uniforms on chapel days. For every other school day, LCHS student will be required to adhere to a dress code, not a uniform code.

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 1st grade through 12th grade (grades 9-12 on Chapel days only) must wear a plain black, brown, or navy belt.
- Students 1st grade through 12th grade (grades 9-12 on Chapel days only) 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. Plain leggings may be worn under the skirt during cold weather conditions. No yoga pants, or other styles of pants may be worn under the skirt. Navy or white leggings, tights, or 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.
- **Old DCA logo uniforms are no longer permitted.** DCA students must have the new logo on all uniform shirts. LCHS students must have the LCHS logo on their uniform polos and oxford shirts.

LCHS DRESS CODE (does not apply to DCA students)

Boys

- Shorts must be mid-thigh.
- Pants and shorts may not be “skinny pants/shorts”.
- All clothing must be devoid of holes.
- Pants and shorts may not be excessively baggy.
- Pants and shorts must be pulled up to the waistline.
- Shirts must be devoid of any inappropriate logos, wording, images, etc.
- No tank tops or sleeveless shirts.
- No pajama type clothing.

Girls

- Shorts must be mid-thigh.
- Skirts/dresses must be knee length.
- Skirts/dresses must not be form fitting.
- All clothing must be devoid of holes.
- Jeggins, leggings, yoga pants, spandex, etc. may only be worn under a knee length skirt or dress.
- Pants and shorts may not be excessively baggy or tight.
- Pants and shorts must be pulled up to the waistline.
- Shirts must be devoid of any inappropriate logos, wording, images, etc.
- No tank tops, spaghetti straps, mid drifts, low collar shirts, or sleeveless shirts.
- No pajama type clothing.
- No off the shoulder tops.

*** The administration maintains the final authority in determining which clothing options are considered appropriate for the school day and all school activities.**

*** Additional dress code requirements for special activities may be necessary throughout the year. Any such requirements will be communicated in advance.**

*** When a LCCHS student is scheduled to be in the DCA building or around DCA students, the LCCHS student must be aware of the dress code differences and willingly make every effort to adhere to the limitations DCA have in their uniform code and avoid creating a distraction with those differences.**

*** The dress code items listed below that are for the entire school also apply to LCCHS students as well.**

- P.E. wear (non-uniform)
- Cold weather wear
- Special dress days
- Hair and other items

*** LCCHS students are expected at all time to honor God, their family, LCCHS, and themselves in the way in which they dress.**

*** The dress code, in lieu of a uniform code, for LCCHS students is a privilege, not a right. Individuals who abuse this privilege will receive an appropriate consequence for dress code violations. Should the abuse of the dress code become wide spread among the LCCHS student body, the dress code privilege will be revoked, and a uniform policy will be enacted.**

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 strongly discouraged.
- 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 preferred.
- 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 are required for all DCA students (excludes LCHS students)
- P.E. uniforms may only be worn on assigned P.E. days.
- LCHS students must wear appropriate P.E. clothing consistent with the intent of the DCA P.E. uniforms.
- Middle and high school students will be required to change into their gym uniforms/clothing 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 t-shirt.
- DCA embroidered jackets.
- 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 or PE zippered jacket 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-5th 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 or PE zippered jacket

GIRLS 6th-8th 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 or PE zippered jacket

GIRLS 9th-12th UNIFORMS (required on chapel days only)

Any combination of the following:

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

BOYS K-5th 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 or PE zippered jacket

BOYS 6th-8th 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 or PE zippered jacket

BOYS 9th-12th UNIFORMS (required on chapel days only)

Any combination of the following:

- LCHS navy, white, or gray embroidered polo shirt (long and short sleeve)
- LCHS blue or white embroidered oxford shirt (long or short sleeve)
- Khaki pants
- Khaki shorts
- Navy fleece jacket or PE zippered 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.
- Facial hair is permitted, but must be well groomed.
- 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.
- Hats/Head Gear(excluding headbands for girls) are not to be worn in the school buildings during the school day, unless a medical exception has been obtained.
- 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 may be required to 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” pants or baggy/saggy jeans.
- Field trips are not dress down days, unless 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” pants 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.
- Uniform shorts are preferred on dress down days. Other shorts may be worn, but must be modest and the length must be mid-thigh or longer. Office will decide.
- No pajama type clothing.

OTHER SPECIAL ACTIVITY DRESS GUIDELINES

- DCA will notify parents of any specific guidelines for a special dress day.
- No pajama clothing will be permitted, unless otherwise indicated.
- Inappropriate shorts, tank tops, muscle shirts, or sleeveless shirts are not permitted.
- No off the shoulder tops.
- DCA physical education shorts are not permitted to be worn outside of gym class.
- No yoga pants, PJ’s, or skinny pants.
- Dress guidelines apply to picture days as well.

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
F0-59		

REPORT CARDS

Grades Kindergarten through twelfth (12th) 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 FACTS SIS parents' web portal.

HONOR ROLL

Honor is a recognition of a student's academic achievement. This recognition is made both quarterly and for the entirety of the academic year. There are two types of honor recognition for students in grades 1-12, all "A" honor roll, and all "A/B" honor roll. In the calculation of these two honor roll recognitions, all DCA courses for elementary and middle school, and all LCHS courses for high school, will be calculated to determine a student's honor roll status. All courses include, but are not limited to specialty courses such as P.E., Art, Music, Library, Spanish, Technology, etc.

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 homework per grade level per day as follows

1 st grade	15 minutes x 1 = 15 minutes of homework per night
2 nd grade	15 minutes x 2 = 30 minutes of homework per night
3 rd grade	15 minutes x 3 = 45 minutes of homework per night
4 th grade	15 minutes x 4 = 60 minutes of homework per night
5 th grade	15 minutes x 5 = 75 minutes of homework per night
6 th grade	15 minutes x 6 = 90 minutes of homework per night
7 th grade	15 minutes x 7 = 105 minutes of homework per night
8 th grade	15 minutes x 8 = 120 minutes of homework per night
9 th grade	15 minutes x 9 = 135 minutes of homework per night
10 th grade	15 minutes x 10 = 150 minutes of homework per night
11 th grade	15 minutes x 11 = 165 minutes of homework per night
12 th grade	15 minutes x 12 = 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. Other arrangements may be accommodated, but are not guaranteed.

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. Currently, DCA offers academic assistance to students through the resource program known as A.S.S.I.S.T. (Aiding Student Success In Student-centered Teaching). This service is available to students who demonstrate an academic need, are referred by a DCA teacher or parent, and are approved for the program by the administrator. The level of assistance available is determined by the resource teacher and the administrator.

STANDARDIZED TESTING

Every year standardized tests are administered in grades 4th through 12th 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. These study periods may also occur during the middle school activity block periods.

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 1st, 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

General Information

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 FACTS SIS 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.

The school building will be locked and require any outside individual to be permitted entrance during the hours of 8:00 am to 6:00 pm. A "buzz in" system and or a staff member door monitor will be utilized during these hours. The front doors to the building and the daycare entrance by the playground will be the only way into the school building from the outside. These doors require entrance permission, and all other doors do not allow entrance from the outside. All visitors to the school must obtain a visitor badge from the DCA office upon entering the building.

PARENT PHONE COMMUNICATION

There are times through the course of the school year that it becomes necessary and prudent to contact all or groups of DCA/LCHS parents via the school's parent phone reach communication system. Examples of such communications may be upcoming events, school closings due to weather, school emergencies, reminders of due dates, etc.

In order to be compliant with the TCPA (Telephone Consumer Protection Act), you may choose to have your phone number removed from the phone reach list. Those who choose to opt out will not receive important calls from DCA/LCHS. To opt out, please contact the school office.

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

CELL PHONES AND ELECTRONIC DEVICES

Cell phones, iPods', Digital Cameras, laptops, video games, or other electronic devices, are NOT allowed at school, school-related activities or field trips. Use of any electronics devices is strictly forbidden during school hours.

The following are specific policies regarding cell phones or other electronic devices.

- Cell phones or other electronic devices, must be deposited at the office upon arrival and may only be picked up when the student is leaving the building for the day.
- Cell phones or other electronic devices are not permitted in after-care or any other after school activity.
- DCA reserves the right to search cell phones or other electronic devices if there is cause to do so.
- DCA is not responsible for lost or stolen property.

The following are the consequences for violation of the electronic device policy.

- For the first violation of the policy, the item will be confiscated and the parent will be required to retrieve it from the school office with a minimum \$10 fee.
- Continued violations will result in progressive consequences and may impact semester grades.
- If the policy is repeatedly violated, the student may be barred from bringing the device to school at all, even depositing the item in the office.

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 AND LOCKDOWN 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 1st – 12th grade 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. Lost and Found will be purged at the end of each quarter.

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 FACTS SIS 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, please send correct amount.
- 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 (The Dayspring Dove) 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. DCA uses Parent Alert (FACTS SIS), 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.
Summer office hours are: Monday through Thursday from 9:00 AM to 12 Noon.

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 serve voluntary service hours to DCA per the signed agreement over the school year. Service hour requirements are based on award given. 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 treats in class. No guarantee if guidelines are not followed.

- 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 Crossroads International 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 and have the opportunity to meet teachers. The DCA Parent-Student Handbook is accessible on the DCA website and on FACTS SIS. 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. For yearbook school pictures, all dress code policies apply (no off the shoulder tops, no non-medically necessary hats, no excessive accessories, etc.)

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

SCHOOL HOURS

School begins promptly at 8:00 AM, all students must be in their seat by 8:00AM. 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, including after-care. The administration reserves the right to make final decisions concerning all toys. DCA is not responsible for lost or stolen items.

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.