

**Dayspring Christian Academy  
2009-2010 Student/Parent Handbook**

**Mission Statement**

“Working together with home and church, Dayspring Christian Academy provides a Christ-centered, academic foundation in a nurturing environment.”

**Spiritual Emphasis**

**Jesusness**

1. God loves and values you more than you can imagine
2. God has a plan for you today and tomorrow
3. Gifts are great, but not as important as the heart and effort you place behind them

**Dayspring Christian Academy Goals**

In all its levels, programs, and teaching, Dayspring Christian Academy seeks to accomplish the following key areas: (Luke 2:52)

1) Academic Excellence

Teach all pursuits as part of an integrated whole with the Scriptures at the center (II Timothy 3:16-17); and discipleship as the aim. (Matthew 28:19-20)

Encourage every student to develop a love for learning and to live up to his/her potential

2) Physical Well-Being

Provide an orderly atmosphere conducive to the attainment of the above goals.

Encourage every student to develop an interest in physical activity and develop physically to his/her potential.

3) Spiritual Health

Provide a clear relational model of the biblical Christian life through our faculty, staff and Board. (Matthew 22:37-40)

Encourage every student to develop his/her relationship with God the Father through Jesus Christ. (Matthew 28:18-20, Matthew 19:13-15)

**Governing Body**

Dayspring Christian Academy (Kindergarten through 12th grade) is under the oversight of an Administrator. The school is governed by a School Board; the Board is responsible for all aspects of the operation of school. It employs faculty and staff, sets policies, determines fiscal procedures, maintains the physical plant, and has the final responsibility for the carrying out of all areas of operation.

**Statement of Faith**

The following is the foundation of beliefs on which Dayspring Christian Academy is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered *primary doctrine* in Dayspring Christian Academy. Secondary or divisive doctrines and issues will not be presented as *primary* doctrine. When these types of doctrine or issues arise they will be referred back to the family and local churches for final authority.

1. We believe the Bible to be the only inerrant, authoritative Word of God.

2. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace through faith alone.
6. We believe that faith without works is dead.
7. We believe in the present ministry of the Holy Spirit, by Whose indwelling the Christian is enabled to live a godly life.
8. We believe in the resurrection of both the saved and the lost, they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
9. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

### **Classifications of Students**

#### **Full-time**

- 1) Attending for the entire school day (exception kindergarten or 12<sup>th</sup> grade)
- 2) Secondary student taking 6 or more classes (Seniors 5 or more)
- 3) Paying full tuition (counting scholarship aid)
- 4) On a path to graduate from Dayspring Christian Academy

#### **Part-time**

- 1) 5 classes or less, taken for high school credit
- 2) Not required to take a Bible class (full-time students are)
- 3) Only courses for HS credit unless special exception has been made
- 4) No course requirements other than prerequisites
- 5) Allowed to participate in most school functions
  - a. No role at graduation/commencement
    - i. Not featured in Babes to Grads Graduation Video
  - b. Not allowed to be a Junior Marshall, class or school officer, salutatorian, or valedictorian
    - i. Eligible for Class Discipline, Administrator, Faculty, or Teacher commendation Awards
  - c. Limited access to athletic teams
    - i. Full-time students have priority for roster spots
    - ii. Part-time students have second access to roster spots
    - iii. Home schooled students not taking courses at Dayspring have access to remaining roster spots after all full-time and part-time students are accommodated
  - d. Full participation in the Jr/Sr Event and Jr/Sr Event Babes to Grads Video

DCA is excited about the opening of our campus and classrooms to part-time students. Part-time students, while required to meet all the same admissions requirements as full-time students, are not required to take a minimum number of courses or classes, or any specific courses or classes. Part-time students are invited and encouraged to participate in most DCA activities. However, graduation is reserved for full-time students only.

### **Secondary Doctrine Policy**

#### **Secondary doctrine:**

Doctrinal issues which are not addressed in the Dayspring Christian Academy statement of faith.

Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers are instructed to be careful not to speak to the students in a manner that would cause offense to the parents. Presentation of all sides of an issue is encouraged. Teachers are also instructed to encourage the students to follow up any questions they have with their parents and pastor.

### **Controversial Subjects Policy**

This policy applies to all faculty in the course of their teaching duties. It does not apply to faculty on their own time.

Controversial subjects are subjects which Christian families and churches commonly consider divisive, whether or not the introduction of the topic was planned by the teacher or brought up by a student. Examples: Environmentalism, old earth/young earth, partisan politics, etc.

1. If in the course of teaching a class, a teacher sees that a subject has arisen which he has good reason to believe is controversial, and discussion of that subject will *not* help him achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all.

2. If a subject arises which the teacher has reason to believe is controversial and the discussion of that topic *will* help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:

As necessary, instruct the class on the responsibility of Christians to be charitable  
Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject.

As appropriate (i.e., pertinent to the stated goals of the class), direct the students' attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as, a research paper, guest speakers, reading differing authors, etc.

Strongly encourage students to become knowledgeable of the most widely held views on the topic.

Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.

3. Teachers are to remember that according to Scripture (as stated in the second goal of Dayspring Christian Academy) they are serving as role models of mature Christian adults to the students. As

such, teachers are never to enter into an adversarial debate with student(s) on controversial subjects within a classroom setting. Even though the teacher may hold strong personal convictions regarding the subject, in light of this policy, and sound teaching practices, he is to pursue a line of discussion that will encourage a gracious and scholarly attitude in the students.

### **Statement of Purpose**

The purpose of Dayspring Christian Academy is to provide a quality education based upon a totally biblical view of the world. Only in this context can an individual be adequately trained and equipped for service to God. We subscribe to the idea that quality academic instruction can be provided without compromising spiritual integrity.

The administration and faculty of the Dayspring Christian Academy are in complete agreement with God's standard as revealed through His Word as the only legitimate pattern by which one may live a fulfilling life. This standard is the basis for all instruction at the Academy. Our students learn to integrate their academic studies with the truth of God's Word. As a result, they receive the type of training needed to prepare them to live their lives with integrity.

The Academy's curriculum takes into consideration the intellectual (academic), spiritual, and physical development of its students. The instructional program seeks to achieve the curricular goals without creating unnatural divisions between sacred and secular knowledge. The teachers and staff endeavor to relate to the students in a loving way. They also strive to develop an atmosphere of trust in which the spiritual development of each student can be enriched.

In seeking to establish an environment in which spiritual nurturing can occur, the Academy is careful not to neglect its stated purpose to provide a quality academic education. Our academic goals are met through the employment of an academically sound curriculum, taught by academically qualified teachers in a traditional classroom setting.

### **Educational Philosophy**

1. We believe that the Bible clearly instructs *parents*, not the Church or State, to "bring children up in the discipline and instruction of the Lord." Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.
2. We believe that God's character is revealed not only in His Word but also in every facet of the creation. Therefore we teach that all knowledge is interrelated and can instruct us about God himself.
3. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matt. 22:37). Therefore we seek to challenge each child individually at all levels and to teach them *how* to learn, through discovery versus rote memorization.
4. We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore we seek to encourage quality academic work and maintain high standards of conduct. This includes biblical discipline principles.
5. We have a full K-12 program because we believe that as long as a child is under the parent's authority and undergoing formal education, he should be trained biblically (Deut.6: 6,7; Prov. 22:6).

Parents can be confident that, at every stage of their development in school, their children will be loved with Christ's love at Dayspring Christian Academy.

### **The Association of Christian Schools International (A.C.S.I.)**

Dayspring Christian Academy is a member of the Association of Christian Schools International. "A.C.S.I. is a service organization serving Christian schools across the United States and around the world. A.C.S.I. is not a member of or a part of any other organization. Each member school or college retains its individual distinctive and operating independence. Each member school receives a certificate of membership for display in the school office. Participation in any or all of the services of A.C.S.I. is voluntary."\*

A.C.S.I. also provides publications and correspondence on Christian education to Dayspring Christian Academy. All A.C.S.I. members' schools must agree with a common statement of faith and must not be affiliated with the World or National Council of Churches. Dayspring Christian Academy is in agreement with both of these requirements. For additional information regarding A.C.S.I. please contact the school office.

### **The School Day**

The school day begins at 8:25 a.m. and ends at 3:00 p.m. for the elementary classes (Kindergarten – 5<sup>th</sup> grade) and at 3:15 p.m. for the secondary classes (6<sup>th</sup> grade – 12<sup>th</sup> grade). Students should arrive no earlier than 7:30 a.m. and will be considered tardy if they are not in their respective classrooms when attendance is taken at 8:25 a.m. There are some secondary classes that start earlier in the morning at 7:30 or 8:00 a.m.

Also, students should leave promptly after dismissal, unless they are remaining for after-school activities sponsored by the Academy. If a parent is going to be late to pick up a student, the office should be notified in advance, either in writing or by telephone.

### **Lunch**

The students and teachers may bring a packed lunch or they may purchase meals offered on certain days of the week.

**Elementary Lunch/Recess** – Elementary teachers are responsible for communicating their classroom procedures for lunch and recess to all parent volunteers.

### **Secondary Lunch**

Teachers are responsible for lunch supervision as assigned. These duties include supervision of student behavior and clean up.

#### **Lunch Room Behavior –**

- Lunches are to be eaten at lunchtime in the assigned lunchroom.
- Secondary students are to remain in the main room upstairs unless given permission to eat outside by the picnic tables by the lunch supervisors. Students are not allowed to hang out in the parking lot, gym, or classrooms during lunch time. They are to be supervised at all times
- Please monitor the noise level --- keep in mind that elementary classes are often going on during secondary lunch periods.
- Students are to be responsible for having their lunch there on time. Ordering food for delivery, on the rare occasion that it occurs, should be done in a timely manner to allow for it to be consumed during lunchtime only. This does not mean they can leave class early to place an order nor does it mean they can bring food into class after the lunch period because it arrived late.

- Students are not allowed to play electronic games during school hours (cell phone, calculators, etc.)

### **Lunch Clean-Up**

Secondary students will be assigned lunch clean up duties on a rotating basis. A schedule will be posted behind the kitchen door.

Teachers supervising lunch are responsible for making sure the students clean up sufficiently.

- Lunch clean up includes cleaning of microwave ovens, cleaning tables and counters, taking trash to the dumpster, and vacuuming the floor.
- The carpet is to be swept completely and any larger food items or wrappers are to be picked up and thrown away.
- Tables and chairs are to be washed off and set-up as needed for the next class or chapel (on Tuesdays and Wednesdays).

**Kitchen Use** – Students are responsible for bringing any and all utensils and dishware needed to warm and eat their lunches. They are not allowed to use items from the kitchen or the kitchen itself during lunch. Students are not allowed to use refrigerators at school.

### **Textbooks, School Supplies, and Equipment**

Students are responsible for the proper care of the textbooks. Damages due to abuse will be billed to the student. The student purchases other consumable items, such as pencils, pens, paper, and notebooks.

### **The copier in the office is not typically available for student use.**

Students who miss a class for any reason may borrow notes from classmates and copy them by hand. Any handouts will be supplied by the teacher to students who were absent when the handouts were given out in class. Information from encyclopedias, dictionaries, and other reference sources may be obtained either through students taking notes at school, or by visiting the library at appropriate times.

### **Student Lockers & Storage**

All secondary students are assigned lockers. Some students may be required to share. If students put a lock on their lockers they must leave a copy of their key or combination with the school office.

All secondary students are responsible for keeping their books and back packs in their lockers (not on top or on the floor)

Books left unattended in classrooms, restrooms, or the gym (even the wooden shelves in the gym), should be brought to the office for students to pick up and sign for. Backpacks, lunch boxes and clothing items (bigger lost and found items) should be brought to Mr. Anderson's office.

Students are to keep their locker space reasonably well kept (no papers hanging out or food items left over). The wooden shelves in the gym are for gym bags and book bags (not lunches, books, notebooks, or clothing items).

All student clothes should be kept in lockers, gym/athletic bags, or hung up appropriately. Clothes in improper places will be confiscated.

## **School Video Equipment & Policies**

**School Video Equipment is not available for student use without express permission from the administration.**

### **Video Policy for Classroom Use**

The use of videos and DVDs in the classroom should be done sparingly and with consideration of the student's age/maturity level and Dayspring's mission to provide students of all ages with a God-honoring education.

#### **Guidelines for choosing videos include:**

- No R-rated movies are to be shown during the school day
  - Excerpts from R-rated movies may be used with administrative approval in HS classes only. Never in MS.
- No PG-13 movies are to be shown in the MS or elementary classes during the school day.
  - Excerpts from PG-13 movies may be used with administrative approval in MS classes
- NO entertainment videos are to be shown in core academic classes without administrative approval.
- Teachers should be able to provide parents a list of movies to be shown each quarter.
- TV Guardian should be used.

### **Elementary Video Policy**

Educational videos may be shown in the classroom to support learning objectives. Occasionally, some classrooms may show a fun video as an earned reward. All videos shown will be rated G unless administrative approval is obtained and parents are notified in advance.

### **Computer Use**

- Teachers are responsible for the classroom computers.
- Any damages or problems must be reported to the office immediately.
- Students may use computers only with the supervision of a teacher.
- No supervision, no computer!
- No food or beverages are allowed near the computers (including lap tops).
- *NO COMPUTER GAMES ARE ALLOWED ON SCHOOL COMPUTERS!*
- *Students are not allowed to play games on their cell phones or calculators during school hours.*
- *Internet usage is only allowed with direct supervision and specially obtained permission*

### **Electronics**

Students are not allowed to listen to MP3 players, walkman, or the like during the school day.

### **Cell Phones**

Cell phones are to remain off and out of sight during school hours. Students can use them to make calls in the office if needed (or use the office phone). After Labor Day each year cell phones seen or heard will be confiscated and sent to the office. First offense, students may retrieve their phone after the school day. Second/subsequent offenses, parents must retrieve the phone.

Students are not allowed to play electronic games on calculators or other hand held game devices during school hours. Teachers are to confiscate electronic items and send/bring them to the office.

**School-wide Secondary Field Trips** --These are held in October. Teachers and parents serve as chaperones on such trips. Administrator assigns teacher duties.

**Secondary Retreats** --These are held early in the first quarter. Teachers and parents serve as chaperones on such trips. Administrator assigns teacher duties.

**Field Days**--These are held in the fall and spring.

**Spirit Weeks**--These are organized by Student Council.

**Chapels**--Chapels are held weekly.

### **Fire or Disaster Drills**

Joe Anderson will oversee fire drills.

Practice drills for fire exit and disaster protection will be held regularly. Each teacher is to prepare their class with instructions and follow the posted guidelines for evacuating the building.

### **Parental Participation in School Activities**

The Bible clearly teaches that parents have the primary and ultimate responsibility for training and educating their own children. A distinctive characteristic of Christian education is that the Christian school works in cooperation with the home, with parents, to assist parents in the training of their children.

Parents are expected to be involved in all aspects of Academy life. Many of our activities are made possible by the voluntary efforts of parents and other individuals. The reason Dayspring Christian Academy has been able to offer a lower tuition rate is that many people give freely of their time, over and above tuition payments.

Parental involvement in the operations of the school does much to ensure that our educational program is a rich, total learning experience for each student. Some of the activities of parent-student interaction relate directly to the classroom education of the student, such as assisting the teacher in the preparation of class materials, grading papers, monitoring exams, and assisting from time-to-time in classroom instruction. Other activities include serving as a driver or chaperone on school field trips, helping in the assembly of instructional equipment, working with the students to prepare the Academy yearbook, and working together with the students in the organization and carrying out of school-based social activities.

### **Volunteerism Statement**

Dayspring Christian Academy is a parent owned and parent run Kindergarten through Twelfth Grade Christian School. As such, parental involvement in the operation and mission of the school is of paramount importance. We both encourage and covet that involvement. "The body is a unit though it is made up of many parts," and Dayspring Christian Academy relies upon each family to play their role in both the education of their children and the efficient functioning of their school. The school's goals of academic excellence, spiritual balance, and physical well

being are only achievable with support and input from the entire Dayspring family. This involvement is the responsibility of each family at Dayspring, and it is incumbent upon each of us to do our portion for one another.

For these reasons your Dayspring Christian Academy School Board is asking each family, each parent, to prayerfully consider what gifts, abilities, or energies God would have you share with the school. It is hoped that this challenge to prayerful action will stimulate greater involvement between the school and the families and by doing so will enhance the educational experience of each student academically, spiritually, and physically.

### **Using Telephones and Receiving Messages**

All phone calls made by students from the office require approval from administration. Students will not be allowed to make routine calls. Exceptions are made in cases of emergency.

We ask that parents refrain from using the school office as a message base for students except when absolutely necessary.

Students should not **use** cell phones and pagers during the school day. These should remain off and out of sight at all times.

### **Emergency School Closings**

The Administrator will decide Academy closings due to inclement weather. Local radio and television stations carry announcements concerning DCA closings or delayed openings.

Delayed openings will always be two hours late. Students should report to their appropriate class by 10:25 a.m. on these days. Families should continue consulting the media until 9:00 a.m. on days when a delayed opening is announced. Up until 9:00 a.m. the school may opt to change from a delayed status to a closed status for the day. After 9:00 a.m. no such change will be made.

Any Academy closings due to emergencies within Dayspring facilities will be announced by telephone to each family. For information regarding school closings or delayed openings due to inclement weather, consult one of the following television or radio stations. Please do not call the Administrator or teachers at home or school, but consult the media resources.

### **WDBJ CHANNEL 7**

### **WSLS CHANNEL 10**

School day make-up procedures are included with your copy of the school calendar. These announcements are for inclement weather **only**. Regularly scheduled school closings will not be announced, except in school calendars and newsletters.

## **Grades and Reports**

### **Grading Scale**

The following key and interpretations are used in grading for both report card and on the permanent records.

- 94 to 100 = A
- 90 to 93 = A-
- 87 to 89 = B+
- 83 to 86 = B
- 80 to 82 = B-

77 to 79	= C+	
73 to 76	= C	
70 to 72	= C-	
60 to 69	= D	
Below 60	= F	
E	= Excellent	B+ -A
S	= Satisfactory	C-B
N	= Needs Improving	D-C-
U	= Unsatisfactory	F
I	= Incomplete	

### **The Grading System**

The following key and interpretation are used in grading for both Report Cards and Permanent Records.

<u>%</u>	<u>Grade</u>	<u>Grade Point</u>
94-100	A	4.0
90-93	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
60-69	D	1.0
Below 60	F	0.0
N/A	I	N/A

Advanced Placement Courses have a grade point scale that runs from 0.0 to 5.0. Some secondary classes are available on a Pass/Fail or Audit basis.

(The following letter grades may be used in the elementary grades.)

E	Excellent
S	Satisfactory
N	Needs Improving
U	Unsatisfactory
I	Incomplete

In the elementary grades, students will receive a written evaluation every nine weeks, in addition to a letter grade in each subject. This allows the parents to be familiar with their child's performance to a greater depth than is normally available with a simple letter grade.

### **Instructional Standards**

Dayspring Christian Academy is committed to excellence in its academic program. The students are taught in the traditional teacher-based, classroom setting. In the area of textbook selection, judgments are made with priority being given to Christian textbooks unless the secular textbook is of superior academic quality. The curriculum for each grade level of the Academy is designed to meet and exceed the goals of the Virginia public education system as defined in the State Standards of Learning. An important difference, however, is in the Academy's adherence to the Word of God as the final authority for all matters of faith and conduct.

Standardized tests (Stanford Achievement Tests) are administered each year (in the spring) at the Academy. Individualized testing is done as the need arises.

### **Midterm Reports**

Teachers will send home a midterm report on **each** student at the midterm of each quarter (exception Kindergarten). Use form provided by school. See school calendar for dates.

### **Report Cards**

Report cards are issued four times each year (exception Kindergarten). See school calendar for dates.

### **Grade Computation**

The following equation is used for determining the semester grade:

$$\begin{array}{l} \text{Quarter \#1 grade average times } .375 \\ \text{plus} \\ \text{Quarter \#2 grade average times } .375 \\ \text{plus} \\ \text{Exam grade times } .25 \end{array}$$

### **Academic Performance Requirements**

Secondary students (6<sup>th</sup> grade – 12<sup>th</sup> grades) are expected to maintain at least a 2.0 grade point average. Exceptions may be made for students who have a grade point average of less than 2.0 but have not *failed* any courses during the quarter in question.

- A. Grade point averages (G.P.A.) for each secondary student will be calculated at the end of each quarter.
- B. If a student's G.P.A. is at or below 2.0, (i.e. a "C" average) in core subjects, that student will be placed on academic probation during the following quarter. Students with a grade of "F" in any single subject will not be permitted to play a sport.
- C. If at the end of the next quarter the student's G.P.A. (for the quarter) has not risen to at least a 2.0, an administrator-parent-teacher conference should be arranged to determine whether the student has made an effort to raise the G.P.A.
- D. Students who are on academic probation are ineligible to participate in extra-curricular activities.
- E. Math and Foreign Language courses require a 73 average to advance to the next sequence.

### **Academic Probation**

Any secondary students with a GPA of below 2.0 in their core courses (English, Social Studies, Math, Science, and Foreign Languages) for any quarter will be placed on Academic Probation. Any student failing any class (not just core classes) will be placed on Academic Probation. Students on Academic Probation are ineligible to participate in Dayspring Athletics unless approved to do so by the administrator, with the consent of the DCA School Board.

Students may come off of Academic Probation when Mid Term Reports are issued if they meet the grade requirements and have approval from the administrator.

### **Exams**

Each secondary student should take an exam in each core class (Math, Science, Social Studies, English (only 1 exam for MS and no exam for Composition), and Foreign Language each

semester. The one exception for 6<sup>th</sup>-11<sup>th</sup> graders is that if they have an 85 average or above and 6 or fewer absences in the same class they may exempt one such final exam.

Advance copies of exams should be filed with the Director of Curriculum Development (Joanna Crum). Teachers should abide by the following exam guidelines

- 1) No take home exams may be given without the approval of the administrator.
- 2) Seniors with a semester average of 85 or above may be exempted from 2nd semester exams
- 3) No exam times may be changed (for a student or a class) without the approval of the administrator.

### **Exam Exemptions**

Seniors may exempt final exams in all classes where they have achieved an 85 or higher for the second semester and have 10 or fewer absences (Mon-Fri Classes), 6 or fewer absences (Mon, Wed, Fri Classes), 4 or fewer absences (Tues, Thurs Classes).

9<sup>th</sup>-11<sup>th</sup> grade may exempt 1 final exam in a class where they have an 85 or higher for the second semester and 6 or fewer absences (Mon-Fri Classes), 4 absences (Mon, Wed, Fri Classes), 3 absences (Tues, Thurs Classes).

OR

9<sup>th</sup>-11<sup>th</sup> grade may exempt 2 final exams in classes where they have a 94 or higher for the second semester and 6 or fewer absences (Mon-Fri Classes), 4 or fewer absences (Mon, Wed, Fri Classes), 3 or fewer absences (Tues, Thurs Classes).

There will be no exams for Level 4 or above foreign language classes.

### **Honors and Awards**

Dayspring Christian Academy maintains a system Christ-centered formal honors and awards for several reasons:

1. To increase the academic motivation of all the students by demonstrating that good work and good behavior are rewarded.
2. To recognize and show appreciation for those students qualified to be listed on the Honor Rolls.
3. To draw public attention to the academic quality and outstanding Christian behavior of the students at Dayspring Christian Academy.

#### **I. Honor Rolls**

Students earning placement on one of the honor rolls will be recognized following each quarter. Students who have earned placement on one of the honor rolls for each semester will be recognized at the secondary awards assembly in the spring. Placement on an honor roll requires that a student take a minimum of five academic courses.

There are two honor rolls awarded at Dayspring Christian Academy. The first is the "A" honor roll, which requires a student to have an "A" average in each subject per marking period (this includes "A-" grades). The "A-B" honor roll requires a student to have no less than a "B" average in each subject per marking period (this includes "B-" grades).

## **II. Special Awards**

### **Teacher Commendation Award:**

This award is based on three factors: exemplary conduct, academic achievement, and a positive attitude toward school. In order to receive this award, students must be nominated by at least two secondary teachers. This award is presented at the conclusion of each quarter.

### **Faculty Award:**

This award is based on three factors: exemplary conduct, academic achievement, and a positive attitude toward school. In order to receive this award, students must be nominated by at least three secondary teachers. This award is presented at the secondary awards assembly in May.

### **Administrator's Award:**

This award is based on three factors: exemplary conduct, academic achievement, and a positive attitude toward school. In order to receive this award, students must be nominated by at least five secondary teachers. This award is presented at the secondary awards assembly in May.

### **Academic Discipline Awards:**

Awards will be given to the most outstanding 11<sup>th</sup> or 12<sup>th</sup> grade student in each academic discipline. The principal will consult with teachers who instruct in that discipline and then based on the information shared may or may not assign the award for the year. Criteria include, academic performance, work ethic, positive interaction within the classroom, and character within the classroom.

### **Junior Marshals:**

The top four students (as determined by academic standing, GPA) in the 11<sup>th</sup> grade will be assigned the position of Junior Marshal. These four students will be recognized at Graduation and will serve as ushers for the event.

### **Valedictorian and Salutatorian:**

(This information applies to the senior class.) The Principal will select the class valedictorian and salutatorian. The students will be evaluated on the basis of their academic performance. To be eligible to receive this award a student must have attended Dayspring Christian Academy for more than one year and have a cumulative grade point average of 3.5 or higher. In addition, a student who is suspended during the year that they are graduating is ineligible to receive either of these awards.

The following honors are awarded to qualified seniors and are presented during the graduation ceremony.

Summa cum Laude:	Requires a minimum G.P.A. of 3.8.
Magna cum Laude:	Requires a minimum G.P.A. of 3.6.
Cum Laude:	Requires a minimum G.P.A. of 3.4.

Beginning in the tenth grade, students are encouraged to take the PSAT/NMSQT (for practice in tenth grade, for the record in eleventh). All students are encouraged to take the SAT at least once before graduation.

### **Attendance Guidelines**

This policy is designed to encourage student attendance at school. At school a student is exposed to various types of instruction. Because each class period should contribute significantly to the curriculum objectives of Dayspring Christian Academy, and because the instructional program is progressive and sequential, it is necessary to encourage student attendance in all prescribed classes. However, in recognizing the authority of parents over their children, we understand that parents may decide that it is in the best interests of their child *not* to attend school on a particular day.

In making such decisions, please remember that some junior high and all senior high school courses require that students receive 150 hours of instruction for each unit of credit granted toward fulfilling graduation requirements.

It is assumed that all students enrolled in Dayspring Christian Academy will attend all prescribed classes (a minimum of six courses per year for high school students), i.e., parents and/or students may not choose how many classes to attend. Also, a student must complete final exams before a semester grade will be given. A student who is absent during a final exam will receive a grade of **I** (incomplete) in the pertinent course until the missed exam is completed.

A record of attendance for each student in each class will be kept by the teachers and reported to the office on a quarterly basis.

### **Absences**

Students must make up all work missed due to absences. The student should contact the teachers of all classes that were missed on the day of his/her return to school. A teacher may allow a student a make-up period of up to 5 days (based on the amount of work missed) from the student's return (except for family vacations, which require assigned work to be turned in within 3 days of a student's return to school). The teacher and Administrator will determine an alternate plan if this time needs to be extended. In some instances, a student may be expected to complete work or tests on the day of return. For example, if a teacher announces a test for Tuesday and the student misses class on Tuesday, the student will normally be expected to make up that test on the day of return to class.

Extensions (to complete work missed) will **not** be given for absences resulting from attendance at, or participation in, school related events.

Upon request from parents, the Administrator is authorized to waive requirements set by other provisions of this policy. In doing so, he should take into account the following: student's mastery in all subjects, attitude toward work and study, and disciplinary record at school.

For the secondary program, students who have more than 20 total absences in any class for any reason will be subject to failure without direct School Board intervention.

If a student arrives more than 5 minutes late, or leaves class more than 5 minutes early, that student will be counted absent for the day. All parents should make sure that their children understand this policy.

## **Attendance Policies**

### **GENERAL**

All teachers are responsible for maintaining a reviewable attendance record for each student in each class. There will be no attendance records in the office other than those filed by teachers. Secondary teachers are responsible for keeping class attendance in their roll/grade book. Attendance for secondary classes must be taken every class period and sent to the office during first period.

#### **Doctor or Dental Appointments**

Late arrivals or early dismissals for doctor or dentist appointments are to be arranged in advance and accompanied by a note to the teacher. The parent must sign the student out in the office before leaving and back in upon return (exception: senior privilege).

#### **Physical Education**

Written excuses from a parent or a doctor are necessary to excuse a student from P.E. class. Secondary students must dress out completely.

### **Recess**

A written note from a parent or a doctor is necessary for a student to stay in from a scheduled outdoor recess in which the entire class is involved. Elementary teachers should use their discretion in this situation, but no student should be left unsupervised.

### **Vacation Absences**

Any student taking a family vacation while school is in session must inform the school office and each teacher well in advance (1 week) of the trip. The work missed must be completed within the time frame arranged in writing by the teacher.

## **ELEMENTARY**

Elementary class attendance is to be taken daily and recorded in the teacher's roll/grade book. An absentee list is to be sent to the office each morning.

## **SECONDARY**

Secondary teachers are to report absences and tardies on mid term reports and quarter grades as indicated on grade sheets.

### **Excessive Absences**

When a secondary student's total absences exceeds 20 days (Mon-Fri Classes), 13 days (Mon, Wed, Fri Classes), 10 absences (Tues, Thurs Classes), 7 absences (1 day per week classes) during one school year, credit for that class **will not** be given without express board approval. 13 not 20 absences are allowed for MWF classes.

### **Miscellaneous Policies**

If a student arrives more than 5 minutes late, or leaves class more than 5 minutes early, that student will be counted absent for the day. All teachers should make sure that their students understand this policy.

Teachers are to notify, in writing, both the administration and parents of any child with more than 5 tardies in any semester. Teachers are to notify, in writing, both the administration and parents of any child with more than 5 absences in any semester.

Departure times for athletic events are given to the teachers in advance. These times are listed as "Depart" times on the information sheet. These times allow for 15 minutes loading vehicles etc. Students should not be released before the "Depart" times without a note from the administration.

### **Attendance Policy Exceptions:**

Any students missing class for scheduled school events (like athletic games) will not be counted absent, but these same students are responsible for all work missed. Teachers should make sure all students know their assignments ahead of time; this means the day before if a student or students will not be in your class the next day.

Any students who miss class with a note from the administration will not be counted absent, but these students are responsible for all work missed.

Any student who is excused by the teacher to work with another teacher, or on a special project of some sort, will not be counted absent as long as the request for the student has been made to the teacher in writing or in person by the requesting teacher.

Students who are late to class because they were performing lunch clean up duties will not be considered tardy. Lunch supervisor must inform the teacher.

### **Leaving Class**

Secondary teachers should allow only one student at a time to be out of their classroom.

Students are expected to come to class on time and prepared with textbooks, paper, writing utensils, and any other items necessary for a given class. Only on rare occasions should students be allowed to go back to their locker for something.

### **School Communication**

School communication should be in writing, such as, requests for a student to leave PE for extra work with a teacher etc

**Early Dismissal from Class** – Students are to remain in their respective classes until the bell rings. Prepare extra material if needed to fill the time. Students should never be allowed to leave early unsupervised. If a class is dismissed early the teacher is responsible for staying with the class as a group. Students are not to be in the gym or on the playground unsupervised (even if they are older).

### **Leaving Campus**

#### **Parental request:**

If a student needs to leave school during school hours for any reason other than an emergency, a parent must notify the office. The student will be given permission to leave and his absence from class will be excused. For a student driver, after permission has been granted, the student must sign the sign out sheet in the office and sign back in upon return to school. For students who are to be picked up by a parent, that parent is responsible for signing out the student and signing back in upon return to school. (Exception: Seniors will be allowed to check in/out of school as long as a parent has signed the appropriate waiver and is on file in the office) *This privilege only exists for seniors.*

**Students leaving campus without checking out are subject to suspension.**

**Student drivers leaving school without checking out may lose driving privileges as well.**

### **Senior Privileges**

DCA will acknowledge several special “Senior Privileges.” All “Senior Privileges” are contingent upon the student having a signed note from their parents expressly giving permission for each privilege filed in the office. Seniors will be denied these privileges without a signed note on file. Administration may suspend these privileges if deemed necessary.

**Final Exam Exemptions**—See Exam Exemption Section

**Early Release/Early Departure**

Seniors may come to school late or leave early if their schedules allow them to do so. They must sign into the office upon arrival and sign out when leaving.

### **Senior Sign Out**

Seniors may sign themselves in and out of school as granted permission from teachers or the administrator. Reports of senior sign outs will be available for parental review in the office at all times. Information regarding excessive or unusual use of this privilege will be forwarded to parents. Regular sign out privileges are not in effect during lunch hours for the purpose of getting food etc.

### **Lunch Out Days**

Once a week seniors are allowed to leave campus to go out to lunch. Regular sign out privileges are not in effect during lunch hours.

## **Illness**

### **Communicable Diseases**

The school keeps a Health Record for each student. In order to keep the record accurate and up-to-date, parents should inform the school office when a child gets an immunization or has a communicable disease. The school reserves the right to determine when a child who has a contagious disease may return to school.

If a student has been vomiting or has had a fever, ***the child should stay at home for at least 24 hours after the last episode.*** Since viruses spread quickly among the students in a classroom, we ask each family to cooperate in order that we may minimize their spread.

In the event of a seriously communicable disease, a licensed, practicing physician shall be consulted to review the case to determine whether or not the student who is ill should be allowed to return to school.

### **Illness at School**

Should a student become ill at school, or be injured in an accident at school, the parents will be notified as soon as possible. It is important that the school have on file several current telephone numbers so that contact can be made quickly with the parent or someone else who can be responsible in place of the parent. If both parents will be out of town for the day, or away from a telephone, the school must be notified ahead of time and arrangements made for contacting a responsible adult in case of emergency.

### **Medicines**

If it becomes necessary for a student to take medication during the school day, the medicine should be given to the student's teacher (elementary) or to the Office Assistant (Kathy Ribbens for secondary) along with written instructions regarding the time and the amount the child is to receive. No medication, including aspirin, may be given without the written consent or instruction of the parent. Dayspring Christian Academy does not keep a supply of medicines to dispense to students. ***Should students need aspirin, etc., they must bring their own from home.***

## **Behavior & Discipline**

**All students, teachers, visitors, and parents (while on campus) should be aware of and are expected to adhere to the following list of school rules.**

1. Students are to show respect and obedience to all faculty, staff members, and parents/adults on campus. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected from each student. Requests from the teacher should not have to be repeated.
2. All are to take proper care of school and personal property, demonstrating cleanliness in work, action, and dress (this includes following the school dress code).
3. No one is to chew gum during school hours, parents, staff, and students..
4. No student is to bring lighters, matches, radios, personal cassette tape players, or personal CD players to school. These items will be confiscated and returned only to parents, never to the students directly. There may be exceptions made for musical equipment.
5. Guns (including pellet and or paint-ball), knives (including pocket knives and letter openers), or weapons of any kind are not allowed on the school grounds. These items will be confiscated and returned only to parents, never to the students directly.
6. Public sexual displays of affection are not permitted at school or school activities.
7. Drivers are expected to drive responsibly.  
Special attention should be paid to elementary students in the parking lot before and after school. Students driving privileges may be revoked or suspended for a period. Student drivers leaving campus without checking out/in will result in revocation or suspension of driving privileges and/or school suspension. **Driving speed in the parking lot should be under 10 mph.** Drivers are expected to comply with directions given by faculty members. **Safety is a primary concern. Therefore, all students, parents, and faculty are expected to conform to rules for safe driving in the parking lot.**
8. Students are not allowed to play in the gym unsupervised.
9. No food or drink, other than water is allowed in the gym.
10. Students are not allowed to use cell phones or pagers during school hours. They should remain out of sight at all times.

### **Discipline Objectives**

Our objectives in maintaining discipline policies are these:

1. To train children and young people toward development of a lifestyle that is pleasing to God.
2. To encourage a positive response to authority so that students can more readily yield their will to God.
3. To protect and build respect for the personal rights and property of others.
4. To encourage responsibility for words and actions.
5. To maintain an optimum learning environment.
6. Restoration and repentance of offenders is the ultimate goal of DCA discipline.

### **Steps to Resolving Discipline Problems**

- 1) Teacher talks to, counsel, and prays with student.
  - Teacher sends a note home with the student to be signed and returned.
  - Copy of note and report filed in the office.
- 2) Teacher confers with parent(s) over the phone or in person.
  - Disciplinary action may be taken in keeping with the offense.
  - Parents will be informed prior to the administration of punishment.
  - Copy of all reports and communication filed in the office and sent home
- 3) Student referred to the Administrator with written report from teacher
  - Administrator communicates with parents
  - In School Suspension (1 to 3 days).

- 4) Student referred to the Administrator with written report from teacher
  - Administrator communicates with parents
  - Out of School Suspension (1 to 3 days).
- 5) Student referred to the Administrator with written report from teacher
  - Administrator communicates with parents
  - Out of School Suspension (3 day minimum) and student's case reviewed by the Board for possible Expulsion or special contract.

Teachers move from step to step when it has been less than thirty days between disciplinary infractions. For instance, if a student is disrupting class on September 3<sup>rd</sup>, and then repeats the infraction on September 12<sup>th</sup>, the teacher would move from step 1 to step 2. But if the same situation that occurred on September 12<sup>th</sup> and was then repeated on October 15<sup>th</sup>, the teacher would repeat step 2.

### **Serious Misconduct Policy**

(Designed to include the use or possession of alcohol or drugs on campus, sexual immorality, and violence resulting in physical harm, theft, vandalism, and any criminal acts or civil misdemeanors.)

- Three days suspension from the campus and any extracurricular activities.
- 30 day minimum suspension from all extracurricular activities.
- 90 days probation during which subsequent violations of any nature may result in recommended expulsion (contract).
- Other measures of discipline at the discretion of and as deemed appropriate by the Principal.

### **Student Standards of Conduct and Discipline**

Dayspring Christian Academy is committed to developing the spiritual as well as the academic qualities that characterize each child. As an important element of its program of total character development, we believe that it is necessary to follow scriptural admonition to correct a child when his or her behavior is in violation of school or classroom rules and procedures.

### **Discipline/Misconduct Categories**

Misconduct has been classified and divided into three categories, depending on the severity of the violation.

**CATEGORY I.** Activities, which are generally attributable to carelessness, thoughtlessness, or forgetfulness rather than poor attitude. Any minor disturbances or conduct, which impedes or prevents classroom order or instruction. The following is a non-inclusive list of possible Category I offenses.

- Roughhousing.
- Tardiness.
- Non-defiant failure to complete assignments or carry out procedural directions.
- Attention-getting distractions.
- Littering.
- Misuse of others' property.
- Violation of safety or health rules.
- Violation of dress code.

CONSEQUENCES: the teacher will write up Student.

**CATEGORY II.** Activities and attitudes that demonstrate a lack of respect for authority or property. Frequent and repeated violations of Category I misconduct. The following is a non-inclusive list of possible Category II offenses.

- Fighting (first offense).
- Roughhousing which could lead to personal harm or property damage.
- Repeated tardiness.
- Repeated failure to complete assignments or carry out procedural directions.
- Vulgar or abusive language not directed at any particular person.
- Repeated attention-getting distractions.
- Willful misuse of others' property.
- Disrespect of authority.
- Disrespect of others.
- Repeated violation of safety or health rules.
- Repeated violation of dress code.

CONSEQUENCES: Offenses will result in student-principal conference, parent-principal conference, loss of school privileges (participation in non-instructional activities), and/or in-school suspension. The teacher will write up student.

**CATEGORY III.** Violation of U.S., State, or local laws. Activities that seriously threaten the safety of the student, classmates, or staff. Activities and attitudes that demonstrate gross lack of respect for authority or property. Activities that violate Biblical moral codes or conduct. Frequent and repeated violations of Category II misconduct. The following is a non-inclusive list of possible Category III offenses.

- Fighting after repeated warnings not to do so.
- Vulgar or abusive language addressed to a particular person.
- Deliberate actions resulting in injury to persons or property.
- Violations of local, state, or federal law such as possession or setting off firecrackers, setting fires, and tampering with fire alarms or extinguishers.
- Tampering with any off-limits school or maintenance equipment (e.g., circuit breakers, janitorial supplies).
- The use or possession of tobacco, alcoholic beverages, or illegal drugs.
- The use or possession of pornographic literature or materials.
- Lying, stealing, cheating, or immorality.
- Picking locks, forcing doors, or otherwise entering a locked building or room.

CONSEQUENCES: Offenses will result in suspension or expulsion/withdrawal.

### **Suspension**

The Administrator has full authority to suspend a student for a period of from one to five days.

Reasons which would give cause for suspension include:

- Continued deliberate disobedience or disrespect;
- A rebellious spirit which remains unchanged after much effort by the school staff;
- A continued negative attitude and bad influence upon other students;
- A serious breach of conduct which has an adverse effect upon the reputation of the school
- Failure of the student to comply with the disciplinary actions of the school;
- Failure of parents to cooperate with disciplinary actions of the school.

### **Expulsion**

The Board of Directors reserves the authority to expel a student. A student may be expelled from school for a serious breach of conduct, and/or for repeated behavioral problems which demonstrate

a failure on the part of the student to genuinely repent and improve his behavior. When the Administrator determines that it is in the school's best interest to recommend expulsion, he shall consult with the President of the Board of Directors. Provided that there is general concurrence, the Administrator will immediately place the student on suspension until the next meeting of the Board of Directors, at which time a hearing will be held to determine final disposition. The student and/or his parents may appear before the Board and present a statement in his behalf. The Administrator, assisted by any appropriate staff personnel, will present the reasons for his recommendation for expulsion. The Board of Directors may question all persons concerned. After hearing the Administrator's statement and the student or parents' statement (if any), the Board will consider the matter in executive session. The Administrator will inform the parents and student of the Board's decision. If a student is expelled, the parents are still obligated to pay the balance of a full school year's tuition.

### **Dress Code**

The dress code is intended as a guideline in assisting all students in developing a Christ-centered attitude toward their outer appearance and a maturing view toward the appropriateness of certain attire for certain occasions. It is not intended to be an exhaustive listing of acceptable and unacceptable attire. Rather, the dress code is an outgrowth of our experience in maintaining an atmosphere consistent with the instructional goals of the Academy. It is not meant to take the place of parental rules, which may be more restrictive than those set down here. Nor is it meant to relieve the student of the opportunity to grow in personal responsibility for his or her own appearance.

We need parental help to maintain modest dress on Campus, please read and address these standards to your child. Violations may require parents coming to the school to bring appropriate clothing, the child being sent home, and/or being written up per the standard disciplinary practice of any violation of school policy. Thank you for helping in this matter.

### **General Standards:**

The student's appearance must be suitable and appropriate for school.  
All garments should be clean, neat, modest, and in good repair (nothing torn or cut).

Dress standards for school field trips, team travel and extra-curricular or program activities will be established by the supervising teacher or administrator, and given in advance so parents may be informed, and students may be prepared. Any school sponsored function which involves wearing a swimsuit will require a one piece swimsuit for girls and regular shorts-style swim trunks for boys.

There will also be occasional formal events when students will be expected to wear formal attire (i.e., dress shirt and tie, dress slacks, dresses, and dress shoes). On these occasions, students will not be allowed to attend wearing jeans and sneakers. These events include but are not limited to Graduation and the Middle School/High School Awards Ceremony.

*Specific questions concerning applications of the dress code should be addressed to the Administration.*

### **Girls' Dress Standards:**

General dress for girls includes dresses, skirts, Capri's, culottes, jeans or slacks, blouses, shirts or t-shirts, sweaters or sweatshirts. Shorts with pockets and zippers (not athletic wear of any type)

are allowed. Dresses, skirts, shorts and culottes are to be no more than 1 inch above upper part of the knee when the student is standing (dress must meet same standard from behind). Shoes or sneakers are to be worn at all times and should be properly tied or fastened.

Open sandals may be worn without socks or hose.

Pants are to be worn so that tops could be tucked in (though students are not required to do so), or so that tops cover the beltline at all times sitting and standing. Pants are to be worn at the waist at all times, this means the belt line will be above the hip-bone.

**Limitations:**

Sweatpants/fleece suits (pants that are neither slacks nor jeans) are not allowed.

Low necklines, sleeveless tops, enlarged armholes, bare shoulders/back/midridds, or tops that show bare midsection are not allowed.

Garments that are tight fitting, clinging, semi-transparent or “see-through”, are not allowed. T-shirts and sweatshirts that display messages inconsistent with the Christian lifestyle are not allowed.

Hats, bandanas, etc. are not to be worn during the school day.

Visible tattoos and visible body piercing other than earrings are not allowed.

**Exceptions:** K-5 will be allowed to wear sleeveless dresses and modest length shorts in warm weather.

**Boy’s Dress Standards:**

General dress for boys is standard length jeans or slacks, shirts or t-shirts, sweaters, sweatshirts. Shorts with pockets and zippers (not athletic wear of any type) are allowed.

Shoes or sneakers, with socks, are to be worn at all times and should be properly tied or fastened.

Open sandals may be worn without socks.

Pants are to be worn so that tops could be tucked in (though students are not required to do so), or so that tops cover the beltline at all times sitting and standing. Pants are to be worn at the waist at all times, this means the belt line will be above the hip-bone.

**Limitations:**

Sweatpants/fleece suits (pants that are neither slacks nor jeans) are not allowed.

Low necklines, sleeveless tops, enlarged armholes, bare shoulders, and bare midridds or tops that show bare midsections are not allowed.

Garments that are tight fitting, clinging, semi-transparent or “see-through”, are not permitted. T-shirts and sweatshirts that display messages inconsistent with the Christian lifestyle are not allowed.

Hats bandanas, etc. are not to be worn during the school day.

Earrings, other visible body piercing, and visible tattoos are not allowed.

### **PE Guidelines**

Appropriate attire for PE classes is as follows;

Approved DCA t-shirts and shorts, sweat pants, sweatshirts, jackets, and coats may be worn in cooler weather.

Appropriate attire for DCA athletic practices is as follows;

Modest length shorts, t-shirts (with sleeves). Sleeveless DCA practice jerseys or other sleeveless DCA t-shirts may be worn.

### **Guidelines for Student/Staff Interaction**

*Dayspring Christian Academy expects its staff members (administrative, teaching and support) as well as parents to caringly assist students, but always appropriately. In accordance with the “Human Dignity Policy” the following guidelines help define what is appropriate behavior for all staff members and parents coming in contact with students. Although every adult’s contact with students is within a specific context, the following acts are judged by Dayspring Christian Academy as being inappropriate:*

- Using vulgar, profane, belittling, snide, or intimidating language to students or in their hearing;
- Making sexual innuendo to students or dressing in ways that might readily be construed as sexually provocative to students;
- Meeting a student at a location in school or outside of school (restaurant, home, in a car, etc.) that is not easily observed by another adult;
- Touching a student’s body in a place or in a lingering manner that could readily be interpreted as a sexual advance;
- Grabbing, pushing, slapping, poking, or physically touching a student in a manner that could be readily construed as violent and motivated by anger;
- Being in a car alone with a student without the expressed consent of the student’s parent immediately before the ride;
- Using controlled substances (alcohol, tobacco, or drugs illegal for underage students) at any time detectable to a student or speaking favorably to a student about the use of these substances;
- Any behavior toward a student that does not respect their bearing of God’s image.

Students at Dayspring Christian Academy are expected to conduct themselves in a manner that is in keeping with the philosophy and goals of the Academy. It is assumed that each student will treat faculty members and fellow students with respect and will speak and act in accordance with the standards of God's Word. This is not to suggest that students will not be allowed to act their age. Rather, our concerns will center on behavior that is unacceptable for the age of a particular student. Attitude and behavior problems will be dealt with on an individual basis and in cooperation with the parents.

### **Human Dignity Policy**

*Dayspring Christian Academy intends to provide its staff members and students with a safe Spirit-filled environment, one that is free from offensive kinds of behavior. Conduct—whether intentional or unintentional—that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are created to reflect God himself.*

1. We do not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons both at school or school events.
2. Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, administrator, or counselor. Teachers should report an offense to their administrator, or if it is the administrator he or she is reporting, to the President of the School Board. Each report will be given serious consideration and investigated appropriately.
3. Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
4. Any person who is determined to have violated this policy will be subject to disciplinary action including the possibility of employment termination (for staff members) or expulsion (for students).
5. Sexual harassment includes:
  - Making unwelcome sexual advances,
  - Engaging in improper physical contact,
  - Making improper physical comments,
  - Writing a note to someone else, either electronically or by hand, with content that may be construed as sexual,
  - Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity to create a sexually intimidating, hostile, or offensive learning or working environment.
6. Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment. Persons engaging in this misbehavior will be disciplined.
7. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

### **Grievance Policy**

The objective of this policy is to establish biblical guidelines for the resolution of disputes and grievances in the operation of Dayspring Christian Academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Dayspring Christian Academy's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration and Board. **(Matthew 18:15-17)**

#### **Students/parents to teachers:**

Concerns about the classroom should first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.

If the problem is not resolved, the parents or student may bring the concern to the Administrator.

If the problem is still not resolved, the parents should request a hearing from the School Board.

#### **Parents/patrons to administrator:**

If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms) they should express their concerns to the Administrator.

If the situation is not resolved, they should request a hearing from the Dayspring Christian Academy School Board.

This procedure applies to Board members who are acting in their capacity as parents/patrons, and not as representatives of the Board.

This procedure applies to all faculty members who are acting in their capacity as parents/patrons, and not as representatives of the school.

### **School-Sponsored Events Policy**

This policy seeks to ensure that school-sponsored programs meet the same standards for quality and content established in the educational programs at Dayspring Christian Academy. It also seeks to ensure that the same standards for student conduct established at the school are maintained at all events sponsored by Dayspring Christian Academy. Finally, this policy is designed to limit the liability assumed by Dayspring Christian Academy for school-sponsored events.

*School-sponsored events are events which are organized by a Dayspring Christian Academy staff member acting in their official capacity as a teacher, administrator, etc., events approved by the Principal and organized by student representatives, events which are published on the DCA yearly calendar, or events which receive financial support from Dayspring Christian Academy. These events should conform to the following guidelines:*

1. School-sponsored events require the attendance of a staff member from Dayspring Christian Academy.
2. Attendance at school-sponsored activities is generally limited to students who are currently enrolled at Dayspring Christian Academy. The Principal may grant exceptions.
3. Timely information about school-sponsored activities must be provided to parents. All written communication must be submitted to the Principal prior to being sent to the parents.
4. Parents must sign a written waiver releasing Dayspring Christian Academy from any liability for all events taking place off campus. This statement should also authorize medical treatment to be given to the student in case of injury.
5. The Principal must approve all proposed activities, determine the number of chaperones required, and approve a date for the event.
6. No students will be allowed to drive other students for any school events.