

**Dayspring Christian Academy**  
2019-2020 Student/Parent Handbook



## Table of Contents

|   |    |
|---|----|
| Mission Statement   | 3  |
| Academy Goals   | 3  |
| Operations  | 3  |
| Statement of Faith  | 4  |
| Statement of Purpose                                      | 4  |
| Educational Philosophy                                    | 5  |
| Classification of Students                                | 6  |
| The School Day  | 6  |
| Lunch   | 7  |
| Secondary Doctrine Policy                                 | 8  |
| Controversial Subjects Policy                             | 9  |
| School Computer, Electronic, and Video Equipment Policies | 10 |
| Parent Participation/Volunteerism                         | 12 |
| Emergency School Closings                                 | 13 |
| Grades and Reports  | 14 |
| Exams   | 17 |
| Honors and Awards   | 17 |
| Attendance Guidelines                                     | 19 |
| Leaving Campus  | 22 |
| Discipline  | 24 |
| Definition of Terms and Consequences                      | 29 |
| Dress Code  | 31 |
| Child Protection Policy                                   | 33 |
| Sick Child Policy   | 36 |
| Guidelines for Student/Staff Interaction                  | 38 |
| Human Dignity Policy                                      | 38 |
| Grievance Policy  | 39 |
| School Sponsored Events Policy                            | 40 |
| Tuition and Fees Collection Policy                        | 41 |

# Dayspring Christian Academy

## **Mission Statement**

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

## **Spiritual Emphasis**

Child of God!

## **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)

## **Operations**

Dayspring Christian Academy (Kindergarten through 12th grade) is under the oversight of an Administrator. The Administrator is in charge of all academic, athletic, and extra-curricular activities, hires faculty and staff with the advice and consent of the DCA School Board, and is responsible for the day-to-day operations of the school. The school is governed by a School Board. The Board is responsible for overseeing all aspects of the operation of school. It sets policies, determines fiscal procedures, maintains the physical plant, organizes and executes fundraising/development activities, and has the responsibility for the overseeing 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.

### **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 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.

## **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) 4 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.

## **The School Day**

The school day begins at 8:00 a.m for 9th-12th graders. and ends at 3:15 p.m. 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 8:00 a.m.

The school day begins at 8:15 a.m. for 5th-8th grade students and ends at 3:15 p.m.. 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 8:15 a.m.

The school day begins at 8:25 a.m. for K-4th grade students and ends at 3:00 p.m.. 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.

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 by the school when they are available.

**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.

### DCA 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 in the Main Room. Teachers supervising lunch are responsible for making sure the students clean up sufficiently.

- Lunch clean up includes cleaning of the kitchen, microwave ovens, cleaning tables and counters, taking trash to the dumpster, and taking recycling out.
- The floor is to be swept and mopped 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.

Kitchen Use – Students are not allowed to use items from the kitchen during lunch, including ketchup, mustard, dressing, etc. 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 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.

#### 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 in their lockers (not on top or on the floor)
- Books left unattended in classrooms, restrooms, or 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 also be brought to the office.
- Students are to keep their locker space reasonably well kept (no papers hanging out or food items left over).
- All student clothes should be kept in lockers, gym/athletic bags, or hung up appropriately. Clothes in improper places will go to lost and found.

#### **Secondary Doctrine Policy**

Secondary doctrine: Doctrinal issues that 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.

## **School Computer, Electronics, and 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
- o 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 whenever possible.

### 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 electronic devices during school hours.
- Internet usage is only allowed with direct supervision and specially obtained permission

### 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.

### **Grades K-8**

1. Valuable electronics such as iPods, mp3 players, game devices etc. should not be brought to school. Students will not be allowed to use them during the school day.
  - a. Devices of this type can be distracting and are easy to lose or have stolen.
2. Students are not allowed to use cell phones etc. during school hours. They should remain out of sight at all times or be placed in the appropriate basket prior to class.
3. Laptops, tablets of any kind, electronic reading devices of any kind, Nooks, Kindles etc. are not to be brought to school unless specific teacher and administrative approval is given for particular projects, or these types of devices are required for specific classes or special needs.
  - a. Even with permission these devices may be confiscated if used for non-academic purposes.
4. Students are not allowed to play in the gym unsupervised.

### **Grades 9-12**

1. Electronic devices on campus are discouraged unless necessary for classes.
  - a. Devices of this type can be distracting and are easy to lose or have stolen.
  - b. These devices may be confiscated if used for non-academic purposes.
  - c. Students are to follow all in class guidelines (as established by the teacher) for the use of all electronic devices
2. Grades 9-12 are allowed to carry and use cell phones during the school day provided they do not do so during class without permission from their teacher.
  - a. Students are to follow all in class guidelines for the use of cell phones/smart phones.
  - b. No cell phones or electronic devices should be used or be out in the Main Building at any time  
These items will be confiscated
3. Grades 9-12 are allowed to carry and use smartphones, tablets, laptops etc. for academic purposes only during the course of the school day, but never in the Main Building, unless specifically for a class assignment as instructed by the teacher..

School-wide Secondary Field Trips --These are held in late September and early 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- held weekly.

- Elementary K-2 in the Main Room on Thursdays, 1:50-2:20
- Elementary 3-5 in the Main Room on Thursdays, 2:30-3:00
- Middle School in the Main Room on Wednesdays, 2:20-3:15
- High School in the Main Room on Wednesdays 1:10-2:10

Fire or Disaster Drills

Trena Booth, Dug Hampton, and Joanna Hampton will oversee fire drills.

Practice drills for fire exit and disaster protection will be held regularly (at least once a month). 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.

## **Service Requirements**

Your Dayspring Christian Academy School Board requires that the members of each DCA family contribute a minimum of 50 documentable service hours to the school during the school year (July 1, 2018 – June 30, 2019). These 50 service hours will be required of all families. If for some reason a family prefers not to serve the 50 hour minimum, they may choose to pay \$25 per hour for each service hour not contributed to DCA.

Families will log and keep track of their service hours through the school office and these hours will be tracked on RenWeb. The Service Hours Log can be found in the "Family Information" tab on the home screen of RenWeb ParentsWeb.

If there are extenuating circumstances that prevent a family from serving their hours, an appeal for relief may be made directly to the DCA School Board.

## **Emergency School Closings**

The Administrator will decide school closings due to inclement weather. Local television stations (WDBJ and WSLS) carry announcements concerning closings or delayed openings.

Delayed openings will always be two hours late. Students should report to their appropriate class by 10:15 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 school closings during the school day once the school day has begun (due to emergencies within school facilities) will be announced by e-mail/telephone to each family.

For information regarding school closings or delayed openings due to inclement weather, please do not call the Administrator or teachers at home or school, but consult the media resources. The school will also send e-mails about school closings.

These announcements are for inclement weather only. Regularly scheduled school closings will not be announced, except in school calendars and newsletters.

## **Grades and Reports**

### Graduation Requirements beginning with Class of 2015

#### **Advanced Diploma At Dayspring Christian Academy (28 credits)**

- 4 English
- 4 Social Studies
- 4 Math
- 4 Science
- 3 Foreign Language
- 2 PE/Health/Driver's Ed
- 4 Bible (1 Bible per year enrolled in HS at Dayspring Christian Academy)
- 1 Fine Arts
- 1 Personal Finance/Economics
- 1 Elective

#### **Standard Diploma At Dayspring Christian Academy (24 credits)**

- 4 English
- 4 Social Studies
- 3 Science
- 3 Math
- 2 Foreign Language or Fine Arts
- 4 Bible (1 Bible per year enrolled in HS at Dayspring Christian Academy)
- 1 Personal Finance/Economics
- 2 PE/Health/Driver's Ed
- 1 Elective (additional elective credit required for each HS year not enrolled at DCA)

#### **Grading Scale**

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

|               |               |
|---------------|---------------|
| 94 to 100 = A | 77 to 79 = C+ |
| 90 to 93 = A- | 73 to 76 = C  |
| 87 to 89 = B+ | 70 to 72 = C- |
| 83 to 86 = B  | 60 to 69 = D  |
| 80 to 82 = B- | Below 60 = F  |

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

|   |                   |       |
|---|-------------------|-------|
| E | = Excellent       | B+ -A |
| S | = Satisfactory    | C-B   |
| N | = Needs Improving | D-C-  |
| U | = Unsatisfactory  | F     |
| I | = Incomplete      |       |

(The following letter grades may be used in kindergarten.)

|   |                     |
|---|---------------------|
| P | Proficient          |
| S | Satisfactory        |
| B | Beginning to emerge |
| N | Not yet evident     |

In the elementary grades, students will receive a skill set evaluation for character/behavior 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.

### **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. Dual Enrollment courses will be credited on a normal 4.0 scale. Some secondary classes are available on a Pass/Fail or Audit basis.

### **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** The ACT Aspire is administered each year (in the spring) to students in grades 3 through 10 at the Academy. Individualized testing is done as the need arises. 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 and/or ACT at least once before graduation.

### **Midterm Reports**

Teachers will send home a midterm report on each student at the midterm of each quarter via RenWeb (exception Kindergarten).

### **Report Cards**

Report cards are issued four times each year via RenWeb. See school calendar/RenWeb for dates. Dayspring reserves the right to withhold academic records for the children of any family that is in financial arrears.

### **Teacher/Parent Communication**

Parents have access to RenWeb to be able to keep up with grades, assignments, and the attendance of their children. Beyond this, teachers will communicate directly with parents when a student is missing assignments or fails a test.

### **Grade Computation**

The following equation is used for determining the semester grade:

Quarter #1 grade average times .40  
plus  
Quarter #2 grade average times .40  
plus  
Exam grade times .20

### Academic Performance Requirements

- Secondary students 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.
- Grade point averages (G.P.A.) for each secondary student will be calculated at the end of each quarter.
- 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 for a quarter or exam will not be permitted to participate in any extra-curricular activities (sports and clubs).

- 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.
- Students who are on academic probation are ineligible to participate in extra-curricular activities.
- Math and Foreign Language courses require a C average to advance to the next sequence.

### Academic Probation

- Any secondary student with a GPA of below 2.0 in their core courses (English, Social Studies, Math, Science, 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 are placed on academic probation when quarter grades are turned in and reviewed by administration.
- Students may come off of Academic Probation when Mid Term Reports are turned in/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, and Foreign Language) each semester.

### Exam Exemptions

- NO Midterm Exams may be exempted.
- Seniors may exempt final exams in all classes where they have achieved a B average or higher for the year **and** have 10 or fewer absences (Mon-Fri Classes), 6 or fewer absences (Mon, Wed, Fri Classes), 4 or fewer absences (Two-Day a Week Classes).
- 6th-11th grade students may exempt final exams in all class where they have achieved a 94 average for the year **and** 8 or fewer absences (Mon-Fri Classes), 6 or fewer absences (Mon, Wed, Fri Classes), 4 or fewer absences (Two-Day a Week Classes).

### Honors and Awards

Dayspring Christian Academy maintains a system of 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 of the first three quarters of school 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 secondary awards assembly in May.

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 (10<sup>th</sup>-12<sup>th</sup> for foreign languages). 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 students (as determined by academic standing, GPA) in the 11<sup>th</sup> grade will be assigned the position of Junior Marshal. These students will be recognized at Graduation and will serve as ushers for the event. Junior Marshals must have been full-time students at Dayspring for a minimum of 4 semesters.

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.

### 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 the school, 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.

It is assumed that all students enrolled will attend all prescribed classes (a minimum of five courses per year for full-time 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 (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 regular 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 one day per each day missed plus one day to make up work assigned while absent due to illness (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 makeup 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 (Mon-Fri) 13 total absences (MWF or 3-day a week classes) or 9 total absences (for classes that meet only twice a week) for any reason will be subject to failure without direct School Board intervention.

Absence due to tardy or early departure from class:

DCA 5th-8th grade classes

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 class. All parents should make sure that their children understand this policy.

DCA 9th-12th grade classes

If a student arrives more than 10 minutes late, or leaves class more than 10 minutes early, that student will be counted absent for the class. All parents should make sure that their children understand this policy.

All absences are recorded as absences. Only absences due to school functions or activities will not be counted towards the allowed absences in a class for exam exemptions or credit completions.

Tardies

For individual classes, three (3) tardies is equivalent to one (1) absence. These accumulated tardies will be figured into the overall class number of absences when determining exam exemptions and excessive absences in regards to credit completion.

Parents may track student attendance on RenWeb ParentsWeb.

## ***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 on RenWeb. Secondary teachers are responsible for keeping class attendance. Attendance for secondary classes must be taken every class period.*

## SPECIAL SITUATIONS

*Doctor / Dentist Appointments: Late arrivals or early dismissals for doctor or dentist appointments are encouraged to be arranged in advance. Parent must check the student out at the office before leaving and check them back in upon return. These absences will count in overall totals, so we encourage scheduling these during study halls if possible to reduce the amount of academic material missed.*

### *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. If the condition persists for more than 3 scheduled PE classes, a doctor's note will be required.*

### 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.

### Excessive Absences

When a secondary student's total absences exceeds 20 days (Mon-Fri Classes), 13 days (Mon, Wed, Fri Classes), 10 absences (Two-Day a Week Classes), 7 absences (1 day per week classes) during one school year, credit for that class may not be given without express board approval. Students who enroll for the second semester will have half the number of allotted days.

After 5 tardies, parents and administration are notified. After 3 absences, parents and administration are notified. Teachers will alert the student, the student's family, and administration if a student is accumulating excessive absences. To insure the family and student are aware of rising absence totals the administration will request a parent meeting when any student exceeds 50% of the allowed absences in any class.

### Miscellaneous Policies

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 to load 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.

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 by written note or a phone call.. The student will be given permission to leave and his absence from class will be recorded. 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.

Students leaving campus without checking out are subject to suspension.

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

Student time during the school day should be devoted primarily to academic and other constructive educational activities. Study Hall may be scheduled to allow students to do homework or pursue other academic activities to allow more time outside of school hours for non-educational pursuits.

Student drivers may, with signed parental permission, drive themselves to and from campus, to NRCC, and to school activities after school hours.

All **Freshman** and **Sophomores** must remain on campus from 8:00am to 3:15 pm. Students DO NOT have permission to leave school during study halls or lunch.

All **Juniors** must remain on campus from 8:00am to 3:15pm. Students with a study hall period at the beginning or end of the day may, with signed parental permission, arrive late at the beginning of the day **OR** leave early after their last scheduled class for the day. Other than the exception above, Juniors DO NOT have permission to leave school during study halls or lunch during the first semester; with signed parental permission, Juniors who have demonstrated (to parents and administration) responsibility and maturity may leave during lunch second semester.

All **Seniors** may, with signed parental permission or age 18, enter (sign in) and leave (sign out) the campus during unassigned periods/study halls and lunch.

Parents of students who do not have permission, but who need off campus use of study halls for doctor appointments, dentists, etc., may arrange such permission on a case-by-case basis. Missing any academic classes regardless of reason will count as an absence in the total needed for exam exemptions and earning course credit as described in the handbook.

Off campus use of unassigned time/study halls is a privilege granted by the student's parents and educators while recognizing the individual needs of the student as well as the level of maturity the student has attained. The student's parents or the school may withdraw the privilege at any time it is no longer necessary for the student's education or for disciplinary reasons.

Tardiness to class after lunch WILL NOT be tolerated. Three (3) tardies will result in the loss of the lunch sign-out privilege for five (5) school days.

All students entering or leaving school at any time other than for the 8:00am start or the 3:15pm finish of the school day MUST sign in/out with the front desk. Failure to do so may result in suspension of these privileges.

Students are responsible for their own actions while they are off campus. The school provides no supervision of off-campus activities and assumes no liability for any accident or injury that occurs while off-campus.

### **School Communication**

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

## **DISCIPLINE**

### **Discipline Objectives**

Our objectives in maintaining discipline policies are these:

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

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

We are committed to developing the spiritual as well as the academic qualities that characterize each child. As an important element 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.

### **General Behavior & Discipline Guidelines**

All students, teachers, staff, visitors, and parents (while on campus) should be aware of and are expected to adhere to the following list of school rules. All discipline objectives and policies will apply to all students on campus at any time, and all students on any school sponsored trip or activity.

1. Students are to show courtesy and obedience to all faculty, staff members, and parents/adults on campus. 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 student is to chew gum during school hours unless specifically authorized by the classroom teacher.
4. No student is to bring lighters, matches, etc. to school. These items will be confiscated and returned only to parents, never to the students directly.
5. Guns (including pellet and or paint-ball), or weapons of any kind are not allowed on the school grounds. If students are in possession of these items they will be confiscated and returned only to parents, never to the students directly. Having these items on campus is a Category III violation.

6. Public displays of affection are not permitted at school or school activities, including sporting activities, field trips, etc.
7. Drivers are expected to drive responsibly. Special attention should be paid to younger students in the parking lot before and after school. Student 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. All discipline objectives and policies unless otherwise stated will apply to all students on campus at any time, and all students on any school sponsored trip or activity.
9. All students grades K-12 are to sign out when leaving campus during the school day. Grades K-11 need express parental permission (written and signed note or phone call to the office) to leave school during the school day. Students who leave campus without signing out properly are subject to revocation or suspension of driving privileges and or suspension from school.
10. Seniors (and Juniors second semester) are allowed to sign themselves out for lunch provided their parents file the appropriate paperwork with the school and they are not tardy returning to class after lunch. Tardiness to class after lunch may result in the revocation of the senior lunch out privilege.
  - a. Drivers will not take younger students out to lunch. Exceptions can be made for younger siblings with the same lunch period and expressed parental permission each time. Violation of this policy may result in loss of lunch out privileges, revocation or suspension of driving privileges, and or suspension from school.

## **DISCIPLINE VIOLATIONS**

### **Elementary Only**

Elementary Teachers (1<sup>st</sup> Grade-4<sup>th</sup> Grade) use the How I Act procedures for classroom management. All families with elementary students will be given specific instructions from their child(ren)'s classroom teachers as to how this program works.

More serious violations involving elementary students may be referred to the school administration and when this occurs the following guidelines may be utilized for elementary discipline.

## **Discipline Enforcement Procedures/Guidelines**

Discipline violations break down into one of four classifications that carry with them a number of discipline points. The breakdown is as follows;

Category 0 – no points

Category 1 – 1 point

Category 2 – 3 points

Category 3 – 5 points

Each violation in each category carries with it a consequence of some sort. Category 0 requires a simple correction. Category 1 violations require a write-up that is sent home and recorded in the office. Category 2 violations require a suspension of some sort, usually an in school suspension, or a suspension of privileges of some sort, length of suspension is determined by administration. Category 3 violations require an out of school suspension. The length of the suspension is determined by the administration (from 1 to 5 days).

Any Category 3 violation deemed to be of a highly serious nature may result in an immediate suspension and a referral to the School Board for disposition. This referral to the School Board would carry with it administration's recommendation for suspension and a reinstatement probationary contract or expulsion. The School Board will then determine whether an expulsion or a suspension will be executed, and if a suspension is executed the School Board will determine the details of the reinstatement probationary contract. The student or students involved as well as the families involved will be granted an audience with the School Board if so desired.

While each individual infraction is dealt with individually, the build-up of discipline points will also play a role. Any individual carrying 8 points or more will be subject to an extra day of out of school suspension for every Category 1 or above violation. For instance, if a student had previously been written up for 5 points for any reason(s) and then committed a Category 2 violation (3 points), they would be subject to the punishment for a Category 2 violation as well as 1 day of out school suspension for their point total. Accumulated Points consequences will be as follows:

- 8-10 points= 1 day out of school suspension
- 11-13 points= 2 days out of school suspension
- 14 or more points= 3 days out of school suspension and case referral to School Board for reinstatement Behavioral Probationary Contract or possible Expulsion

Point totals will be carried for the whole school year with one exception: point totals will be cut in half over the semester break.

## **Discipline/Misconduct Categories**

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

**CATEGORY 0.** Activities which are generally attributable to carelessness and immaturity. Staff will simply correct these instances. These events escalate to Category 1 if they become trends or regular events. The following is a non-inclusive list of possible Category 0 offenses.

Gum Chewing

Tardiness

Accidental or Forgetful Littering/Leaving a Mess

Class disturbances

Unprepared for class

Forgetting books, writing utensils, paper, notebooks, etc.

Non-defiant failure to complete assignments or carry out procedural directions.

Electronic Device Policy Violation (1<sup>st</sup> offense)

Public Displays of Affection Policy Violation (1st offense) includes, but not limited to handholding, kissing, hugging, etc.

CONSEQUENCES: staff corrects the behavior of the student and reports it to administration.

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

Repeated disobedience/disrespect to teachers/staff

Roughhousing.

Rude behavior

Repeated Tardiness.

Tardies will be documented for each class period (MS/HS).

After 5 tardies per class per semester students will serve lunch detention and or loss of sign out privileges temporarily (for lunch or overall) for each additional tardy.

Attention-getting distractions.

Littering, intentional or habitual

Misuse of others' property

Violation of safety or health rules

Repeated violations of dress code or serious/intentional violation.

Electronic Device Policy Violation (2<sup>nd</sup> offense or more)

Public Displays of Affection Policy Violation (2nd offense) includes, but not limited to handholding, kissing, hugging, etc.

CONSEQUENCES: 1 Point. The teacher will write up Student. Administrator could invoke Possible Detention, Correction Plan, Loss of School Privileges, and or Behavioral Probationary Contract.

## **CATEGORY II.**

Category II violations include; Activities and attitudes that demonstrate a lack of respect for authority or property, and /or frequent and repeated violations of Category I misconduct. The following is a non-inclusive list of possible Category II offenses.

- Fighting (first offense – no punches thrown, not a violent exchange)
- Roughhousing which could lead to personal harm or property damage
- Vulgar or abusive language not directed at any particular person.
- Repeated attention-getting distractions
- Willful misuse of others' property
- Rudeness to authority
- Rudeness to others
- Repeated violation of safety or health rules
- Repeated violations of Electronic Device Policy
- Repeated violation of school policy or policies

CONSEQUENCES: 3 Points. Offenses will result in student-Administrator conference, parent-Administrator communication or conference, possible Correction Plan, possible Loss of School Privileges (senior/junior privileges and or participation in non-instructional activities), possible Behavioral Probationary Contract, and/or Detention. The teacher will write up student.

## **CATEGORY III.**

Category III violations include; 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 of conduct, and/or frequent and repeated violations of Category II misconduct. The following is a **non-inclusive** list of possible Category III offenses.

- Fighting (punches thrown or deemed violent in nature) (or second offense)
- Vulgar or abusive language (spoken or symbolic) 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.  
Habitual or repeated rudeness towards authority or others  
Improper and immoral use of Electronic Devices  
Any behavior deemed as bullying in nature

**CONSEQUENCES:** 5 Points. Offenses will result in Suspension, conference with Administrator, communication/conference with parents, also; possible suspension from extra-curricular school activities, possible loss of school privileges, possible behavioral probationary contract, possible use of Serious Misconduct Policy, and possible referral to School Board for expulsion hearing.

### **Definition of Terms and Consequences:**

#### **Correction Plan:**

Individually designed consequence with an educational purpose.

#### **Detention:**

Detention is the requirement that students arrive at school earlier or remain at school longer than usual or be excluded from normal school opportunities. Detention may be assigned in a variety of forms: Early Detention, After School Detention, Work Detention, and Lunch/Recess Detention. The form of detention will be assigned based on the offense and at the discretion of the Administrator. Students who are late to an assigned detention will receive an additional day of detention. Students who fail to attend detention on the assigned day may be subject to suspension unless there are extenuating circumstances. Students who are required to serve after school detention will complete a task at the discretion of the detention supervisor or the Administrator. Parents will be notified of required detention time. Students are expected to serve detention time as soon as possible and may not miss detention time for any reason unless authorized by the Administrator.

#### **Temporary Loss of Sign Out/Lunch Out or Other Privileges**

In the case of excessive tardies or absences, even from assigned study halls, temporary loss of senior sign out privileges may be the approved consequence for seniors during the school year, or for juniors during second semester.

Furthermore, the Administrator may revoke any special privilege for a period of time as a consequence for behavior.

#### **Behavioral probationary contract:**

A student may be placed on probation for repeated misconduct or attitudes inconsistent with the spiritual standards of school. Probation gives the student an opportunity over a specific period of

time to correct the areas identified as needing improvement. If there is insufficient improvement within the specified time the student may be asked to withdraw from school. A student placed on behavioral probation will have that information in his/her cumulative file and forwarded to any school to which the student transfers.

Infraction(s) committed during the specified period of behavioral probation are likely to result in suspension and possibly recommendation for expulsion. Behavioral probation may be general, encompassing adherence to all school policies, or it may be limited to particular types of conduct. Exclusion from participation in privileges, athletics, or extracurricular activities may also be included in behavioral probation.

### **Suspension:**

Exclusion from the school community, including classes and other privileges or activities as set forth in the notice, for a specified period of time. Readmission may not be automatic after the expiration of the suspension period, and conditions for readmission may be established. Students who are suspended are expected to make up all academic work missed within one day of the suspension. Any work not made up within one day of the suspension will receive a score of zero. The days for which a student is suspended will count as days absent.

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

### **Serious Misconduct Policy**

(Designed to include the use or possession of alcohol or drugs on campus, sexual immorality, violence resulting in physical harm, theft, vandalism, and any criminal acts or civil misdemeanors.) Whether or not to invoke the Serious Misconduct Policy is the decision of the Administrator. Once invoked the following will occur

- Three days minimum suspension from campus.
- 30 day minimum suspension from all extracurricular activities.
- 90 day probationary contract during which subsequent violations of any nature may result in recommended expulsion (contract). Any Category III violations may be considered grounds for expulsion.
- Other measures of discipline at the discretion of and as deemed appropriate by the Administrator.

## **Expulsion**

Expulsion: Termination of student status permanently or for an indefinite period.

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 with 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.

The Administration reserves the right to make the final decisions concerning compliance with the standards. Repeated failure to comply with dress code standards constitutes rebellion and could result in disciplinary action.

*Our desire is that the students would dress in such a way as to please the Lord. Our outward appearance is to be a constant reminder to those around us of our desire to honor God.*

### General Standards:

- Students should dress and groom themselves in a manner that is neat, modest, and respectful to themselves and the school.
- Students should not wear any clothing that display messages inconsistent with the Christian lifestyle.
- All clothes must be free of questionable language and phrases, and include no derogatory statements about people groups.
- Garments that are tight fitting, clinging, semi-transparent or “see-through”, are not permitted.
- Hats are not to be worn during classes. Hoods and hats that cover any portion of the face should not be worn during school hours.
- Clothing that is “shredded” to look ripped or torn should not expose skin. Tears or rips higher than 2” above the knee must be worn with a layer of fabric underneath so that no skin shows.
- Low necklines, enlarged armholes, bare shoulders/back/midriiffs, or tops that show bare midsection are not allowed.
- Shoes are to be worn at all times and should be properly tied or fastened.
- 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.
- Undergarments should not be seen at any time.
- Shorts and pants with pockets and zippers (not athletic wear of any type) are allowed. Shorts must be mid-thigh or longer for all students.
  - Individual exceptions may be made by administration
  - Exceptions K-4 students may wear athletic shorts/pants.
- No fleece pants, pajama pants, yoga pants, spandex, or leggings .

Enrolled students should not get tattoos or additional piercings while enrolled at school.

- Exception, young ladies may wear earrings and have their ears pierced. No other studs, or jewelry of any kind may be worn in piercings during the school day.
- There should be a reasonable attempt to cover pre-existing tattoos during the school day.

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, jeans or slacks, blouses, shirts or t-shirts, and sweaters or sweatshirts.

- Dresses and skirts are to be *no more than 2 inches* above upper part of the knee when the student is standing (dress/skirt must meet same standard from behind).
- Dresses, shirts, blouses, etc. must have at least a 3-inch strap or a sleeve of some sort.

- Leggings and spandex may only be worn under jeans, shorts, or with skirts/dresses (that meet the dress code).
- Visible body piercing and visible tattoos are not allowed.

### **Boy's Dress Standards:**

General dress for boys is standard length jeans or slacks, shirts or t-shirts, sweaters, sweatshirts. No athletic shorts or sleeveless shirts.

- Male students are allowed to have facial hair but it must be neat and well-groomed at all times.
- Earrings, other visible body piercing, and visible tattoos are not allowed.
- Leggings and spandex may only be worn under jeans or shorts (that meet the dress code)

### **PE Guidelines**

- Appropriate t-shirts, including tank tops without enlarged armholes, shorts, and tennis shoes.
- Sweatpants, sweatshirts, jackets, and coats may be worn in cooler weather.

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.

### **Dress Code Enforcement (5th-12th)**

Students in clear violation of the dress code will be removed from class by the teacher, counted absent, and sent to the school office. They will remain in the office or be sent home (parental choice) until the student is able to return to class in appropriate attire. This means there will not be any warnings or patience in regards to gym shorts, sweat pants, torn clothing, etc.

Questionable violations of the dress code will result in a student/administration conversation that will result in an administrative decision about the possible violation.

Dress code violations will not be considered discipline violations unless there are numerous/repeated clear violations.

### **Child Protection Policy**

#### **General Purpose Statement**

The Children's Education program at Dayspring Christian Academy (DCA) exists in order to bring glory to God by helping young people know and treasure Jesus Christ. In order to achieve that goal, DCA seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the following practices, our goal is to protect the children in our care from incidents of harm due to staff or volunteer worker misconduct or

inappropriate behavior, while also protecting our staff and volunteer workers from false accusations.

### **Definitions**

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years or current Dayspring students of any age. The term “worker” includes both paid and volunteer persons who work with children.

### **Selection of Workers**

All persons who desire to work with the children participating in our programs and activities will be subject to a screening process. This screening includes the following:

#### **a) Written Application**

All persons seeking to work with children must complete and sign a written application in a form to be supplied by DCA. The application will request basic information from the applicant and will inquire into previous experience with children, previous church affiliation, as well as disclosure of any previous criminal convictions. Additionally, the written application will include a personal statement of faith and an agreement with DCA’s statement of faith. The application form will be maintained in confidence on file at DCA.

#### **b) Personal Interview**

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

#### **c) Criminal Background Check**

A national criminal background check is required for the following categories of volunteers:

- Those who will be involved in teaching children or in any position that interacts with students

Before a background check is run, prospective workers will be asked to sign an authorization form allowing DCA to run the check. If an individual declines to sign the authorization form, this refusal will be taken as a withdrawal of their application and they will not be considered for a position to work with children at DCA.

What constitutes a disqualifying offense that will keep an individual from working with children will be determined by the Administrator or DCA Board on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event. The

background check authorization form and results will be maintained in confidence on file at DCA.

### **Two Adult Rule**

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Classes may have only one adult teacher in attendance during the class session; in these instances, there should be no fewer than three students with the adult teacher. It is our goal that minors not be alone with one adult on our premises or in any sponsored activity.

### **Responding to Allegations of Child Abuse**

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Workers may become aware of abuse or neglect of the children under their care. In the event that a DCA worker becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the DCA Administration. Further action including reporting to authorities as may be mandated by state law will be enacted. In the event that an incident of abuse or neglect is alleged to have occurred at DCA or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation and instructed to remain away from the premises during the investigation.
3. Civil authorities will be notified, and DCA will comply with the state’s requirements regarding mandatory reporting of abuse as the law then exists. DCA will fully cooperate with the investigation of the incident by civil authorities.
4. Our insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.

5. A representative from the Administration will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the public. All other representatives of the school should refrain from speaking to the media.
6. A pastoral visit will be arranged for those who desire it.
7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

### **Open Door Policy**

Doors should never be locked while persons are inside the room including classes (except in an emergency lockdown situation). Closed doors for normal classroom activities (even doors without windows) is acceptable and at times necessary.

### **Teenage Workers**

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- Must be at least age 14
- Must be screened as specified above. (Teenage workers are not required to complete a background check, since the information gathered from those checks only pertains to individuals over the age of 18.)
- Must be under the supervision of an adult and must never be left alone with children.

### **Sick Child Policy**

It is our desire to provide a healthy and safe environment for all of the children at DCA. Parents are encouraged to be considerate of other children when deciding whether to bring a child to school. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours
- Green or yellow runny nose
- Eye or skin infections
- Other symptoms of communicable or infectious disease

Parents should inform the school office when a child has a communicable disease. The school reserves the right to determine when a child who has a contagious disease may return to school. 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.

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day. 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.

### **Medications Policy**

It is the policy of DCA to only administer prescription or non-prescription medications to the children under our care with direct parental permission.

### **Discipline Policy**

It is the policy of DCA not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with the Administration if assistance is needed with disciplinary issues.

### **Restroom Guidelines**

If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door, and leave the stall door open as they assist the child.

### **Accidental Injuries to Children**

In the event that a child or youth is injured while under our care, the following steps should be followed: For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be contacted in addition to Administration. If warranted by circumstances, an ambulance will be called. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

DCA will provide this child protection policy to all new childcare workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers should plan to attend these training events.

### **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 may 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 may 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.

## **Tuition & Fees Collection Policies**

### **Tuition & Essential Fees**

- 1) Tuition for the school year as agreed upon by the family and school.
- 2) Book Fees, Enrollment/Re-enrollment Fees, & Capital Improvement Fees and After Care charges

### **Penalties & Consequences for Non-Payment/Late Payment**

- 1) Any unpaid balance in excess of \$1,000 in combined tuition and essential fees that is 30 days or more past due or any balance in excess of \$200 in combined tuition and essential fees that is 90 days or more past due will render the responsible parties as not “in good standing” with the corporation.
  - a. As such they will be ineligible to vote at the Annual Meeting or any Special Meeting of the corporation and also the responsible party will be ineligible for election to the Board of Directors. If any sitting Board member falls within these parameters they will receive an unexcused suspension from the Board until such time as they satisfy their debt in its entirety to the corporation.
    - i. Exception – an approved and adhered to payment plan. Communication initiating and establishment of payment plan is the responsibility of the family, after being contacted by administration the family will have 7 business days to establish said payment plan.
- 2) Any unpaid balance in excess of \$2,000 in combined tuition and essential fees that is 90 days or more past due may result in the removal of a student at the end of the current semester.
  - i. Exception – an approved and adhered to payment plan. Communication initiating and establishment of payment plan is the responsibility of the family, after being contacted by administration the family will have 7 business days to establish said payment plan.

### **Non-Essential Fees & Charges**

- 1) Athletic Fees
  - a. Activities and Trips Charges for Athletics
- 2) Individual Activity Fees
  - a. Class Field Trips
  - b. Retreats
  - c. Any other school activity

### **Penalties & Consequences for Non-Payment/Late Payment**

- 1) Athletic Fees & Charges
  - a. Any unpaid balance on Athletic Fees or charges from one sport will make any family members ineligible for subsequent sports until said fees and charges are paid

i. Exception – an approved and adhered to payment plan. Communication initiating and establishment of payment plan is the responsibility of the family, after being contacted by administration the family will have 7 business days to establish said payment plan.

2) Individual Activity Fees

a. Any unpaid balance on fees from one year to the next will make family members ineligible to participate in the next year's activity until said fees and or charges are paid.

i. Unpaid field trip charges from previous years make students ineligible for field trips in the current year.

ii. Unpaid retreat charges past years make students ineligible for retreats in the current year.

iii. Exception – an approved and adhered to payment plan. Communication initiating and establishment of payment plan is the responsibility of the family.

**Violation of terms of an agreed upon payment plan**

1) Any amount owed on an agreed upon payment plan that is 30 days or more past due will result in the loss of "good standing" with the corporation.

a. As such the responsible party(ies) will be ineligible to vote at the Annual Meeting or any Special Meeting of the corporation and also ineligible for election to the Board of Directors. If any sitting Board member falls within these parameters they will receive an unexcused suspension from the Board for 90 days or until such time as they satisfy their debt in its entirety to the corporation.

2) Any repeated violation of the terms of an agreed upon payment plan will result in the responsible party(ies) being deemed not in "good standing with the corporation" and ineligible for election to the Board during that school year.

a. As such they will be ineligible to vote at the Annual Meeting or any Special Meeting of the corporation and also the responsible party will be ineligible for election to the Board of Directors. If any sitting Board member falls within these parameters they will receive an unexcused suspension from the Board for 90 days or until such time as they satisfy their debt in its entirety to the corporation, whichever is greater.

b. Any repeated violation of the terms of an agreed upon payment plan may result in the removal of a student at the end of the current semester.

3) Payment plans for past due balances also include the necessity for all current and future tuition and fee payments to be paid on time. Failure to stay current on accruing tuition and fees may be regarded as a violation of the terms of one's payment plan.

**Cumulative Debt**

1) The combined amount of money owed the school adding together Tuition and Essential Fees, and Non-Essential Fees and Charges

a. Any unpaid balance in excess of \$2,000 in cumulative debt more than 90 days past due will result in the loss of "good standing" with the corporation, ineligibility to run for the Board and if a sitting Board member, an unexcused suspension from the Board from until such time as they satisfy their debt in its entirety to the corporation.

i. Exception – an approved and adhered to payment plan. Communication initiating and establishment of payment plan is the responsibility of the family, after being contacted by administration the family will have 7 business days to establish said payment plan.

b. Any unpaid balance in excess of \$2,000 in cumulative debt more than 90 days past due may result in the removal of a student at the end of the current semester.

i. Exception – an approved and adhered to payment plan. Communication initiating and establishment of payment plan is the responsibility of the family, after being contacted by administration the family will have 7 business days to establish said payment plan.