



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

2024-2025
PARENT- STUDENT
HANDBOOK

Welcome to Parents and Students

Dear Parents:

Welcome to the Dayspring Christian Academy (DCA) family. Your child's educational and spiritual development is important to us and we believe that your partnership with DCA will be a blessing to your family. The DCA faculty and staff stand ready to serve you and your family in any way that we can, so please do not hesitate to ask for assistance or guidance.

This handbook is designed to explain the DCA policies and procedures but does not preclude the fact that individual teachers may have additional classroom expectations. Please read this handbook carefully and help your child understand the relevant portions. Each student is expected to follow these rules and be governed by the policies set forth herein. You are asked to sign the Parent Agreement and thereby confirm that you have read, understand, and agree to abide by the contents of this handbook. Should you have any questions or concerns regarding anything in this handbook, please contact the school office.

You have made a wise decision to provide a Christ-centered education for your child. A Christian education at DCA will help to shape a biblical worldview in your child and develop your child's unique God-given gifts and talents. While parents are their child's primary educators, the objective of DCA is to partner with parents in this educational process. Working together, your child will grow in the "nurture and admonition of the Lord" (Ephesians 6:4). DCA is accountable to God for the time your child is here.

Let us agree to pray for one another and to resolve every situation to demonstrate our Christian love for each other.

In Christ,

Rev. Philip B. Ackland

DCA Principal

*Please note that throughout this document, the following terms are used interchangeably: Dayspring Christian Academy = DCA; Parent = Parent or Legal Guardian; Administrator = Principal or Headmaster; *The administrative software used at Dayspring is FACTS SIS, formerly known as RenWeb.

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History and Foundation

HISTORY

In 1967, a community Kindergarten program was created at the South Attleboro Assembly of God. Dayspring Christian Academy was later birthed in 1981 and has grown to be a strong, academically focused school. DCA currently serves students in daycare, preschool, and in kindergarten through 12th grade. As a regional school, DCA serves families from over 35 cities and towns in both Massachusetts and Rhode Island.

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

DCA POSITIONAL FOUNDATION

PURPOSE

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

DCA exists to:

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

Purpose Statement

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

MISSION

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

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

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

- Extending an invitation to parents to any and all school functions

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

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

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

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

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

Mission Statement

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

VISION

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

The primary vision and goal of growth at DCA is to build God's Kingdom as He directs. The secondary vision and goal is to meet the needs of area parents who wish to partner with a Christian school in educating their children within the context of a Biblical worldview. As the local communities grow and change, DCA will seek to grow with it at a sustainable rate, and be an accurate reflection of the area communities.

Vision Statement

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

PHILOSOPHY OF EDUCATION

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

1. **The ministry of teaching:** DCA promotes the belief that teaching is a ministry to students and their families. The act of ministering involves addressing more than simply teaching academic subjects.
2. **Ministering to the whole child:** This method of ministering/teaching involves a comprehensive approach to address the development of the whole child physically, mentally, emotionally, morally, spiritually, socially, and culturally.
3. **Tripod approach:** DCA believes in a coordinated educational effort that involves the home, the school, and the church working together for the good of the student. The focus of this effort is on the core belief that Jesus Christ is the central aspect in all learning and living. All knowledge and academic subjects are to be evaluated in light of God's Word, including all extra-curricular activities.
4. **Character training:** DCA considers character training, respect, and obedience to be crucial in the cultivation of self-discipline, which is essential to the emotional, mental, physical, social, and spiritual well-being of the student.
5. **Authority and discipline:** DCA believes that the teacher/adult authority figure is to be respected by all students. When necessary, authority figures at DCA understand that discipline is to be administered fairly, firmly, and lovingly. In an effort to minimize the need for disciplinary measures, DCA will strive to instill in each student a love for God and others, obedience to God and the authorities He establishes, and a desire to choose that which is righteous and good in God's sight. This will equip them for their individual role in God's plan for their lives, and for their place in society.
6. **Reality:** As the personal and purposeful Creator of the universe, God is the ultimate reality. Reality in education involves helping students come to an experiential knowledge of God.
7. **Truth:** As Christian educators we take the position that God has revealed Truth to us through Jesus Christ and the Bible (John 14:6; 17:17; 1 Corinthians 2:9-16; Colossians 1:25-27). Revelation has priority over man's reason since man's ability to perceive truth has been affected by the fall of mankind.
8. **Knowledge and Wisdom:** Since there is a disparity between earthly knowledge and wisdom, and spiritual knowledge and wisdom, the Word of God must be the standard by which all knowledge and wisdom are measured (1 Corinthians 1-2; 7:10-16; James 3:13-18). Recognition of this principle is vital to the handling of actual information in the curriculum of the school.

STATEMENT OF FAITH

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

8. DCA believes that all who, by faith, receive the Lord Jesus Christ as Lord and Savior are born again, and thereby become children of God.
9. DCA believes a final judgment in which those who have believed in Jesus as Lord and Savior will inherit eternal life in Heaven, and in which those who have not believed in Jesus will inherit an eternal separation from God.
10. DCA believes in water baptism as an outward sign of a belief in Jesus as Lord and Savior.

CORE VALUES

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

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

POSITION STATEMENT

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

DCA takes the following stance in these specific areas:

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

GOALS

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

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

ADMISSION POLICY AND PROCEDURES

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

- The student and the family must demonstrate a desire to receive an education that is built upon an openly evangelical Christian perspective that asserts the lordship of Jesus Christ in everyday living and the authority of Scripture to establish moral guidelines for righteous living.
- The student must demonstrate academic competence as indicated by previous grades, achievement tests, and placement tests used to determine grade level performance. The school must determine if it can provide a program and environment that will meet the student's academic needs and develop the student's academic potential.
- The student and the family must give evidence of a willingness to submit to the policies and procedures of DCA.

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

TRANSFER STUDENTS

High School Transfer Students:

When considering a transfer student for enrollment, a determination must be made whether it is possible to meet the

course and graduation requirements of the individual student within an acceptable time frame. If the school is unable to meet the course requirements for graduation within an acceptable time frame the student may not be accepted.

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

When a student transfers to DCA during a grading period (9 week quarter) the grades the student brings with him/her (the withdrawal grades from the previous school in the courses equivalent to DCA courses) will be averaged with the grades the student earns that quarter at DCA using a proportion of the student's attendance at each school to determine the weight each grade will contribute to the overall quarter's average

HomeSchool Students:

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

LEARNING DIFFERENCES

Students who have current documentation on file for identified learning differences, diagnosed by a licensed diagnostician or a licensed medical professional, may or may not be considered for enrollment. Admission for students with learning disabilities will greatly depend on the diagnosis, accommodations that are required, and the school's ability to meet those accommodations. Due to staff and funding limitations, DCA may or may not be equipped to handle implementation of a full Individual Education Plan (IEP). Maximum accommodations available will be offered. Decisions on the implementation of any accommodation will be made on an individual basis. Failure to disclose a known 504 Plan, IEP, or diagnosed learning difference may result in an administrative withdrawal.

STUDENT ACADEMIC AND BEHAVIORAL PROBATION

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

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

REVERSAL OF ACCEPTANCE

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

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

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

ADMINISTRATIVE WITHDRAWAL

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

ACCREDITATION

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

FINANCIAL COMMITMENT AND PAYMENTS

GENERAL FINANCIAL POLICY

Dayspring is financed through the tuition paid by families. Therefore, continued enrollment of your child in the school is predicated on a commitment to the school year and on keeping your account balance up to date.

Both tuition and expenses are based on a “full school year” plan of operation. Once a student has started any part of a semester, the tuition obligation will be for payment of the entire semester. Should a student withdraw for any reason (including administrative withdrawal) prior to the end of a semester, the tuition obligation for the entire semester will be enforced.

Tuition costs for students enrolling after the school year has begun will have payments based upon the quarter in which they enrolled.

Exceptions on the payment of a full semester’s tuition are granted for company/military transfers required to maintain one’s employment or relocation because of the loss of employment. A letter documenting such a required move will be sufficient proof to waive the payment of a full semester’s tuition. Exemption requests need to be submitted to the administrator in writing and may be delivered to the school office at any time.

TUITION PAYMENT OPTIONS

FAMILY DISCOUNT

2 children= \$500 (from family total)

3 children or more=additional \$300 added to the \$500 discount

FULL PAYMENT PLAN

An additional discount of \$200 per student will be granted for full prepayments on or before August 20th for grades Preschool through 12th. There will be no exceptions to the prepayment due date. Payments to be made directly to DCA.

TWO PAYMENT PLAN

Half of the tuition is due by August 20th. The remaining half is due by January 1st. Failure to make the payment on time will result in a payment plan via FACTS. The prepayment discount for this option is \$100. The discount is applied in half increments after the payments are made.

BUDGET PLAN:

A 10 month automatic payment plan is required through FACTS Tuition Management Company: Payments run from August through May and are due every 20th day of the month. There will be no exception to this schedule. Monthly withdrawals are made via bank account auto draft or credit card.

PAYMENT METHODS

Cash, Check, Credit Cards and online Bank Account. If you are using a Credit/debit card, a 2.85% processing fee will be applied. Payments can be made directly to the DCA office, or online free of charge at www.dayspring-academy.org or at www.cic.church in the "Give" section with a credit/debit card or bank account.

AFTERCARE PROGRAM (Optional)

Aftercare rates are \$20/hour per student, or in increments of \$5.00. After 6:00 PM, the fee will be \$10.00 for every 15 minutes. This amount will be automatically applied to your FACTS account. A discounted yearly Morning/Aftercare program rate of \$4,000 if paid in full. (165 full days of school with 3 hours of Aftercare plus the 173 school days with 0.5 hours of morning care X \$20/hour = \$11,630 approximate projection.)

MORNING CARE (Optional)

Any student who enters the building before 7:30 will be enrolled in Morning Care. The fee is \$10.00 per student per day which will be automatically applied to your FACTS account.

EARLY WITHDRAWAL

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

- 2 weeks advance notice of student withdrawal
- Completion of a transfer request form
- Payment of all tuition and other financial obligations
- Payments will be prorated by semester-full payment due for the withdrawal semester
- Forfeiture of and complete repayment of financial aid.

Any student or family in arrears for 60 days, without prior arrangements, may be asked to withdraw from the school. In the event extraordinary circumstances arise, families are urged to contact the DCA administrator immediately. Students may not start the next school year unless all payments for both tuition and After Care are up to date.

ATTENDANCE

SCHOOL CALENDAR

A school calendar will be issued to each family prior to the start of the new school year and can also be accessed on the school's website. Important dates and holidays will be noted. Reminders are usually sent via email and sometimes also text, but parents are encouraged to make frequent reference to the official calendar and make plans accordingly.

ARRIVAL AND DISMISSAL

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

School hours are from 8:00 AM to 2:45 PM. Parents are to deliver students to school no earlier than 7:30 AM. Students delivered earlier than 7:30 AM will be charged a \$10.00 fee per day for each child, payable through FACTS unless another arrangement is made.

Students are to be picked up no later than 3:00 PM, or within 10 minutes of special activities. Those who remain after these set times will be signed into our After Care program. An additional fee is required for this service. (See Aftercare section for details)

Students are to be under the direct supervision of an adult at all times and are not allowed in restricted areas of the building. If any arrangement differs from the normal student pick up, a written note must be given to the teacher and sent to the office at the start of the day. No students will be dismissed early without prior written or phone notice with a clearly stated reason for early dismissal. All students will be expected to go home according to standard procedure. Any exceptions must be approved through the administrative office. Students and or parents are not to enter any classroom before or after school without permission from the school office and an escort by a DCA staff member.

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

ATTENDANCE REQUIREMENTS

Consistency in school attendance is vital to the student's progress and academic success. DCA adheres to the compulsory attendance laws set by the state(s). Any student with 18 or more absences per school year may be required to attend summer school at the parents' expense and/or repeat the grade the following year. Parents should contact the school administrator in the event of extenuating circumstances.

PERFECT ATTENDANCE AWARD

A perfect attendance award may be given to students who, at the end of each school year, have been present every day with no absences (whole or half days) and are no more than five days tardy to school. Students receiving 1 or more In-School Suspensions may jeopardize their Perfect Attendance Award.

ABSENCES

In the event of an absence, parents are to contact the school, by calling (508) 761-5552 x1100, no later than 8:00 AM. Unexpected/emergency absences (extenuating circumstances) are those due to personal illness, illness or death in family, quarantine, or special circumstances approved by the administrator. Students are expected to complete any assignments missed according to the guidelines stated in the homework section of this manual.

EXCESSIVE ABSENCES

Per state law, no student is permitted to miss more than 10% of any given school year. For those who are absent for 10% or more of the school year, additional learning days may be instituted at the parents' expense, to keep them in compliance with state law. The school Administrator will contact those in such a situation to arrange additional learning days during school vacations and/or during the weeks of summer.

ABSENCES REQUIRING DOCUMENTATION

- Illness of the student (a doctor's note is required for a student absent for more than five days, when an

illness or injury has required a visit to the emergency room or hospitalization, or when an illness/injury requires accommodations at school)

- Medical treatment (Doctor appt., physical therapy, etc.)
- Court appointment

An absence due to a doctor's or dentist's appointment will require a note from the doctor/dentist and needs to be presented to the office upon the student's return. Students with such appointments are to be checked in and out at the office, by a parent. Parents are encouraged to arrange for routine appointments at times other than regular school hours. All other absences will be considered unexcused (non-extenuating).

PREARRANGED ABSENCES

Prearranged absences or vacations not scheduled in the calendar are strongly discouraged. In the event that a known extended absence is to occur, the school office requires communication to be made with a two-week advance notice of the absence. A note from home must also be written and placed in the student's file. Once approval has been attained, it is the parent's responsibility to contact the teacher(s), and all class assignments must be obtained from the teacher(s) prior to leaving. All assignments are due within one week of returning. Failure to complete assignments will affect the student's grade and could impact their ability to advance to the next grade level.

TARDINESS/EARLY RELEASE

Students not in the school building by 8:00 AM each day will be considered tardy. Students arriving late should report to the office to be checked in. 10 accrued tardies will be considered one absence on the student's yearly attendance record (5 tardies = ½ day absence) and will impact the student's semester grade. Two early release days will be counted as one absence. Tardies and early releases may be excused at the discretion of the principal for reasons such as doctor's appointments or educational-related service appointments with proper documentation.

TRUANCY

Truancy is the willful absence from school by a minor (5-18 years of age) with or without approval, parental knowledge or consent. We do not expect this to be a problem at Dayspring Christian Academy, however, in the event that truancy becomes a problem, continued enrollment at DCA will be jeopardized.

EARLY RELEASE

Parents must report to the school office in order to release a student. Proper and approved identification will be required before the student is released to persons unfamiliar to school personnel or to a person whose name is not listed in the student's enrollment forms. Students will not be released early on a regular basis. Early releases of 15 minutes or more from a scheduled release time will count as tardy and will accrue.

PARENT/STUDENT RESPONSIBILITIES

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

EMERGENCY CLOSINGS

In the event of inclement weather or an emergency, announcements will be made via emails through the school's FACTS SIS portals, and text messages and voicemail notifications by phone will be made through our Parent Alert System. In addition, Dayspring Christian Academy's name will appear on Channel 7's (NBC) school closing/delay announcements. Decisions to either close or have a late start may or may not correspond with neighboring schools.

If, as a parent, you feel that the driving conditions are unsafe due to inclement weather and school has not been canceled, please call and notify the school office. It may be an excused absence.

BUS DISMISSAL PROCEDURES (Attleboro residents only)

1. Bus students will remain with their class and will be called to the foyer for dismissal when the bus arrives..
2. It is requested that no food or drinks be present in the dismissal area, and that all personal items remain in the student's backpack.
3. If a student misses the bus due to improper conduct, the student will be placed in Aftercare, the parents will be notified, and applicable charges incurred.

AFTER CARE

After Care is provided for DCA students for an additional fee that is paid monthly through your FACTS Tuition account. If payment is not current, students cannot attend the After Care program.

After Care cost is \$20/hour per student, or in increments of \$5/15 minutes. Each child picked up any later than 6:00 PM will be charged \$10.00 per 15 minutes (any portion). After Care charges begin at 3:00 PM.

After Care begins at 3:00 PM and ends at 6:00 PM. Please note that this service is not available on early dismissal days.

Students choosing not to follow directions may be withdrawn from After Care. Students not enrolled in a student after school activity will be sent to After Care.

High school students who have not left the high school building after school will be allowed to sit in the school office waiting area until they are picked up and are under the supervision of the After Care Director during that time. Students must have permission from their parents to leave with anyone who is not on their approved pick-up list. Students may be allowed, with parent permission, to assist the After Care workers with the supervision of younger DCA students.

Student Conduct and Discipline

General Principles of Student Conduct

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

Discipline is necessary for the welfare of each student, as well as for the entire school. Teachers and other staff are expected to make and enforce classroom regulations and school policies in a manner consistent with Christian principles as set forth in the Scriptures. Teachers will establish appropriate classroom rules and consequences for their violation. Dayspring expects full cooperation from both students and their parents in the education of the student.

CONDUCT AND DISCIPLINE

Students are to conduct themselves in a respectful manner (appropriate noise level and behavior) throughout the hallways and during class time. We are to glorify God in our conduct. One of the most important lessons for any

student to learn is how to properly respond to authority. The students must be guided to a proper response to their parents, teachers, and to God. In order to accomplish this goal, we must set discipline standards that are enforced fairly, consistently, and lovingly.

Since the teacher is the one who works closest with the children, he or she carries the bulk of the discipline responsibility. It is important that the teacher and parent stay in close communication toward resolution on such matters.

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

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

ACADEMIC HONESTY/PLAGIARISM

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

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

1. Copying from books, from another student's work, or acquiring information electronically from the Internet, without noting the source.
2. Preparing an assignment with the help of parents or other students without the teacher's permission.
3. The presentation of someone else's ideas on a paper without the use of footnotes and bibliography.
4. The presentation of another writer's exact words without quotation marks and a footnote.
5. The use or presence of textbooks, class notes, or other information, verbal or written, while taking a quiz or test, without the teacher's permission.
6. A student's presentation of another person's homework, lab report, or computer program as his or her own.
7. The use of another person's ideas or work in the preparation of a lab report or computer program without the teacher's permission or without footnoting or otherwise making obvious the source of the information.
8. Any student who provides information or materials to another student without the teacher's permission is liable to disciplinary action as the student who receives the information.
9. Improper use of AI technology as outlined in the AI Acceptable Use Policy document

DETENTION POLICIES

Detentions are a form of discipline whereby a student is required to remain during any break, recess, or lunch for counsel and reflection on the offense committed. If warranted, students may be assigned an appropriate research paper about the offense subject matter to complete and hand in on the next school day. Parents will be notified of detentions via email or phone call from teachers.

Failure to correct the offenses of detention will result in being placed on probation and may result in more serious disciplinary action, such as in-school suspension, out-of-school suspension, or expulsion.

DETENTION OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

- Excessive talking in class
- Tardiness to class caused by the student (5 occurrences) within one nine-week time period (one quarter of the school year)

- Extreme Dress Code violation (immodest clothing)
- Writing or passing notes in class
- Vandalism
- Profanity or vulgarity
- Inappropriate behavior (roughhousing, rowdiness, physical touching between the sexes, etc.)
- Lying
- Disobedience
- Disrespect
- Forgery of any kind
- Cheating of any kind (includes an automatic zero)
- Failure to return signed detention notice
- Skipping a class
- Stealing
- Gambling
- Racial Slurs
- Harassment – depending upon the severity could result in a more serious disciplinary action
- Other infractions determined by school authorities

SUSPENSION/EXPULSION OFFENSES

If a suspension is issued, the parent will be notified and a letter stating the violation and length of suspension will be sent home. A suspension will result in a zero for all academic work due during the suspension period. In order to prevent the student from falling behind, all academic work will be required to be completed during the suspension period.

A conference may be set with the student, parents/guardian, teacher, and administration in order to discuss the suspendable offense and the disciplinary action to be taken. The following will result in either an in-school or out of school suspension, or expulsion, at the discretion of the administration: (include, but are not limited to)

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

This list is not all-inclusive and would include any other action/behavior deemed severe enough at the sole discretion of the Administration, to warrant a detention or suspension.

HARASSMENT, INTIMIDATION, AND BULLYING

Dayspring Christian Academy is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act that:

1. Physically harms a student or damages the student’s property; or
2. Has the effect of substantially interfering with a student’s education; or

3. Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited.

Counseling and corrective discipline will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

PROBATION

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

A. TYPES OF PROBATION

1. **Academic Probation:** For the next grading period in question, if he/she earns below a "D" in two subjects, and/or "fails" one or more subjects.
2. **Attitude Probation:** For a rebellious and/or disrespectful attitude (conduct that is detrimental to the staff, students and/or the reputation of the school) that remains unchanged after counseling efforts on the part of teachers and/or administration have proven unsuccessful.
3. **Disciplinary Probation:** For continued disobedience to a teacher, staff, or school rules as well as committing a serious breach of conduct inside or outside of school that has an adverse effect upon the school's testimony.

CONDITIONS OF PROBATION

- Probation shall last for at least one grading period during which time student's school activities will be limited, not allowing for participation in sports or an extracurricular activity.
- Students on behavioral or attitudinal probation are not permitted on field trips.
- Students on behavioral or attitudinal probation are not permitted to participate in extracurricular activities.
- Any student placed on probation may also be required to attend counseling, student support classes, etc.
- Positions of leadership, trust, or responsibility will be relinquished for the remainder of the school year.
- An evaluation of the student shall take place at the end of the probation period to determine whether or not the conditions of the probation have been satisfactorily fulfilled.

Recommendations after the probation status has been served may be as follows:

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

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

DRESS CODE

DCA adheres to the belief that Christian young people are to be modestly dressed, positively reflecting their Christian testimony. Uniforms also help to eliminate competition due to outward appearance and affluence, have the effect of de-emphasizing outward appearance and emphasizing the importance of inner beauty. To this end, DCA has developed and maintains a uniform policy. All families are asked to comply with the uniform policy and standards in effect each school year, including the use of an approved uniform supplier. The uniform code will be made available each year during the enrollment season.

ALL UNIFORMS

- DCA uniform items can only be purchased online at the Donnelly's Uniform & Apparel website.
- Students in 1st grade through 12th grade (grades 9-12 on Chapel days only) must have their shirts tucked in at all times.
- Pants and shorts must fit appropriately. Pants may not be sagging and must be worn up to the waistline. No "skinny" pants or short look will be permitted.
- Uniforms must be clean and devoid of rips, tears, holes, stains, etc.
- Uniform guidelines are applicable on chapel days; there is no specific chapel dress, unless communicated otherwise for a class chapel or other special program.
- Shorts are encouraged to be worn under all skirts. Plain leggings may be worn under the skirt during cold weather conditions. Navy or white leggings, tights, or panty hose may be worn under the skirt.

HIGH SCHOOL DRESS CODE

High school students will be required to adhere to a "business casual" dress code with the exception of Chapel days which have special requirements.

Boys

- Shorts must be mid-thigh
- No tank tops/sleeveless tops

Girls

- Skirts/dresses must be knee length
- Leggings, yoga pants, spandex, etc. may only be worn under a knee length skirt or dress.
- No tank tops, spaghetti straps, mid drifts, off the shoulder tops or low collar shirts

Both Boys and Girls

- All clothing must be devoid of holes.
- Shirts must be devoid of any inappropriate logos, wording, images, etc.
- Clothing may not be excessively baggy or tight; pants and shorts may not be "skinny pants/shorts"
- No pajama type clothing.

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

*** Additional dress code requirements for special activities may be necessary throughout the**

year. Any such requirements will be communicated in advance.

PHYSICAL EDUCATION UNIFORM

- P.E. uniforms are required for all DCA students
- Sneakers with non-marking soles

COLD WEATHER WEAR

- Any coat or jacket may be worn that is devoid of anything that is considered to be offensive or inappropriate. Please see the office for questions as to what is offensive or inappropriate.

GIRLS K-5th UNIFORMS

Any combination of the following:

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

GIRLS 6th-8th UNIFORMS

Any combination of the following:

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

GIRLS 9th-12th UNIFORMS

Any combination of the following:

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

BOYS K-5th UNIFORMS

Any combination of the following:

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

BOYS 6th-8th UNIFORMS

Any combination of the following:

- Navy, white, or gray embroidered polo shirt (long and short sleeve)

- Navy or khaki pants or shorts
- Navy fleece jacket or PE zippered jacket

BOYS 9th-12th UNIFORMS

Any combination of the following:

- DCA navy, white, or gray embroidered polo shirt (long and short sleeve)
- DCA blue or white embroidered oxford shirt (long or short sleeve)
- Khaki pants or shorts
- Navy fleece jacket or PE zippered jacket

HAIR AND OTHER ITEMS

- Hair should be well groomed, of a natural color, and not distracting (as determined by the administration). Boys' hair should not touch the collar.
- Facial hair is permitted but must be well groomed.
- Hats/Headgear/Bandanas (excluding headbands for girls) are not to be worn in the school buildings during the school day, unless a medical exception has been obtained.
- Body piercing and tattoos are not permitted.

SPECIAL ACTIVITY DRESS CODE

Field Trips and dress down days

- School uniforms may be required to be worn to museums, plays, and other such trips. Teachers will communicate when this is necessary.
- Jeans in good condition with no holes.
- No “skinny” pants or baggy/saggy jeans.
- Field trips are not dress down days, unless directed by the teacher.

DRESS DOWN DAYS

- Jeans or shorts in good condition with no holes.
- Jeggings, leggings, yoga pants, spandex, etc. may only be worn under a knee length skirt or dress. These types of pants, worn with a long shirt are NOT permitted.
- No “skinny” pants or baggy/saggy jeans.
- All shirts must have sleeves (may not be pulled off the shoulder), may not be see-through, the length must be below the belt line, and may not be excessively tight.
- Any t-shirt, sweatshirt, polo shirt, or button up shirt that is devoid of offensive or inappropriate material may be worn. For questions regarding what is offensive or inappropriate, please contact the school office. Plain shirts with no writing or logos are preferred.
- No pajama type clothing.
- DCA will notify parents of any specific guidelines for a special dress day.

Academics

GRADING SCALE

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

A+.....97-100	A.....94-96	A-.....90-93
B+.....87-89	B.....84-86	B-.....80-83

C+.....77-79
D+.....67-69
F0-59

C.....74-76
D.....64-66

C-.....70-73
D-.....60-63

REPORT CARDS

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

HONOR ROLL

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

ACADEMIC ELIGIBILITY

A student must have a passing grade in all graded subjects to participate in any extracurricular activity (sports, clubs, teams, etc.). If a student is failing any subject, they will be ineligible to participate for that week. Notification will be made to all teachers every Friday of students currently involved in extracurricular activities so they check the list with their current grades. On Monday, students and parents will be notified of any academic ineligibility.

HIGH SCHOOL DIPLOMA COMPLETION PLAN

The following are the graduation requirements to earn a DCA high school diploma (24 Credits):

Subject Courses

English (4 credits)

**English I-IV are required*

English I

English II

English III

English IV

Mathematics (4 credits)

**Alg. I & II, Geometry are required*

History/Social Studies (4 credits)

**Required courses*

*World History I

Geography

*U.S. History I

Government/Economics

Health and P.E. (1 credit each)

Geometry

Algebra I

Algebra II

Pre-Calculus

Consumer Math

Science (3 credits)

Earth Science

Physics (optional)

Biology

Chemistry

Environmental Science (optional)

Bible (4 credits)

**All four courses are required*

Bible I

Bible II

Bible III

Bible IV

Fine Arts (1 credit)

**Must choose at least one of the*

following during the 4 years of

high school

Worship Band

Art

Foreign Language (2 Credits)

**Must choose two credits of*

the same language

Spanish I

Spanish II

Electives (1 credit—as available)

**Must choose 1 each year*

NOTE: Elective offerings vary from year to year

DETERMINING VALEDICTORIAN/SALUTATORIAN

Valedictorian will be restricted to the graduating senior with the highest GPA, provided that person has attended Dayspring Christian Academy’s high school for at least their Junior and Senior years and is recognized by the staff and administration as a well-rounded person of positive Christian character and integrity.

Salutatorian is restricted to the senior with the second highest GPA, provided that person has attended Dayspring Christian Academy’s high school for at least their Junior and Senior years, is not the Valedictorian, and is recognized by the staff and administration as a well-rounded person of positive Christian character and integrity.

In the event of a tie with regard to GPA, the student with the greater total accumulation of quality points will be given priority. In both cases (Valedictorian and Salutatorian), only full time students are eligible

PARENT CONFERENCES

Parent-teacher conferences are part of the school's reporting process. Parent-teacher conferences will be scheduled each Fall. Thereafter, parent(s) may request conferences with the teacher any time throughout the year. It is recommended that parents maintain frequent contact with the teacher.

Impromptu meetings with teachers are highly discouraged. Requested meetings must be scheduled either before or after school hours.

HOMEWORK

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

Students are expected to assume responsibility for completing homework assignments and turning them in on time. Students turning in late work (Middle/High School only), students will receive a zero for that assignment.

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

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

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

Homework requests for a child who is home must be requested prior to 10:00 AM and picked up from the office at the close of school. For Middle and High School students, daily homework assignments are listed in FACTS.

STANDARDIZED TESTING

Every year standardized tests are administered in grades 4 through 12 to help measure academic progress of students and to evaluate curriculum strengths and weaknesses. Other grades (K-3) will be tested every other year.

Medical Information

COMMUNICABLE DISEASES

Please telephone the school nurse, at (508)761-5552 x1105, immediately if your child is diagnosed as having either a contagious disease or pests (such as head lice). Your cooperation in this matter is necessary and will be greatly appreciated.

The Department of Health requires that students with the following conditions be excluded from school for specified

periods of time. The return times to school are as follows:

- **Strep Throat, Scarlet Fever, Rheumatic Fever:** 24 hours after medication started and fever is gone.
- **Chicken Pox:** when all lesions are crusted and dry (most contagious 1-2 days prior until 5 days after lesions appear).
- **Impetigo:** 24 hours after treatment is begun and no drainage is present; sores are to be covered.
- **Hepatitis A:** 7 days after the onset of the illness, and jaundice has disappeared. (Immune Globulin within 2 weeks of exposure can help lessen symptoms).
- **Measles:** 5 days after rash appears (most contagious 4 days prior to 4 days after rash appears) Immunization within 72 hours after exposure can prevent the disease.
- **Rubella (German Measles):** 7 days after the rash.
- **Influenza:** when symptoms are gone (most contagious 7 days prior to 3 days after). Use of tissue and good hand washing are necessary.
- **Common cold:** when acute symptoms are gone (most contagious 7 days prior to 3 days after). Use of tissue and good hand washing are necessary.
- **Head Lice:** when treated and inspection reveals no live nits. Check for nits daily for the next ten days.
- **Mumps:** 10 days after swelling has subsided.
- **Ringworm:** 24 hours after treatment has begun
- **Scabies:** 24 hours after student and household contact has been treated.
- **Conjunctivitis (pink eye):** 24 hours after discharge has ceased or 24 hours after treatment has begun.
- **Diphtheria:** 2 negative cultures 24 hours apart at least 48 hours after treatment.
- **Pertussis:** 6 days after therapy.
- **Infectious Diarrhea:** 24 hours after fever and diarrhea are gone.
- **Meningitis:** 2 days after antibiotic therapy has begun.
- **Tuberculosis:** 2 weeks after antibiotic therapy has begun
- **COVID/CoronaVirus:** Per the Department of Health recommendations and must be symptom free

Students infected with any of these diseases (except common cold) must obtain a written Dr.'s release in order to return to school.

Other situations when your child needs to stay home from school:

- **Fever over 100 degrees:** can return when fever free for 24 hours without medication use such as tylenol or ibuprofen.
- **Nausea and vomiting:** Can return when they have been free from vomiting for a minimum of 24 hrs.
- **Diarrhea:** can return when they have been a minimum of 24 hrs symptom free.
- **Pink eye, yellow/green discharge from eye:** Must be evaluated by the MD to rule out infection prior to coming to school, can return after 24 hrs on antibiotics.
- **Cough** that is constant enough to limit their ability to take part in learning or will disturb classmates trying to learn.
- Any **unusual rash/lesion** on the skin.
- **Any student who is sent home from school Monday-Thursday for symptoms of a fever, vomiting, or diarrhea regardless of the time sent home is automatically NOT to come to school the following school day, to allow them sufficient time to recover.**

SOCIAL EMOTIONAL HEALTH POLICY

As many of you are already aware, there has been a major increase in mental health concerns in our youth over the last few years. At DCA, we wanted to make families aware of how we are handling these type of issues:

When a teacher has a concern about the mental/behavioral health of a student, they will alert the principal, school nurse, and/or our resource teacher, who is also a social worker, right away. The student will meet with one or more of this team of professionals and a risk assessment will be completed to determine if any potential safety concerns are present. Some of the concerns we will assess include:

Suicidal ideation: is the child voicing in written or spoken words (including in text or social media) or through pictures/artwork, any thoughts, plans, or images of ending their life through suicide.

Evidence of self-harm: Behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. Self-harm behaviors can be either non-suicidal or suicidal. Although non-suicidal self-injury (NSSI) lacks suicidal intent, students who engage in any type of self-harm should receive mental health care. Treatment can improve coping strategies to lower the urge to self-harm and reduce the long-term risk of a future suicide attempt. Safety risk to others: is the child voicing thoughts/plans of harming others, or is their behavior putting others in the school community or elsewhere at risk.

As soon as the risk assessment is done, parents will be called and asked to come in and meet with the team. Any child who is felt to be a safety risk to themselves or to others will need to have an emergency evaluation completed and cannot return to school without a letter from that evaluation documenting their safety to be in this school community. A meeting may need to be set up with parents and the school team after the evaluation, to discuss implementation of follow up recommendations in the school setting. In addition follow up counseling (whether through a Christian or secular counselor) will be expected to be put into place to help the child learn the coping skills they need to prevent further and/or a worsening crisis.

ALLERGIES

The following list of pre-packaged, store bought foods are the only acceptable foods that can be brought into classrooms for parties:

Individual sized servings of applesauce
Rice Krispie Treats (unless allergic to milk)
Most fruit snacks
Popcorn (unless allergic to milk)
Pretzels
Animal crackers
Allergen free cupcakes can be purchased at A&J Bakery in Cranston, RI
(This is the only bakery that we are aware of that makes these.)

Students in Grades 6-12:

Any food brought into school for parties, class projects, etc. must include all ingredient labels and must be approved IN ADVANCE by the school nurse. Food must be grade-specific, and not shared across classes; i.e. if grade 6 is bringing in food for a school activity, no other grade can eat that food.

Again, any child who has a known allergy must always bring in their own food to eat.

PROCEDURES

Health (Immunization) Records

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

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

All immunizations must be current and accompanied by the signature of the student's doctor. The only exceptions to this rule are validated exemptions for religious or medical reasons. If a student's medical records are not in

compliance by August 1st, he/she may be excluded from school. If the student's appointment with the doctor falls after this date, proof of an appointment will be required.

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

Doctor and dentist appointments should be made after school hours.

ILLNESS DURING SCHOOL HOURS

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

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

MEDICAL EMERGENCY AUTHORIZATION

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

MEDICATION POLICY

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

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

- Any medication that needs to be administered during the school day must be delivered to the school nurse by an adult and must be in its original container.
- Prescription medication must be accompanied by a doctor's order (see nurse for form).
- A parental permission form must be filled out prior to the administering of any medications by the school nurse.
- Students in grade three through twelve will be responsible to come to the nurses' office at the proper time for administration of medication. The school will not be responsible for reminding students in these grades.
- If the medication schedule can be structured around the school day, this accommodation is to be made.
- Medications of any kind are NOT to be carried to school by the student. In the event that a parent anticipates a need for the administration of Tylenol or Ibuprofen, a written note, signed and dated, with the information stipulated above must be sent with the student. The nurse has an emergency supply.
- If the school nurse is to administer medication on a regular basis, please be reminded that all such medications must be provided by the student's family. These medications must be brought to the school nurse by the parent, with proper instructions.

STUDENT INJURY

Aid will be given to students in case of physical injury. In those cases where an injury appears to be serious, the

school retains the right to seek professional help, including ambulance, doctor, and emergency room services. Parents will be notified as soon as possible and will be responsible to pay for the services obtained on the student's behalf.

HEAD LICE

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

Nits (eggs) present:

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

Live head lice present:

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

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

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

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

General Information

STUDENT DRIVERS

Driving to school is a privilege, not a right. A student with his/her driver's license and written parental permission is allowed to drive his/her car to school. Student drivers must be cautious around the school grounds, demonstrate good driving habits, and obey the 5 m.p.h. speed limit.

BOOKS

All non-consumable textbooks are the property of DCA. If they are not kept in good condition by a student, it will be the responsibility of their parents to replace them at cost. Consumable books are for the students to keep. Students will be expected to take care of their books.

LOCKERS AND DESKS

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

Lockers for Grades 1-12, will be assigned to students at the beginning of the year, with priority given to older students. They are to be used for school supplies, coats, lunch, etc. No food is to be left in them overnight. Besides being kept neat and clean, lockers shall be free of writing and stickers both inside and out. The student occupying the locker is responsible for any damage done to the locker, both inside and out.

CHANGE OF ADDRESS OR PHONE NUMBER

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

CHAPEL

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

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

CLOSED CAMPUS

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

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

PARENT PHONE COMMUNICATION

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

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

CHILD ABUSE

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

CHRISTIAN LEADERSHIP TRAINING

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

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

CELL PHONES AND ELECTRONIC DEVICES

Cell phones, Smartwatches, iPods, Digital Cameras, video games, or other electronic devices, are NOT allowed at school, school-related activities, or field trips. Use of any of these devices is strictly forbidden during school hours. The following are specific policies regarding cell phones or other electronic devices.

- Cell phones, Smartwatches or other electronic devices for Preschool through Middle School must be deposited at the office upon arrival and may only be picked up when the student is leaving for the day.
- Cell phones, Smartwatches and other electronic devices for High School may be kept in a student's locker or taken to the classroom. Once in the classroom, students must place their phone/electronic device on the teacher's desk. Students may use their phone/electronic device only with teacher permission. Phones must be turned off while on the teacher's desk.
- Students may not wear headphones/earbuds in school without teacher permission.
- Cell phones or other electronic devices are not permitted in After Care or any other after school activity.
- DCA reserves the right to search cell phones or other electronic devices if there is cause to do so.
- DCA is not responsible for lost or stolen property.

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

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

FIELD TRIPS

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

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

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

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

FIRE AND LOCKDOWN DRILLS

Throughout the year unannounced fire drills will be conducted. When the fire alarm sounds, all persons in the school building must file out in a quiet, orderly fashion with absolutely no talking. Other safety drills may also be practiced.

FUNDRAISING AND SOLICITATIONS

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

INTERNET

DCA internet is available for the students and staff. The goal in providing this service is for the promotion of educational excellence. Access and use of the Internet may be integrated with schoolwork or as part of work in the computer lab.

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

ACCEPTED USE POLICY

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

Terms of accepted use:

- Use of the Internet for non-school related activities is prohibited.

- Students will respect copyright laws.

- Students will respect the computer equipment.

- Students will respect the privacy of others, will not reveal their name, personal address or phone number, or that of other students, or post any pictures of students online.

- Students will not attempt to override security measures and enter controversial or unacceptable sites, or chat rooms. Any attempt to by-pass the firewall or filtering system is considered hacking and could be grounds for dismissal.

- Students who maintain or post inappropriate text, visuals, graphics, photographs, etc. on a website or in blogging journals, could be dismissed.

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

DCA requires that all 1st – 12th grade parents and students sign the “Accepted Computer and Internet Use Policy” and return a copy for the school files.

LOST AND FOUND

Since DCA is not responsible for lost or stolen items, please label all clothing, lunch boxes, supplies, and games. All items will be placed in the lost and found bin and will be given away if not claimed in a timely fashion. The lost and found bin will be purged at the end of each quarter.

LUNCH PROGRAM

Please ensure that your child eats an adequate breakfast. It is the responsibility of the parent to provide snacks, lunch and 1-2 water bottles daily for his/her child.

DCA has arranged a lunch service for a daily lunch program, on a pre-ordered basis. Lunches must be pre-ordered and paid for before Tuesday of the week prior. A monthly lunch menu calendar will be available on FACTS SIS and in the office. Participation in the purchased lunch program optional.

Please Note: (if ordering a lunch)

- Orders must be submitted via your FACTS Family Portal on Tuesdays of the prior week for the entire week.
- We cannot give credits for: Field trips, ACSI events, sick days, classroom events, etc. Please be mindful of your child's schedule.
- Snow day and class quarantine credits will be given.

Please send healthy snacks to school with your child for snack time. Beverages and food of all types must be eaten in designated areas and are not allowed anywhere else in the school except with the stated permission of the teacher or administrator.

NONDISCRIMINATION

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

OFFICE HOURS

The school office is open Monday through Friday from 7:30 AM to 3:00 PM.

Summer office hours are: Monday through Thursday from 9:00 AM to 12 Noon.

PARENT INVOLVEMENT

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

It is mandatory for all families that receive financial aid to serve voluntary service hours to DCA per the signed agreement over the school year. Service hour requirements are based on awards given. Failure to do so will result in the loss of the financial aid granted.

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

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

PARTIES *For Allowable Food Items, See Allergies Section above.

- With the approval of the administration, holiday parties may be planned, by the teacher, at various times throughout the school year. Parents will be asked to furnish various items as well as to help in the

supervision of the activities of the students. NOTE: We encourage celebrating holidays and birthdays with non-food activities, such as arts and crafts, gift bags, games, and other holiday themed activities. In celebration of student birthdays, parents may provide a treat to share with the class. The following are the guidelines for birthday party treats in class. No guarantees are made if guidelines are not followed.

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

PHYSICAL EDUCATION

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

RESOLVING GRIEVANCES

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

- Start with prayerful examination of one's attitude and motives.
- Go to the teacher or person involved to discuss the issue and request a meeting.
- If no resolution can be achieved with the teacher, go to the Department Head.
- If no resolution has been made, speak with the Principal, and request a meeting of all parties.
- If after all these steps, a resolution has not been made, the issue can be brought to the attention of the lead pastor of Crossroads International Church.

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

SCHOOL ORIENTATION

School orientation (Back-to-School Night) is a mandatory meeting so that parents do not miss important information each year. Parents will receive pertinent materials and information for the school year and have the opportunity to meet teachers. The DCA Parent-Student Handbook is accessible on the DCA website and on FACTS SIS. It is only available in electronic form. A copy may be downloaded. **Parents and age-appropriate students must sign an agreement to adhere to the school policies and procedures and return to the school office by the close of the first week of school.**

SCHOOL PICTURES

Since student pictures will be taken during the fall semester, parents are asked to check the school calendar. Detailed information will be sent home with the students. These pictures will be used for inclusion in the yearbook and may also be purchased. For yearbook school pictures, all dress code policies apply. In the spring, pictures are taken again as a fundraiser and may be optionally purchased.

SCHOOL HOURS

School begins promptly at 8:00 AM, and ends at 2:45 PM.

Students not picked up or in an after-school activity by 3:00 will be put in the After Care program, for which an additional fee is required as previously noted. Before being released, the student must be signed out of the program.

Students who reside in the City of Attleboro will be allowed to ride the city's school transportation. Contact the school office for more information.

TELEPHONE CALLS AND MESSAGES

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

- No student or teacher will be called out of class except in the case of an emergency.
- Forgotten books and homework are not viewed as emergencies.
- Students may not use the phones for non-school related issues.

WEAPON-LIKE ITEMS

Students should refrain from bringing toy guns or other weapon-like items to school. This also applies at any other school-related event or activity, including After Care. DCA is not responsible for lost or stolen items.

VALUABLES

Should any student choose to bring valuables to school, his/her name should be placed on it so that, if lost, it can be returned to the proper person. Money being sent in for any purpose should be in a sealed envelope with the child's name and purpose for the payment. DCA is not responsible for lost or stolen valuables.

VISITORS

All visitors, including parents, must sign in at the office, receive a visitor's badge, and be subject to the security policies of the school. When leaving the school, they are to sign out and return the badge.

Athletics

PROGRAMS

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

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

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

ATHLETIC MISSION STATEMENT

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

DCA athletic program recognizes the importance of the athletic experience in the total development of the student. We feel that through these activities our students develop commendable traits. We support our athletic program, which provides a unique experience where students can develop and refine attributes such as, but not limited to:

- Good Character,*Sportsmanship
- Goal Setting
- Commitment
- Self-Discipline
- Social Skills
- Teamwork
- Dedication
- Self-Confidence
- Good Citizenship
- Fitness
- Respect

DCA athletic program also supports the idea **that student participation is a privilege and an honor**, which carries with it inherent responsibilities. Students have every right to express an interest for our athletic teams, however it is a privilege to be selected as a team member; a privilege that can be taken away at any time. When a student accepts the privilege, s/he must live up to a Code of Conduct beyond that of the general student body on and off school property and between sport seasons and academic years.

TEAM SPORTS (based on availability and student interest)

Fall Sports

Girls Volleyball- Grades 6-12

Winter Sports

Boys Basketball- Grades 4&5 Girls Basketball-
Grades 5&6

Middle School Boys Basketball- Grades 6-8 High School Boys
basketball- Grades 9-12

Girls Basketball- Combined Team of Grades 7-12

Spring Sports

Boys Baseball- Grades 7-12 Girls Softball-
Grades 7-12

Running Club

Students Grades 5-12, Staff and Parents/Guardians welcomed (fall and spring seasons)

MEDICAL FORMS

All medical forms **MUST** be turned in by first practice in order to participate in school athletic events.

All athletes must have a current physical turned in by their physician clearing them to participate in school athletics before first practice.

ATHLETIC PARTICIPATION

Students are expected to attend all meetings, practices, and games, unless excused by the coach and/or school official. Excused absences include the following: Coach's permission, family emergency, administration permission, legal absence from school.

ACADEMIC ELIGIBILITY

A student must have a passing grade in all graded subjects to participate in any extracurricular sport. If a student is failing any subject, they will be ineligible to participate for that week. Notification will be made to all teachers every Friday of students currently involved in extracurricular activities so they check the list with their current grades. On Monday, students and parents will be notified of any academic ineligibility for that week.

CODE OF CONDUCT

DCA will **NOT** tolerate the use of profanity, vulgar language or offensive comments at any time by Parents/Guardians, spectators, coaches and students. Any body language or gestures will be treated the same as the spoken word and will be grounds for immediate ejection from the game and premises. Athletes' cell phones are to be turned off, including smart watches, during all athletic events. Athletes' will be allowed to contact their Parent/Guardian for pick up time or in an emergency on the return trip to the school.

We are a Christian Athletic program and at all times we will:

- Promote good sportsmanship
- Show respect towards game officials
- Show hospitality towards our guests
- Keep each other accountable for our action

Parents/Guardians and athletes will be required to fill out and turn in our Code of Conduct forms before the season begins. Athletes who do not have both forms turned in will not be allowed to participate until they are turned in.

DCA ZERO TOLERANCE POLICY

Athletes shall not be under the influence or in possession of drugs, alcohol, tobacco products or weapons of any kind at practices, games, trips and other events.

MASSACHUSETTS ANTI-HAZING LAW

“The term “hazing” shall mean any conduct or method of initiation into any student organization, whether on public

or private property, which willfully or

recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Whoever knows that another person is the victim of hazing and fails to report such crime shall be punished by a fine of not more than \$1,000.00.”¹

FOR MIDDLE/HIGH SCHOOL STUDENTS:
M.G.L, c. 269, § § 17-19 ANTI-HAZING LAW

Section 17: Hazing; organizing or participating; hazing defined

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

- Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18: Failure to report hazing

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19: Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

¹ http://s-p.mit.edu/government/house_docs/docs/MA_Hazing_Law.pdf

TRYOUTS

DCA Athletics will strive to have “no cut” teams. We believe playing on a team is a valuable experience and helps to build team-working skills and perseverance through challenges. However, should the interest level of a sport be too high as determined by the Athletic Director and team manager, we will host a try out or a second team if numbers warrant. Once those decisions are made, the Athletic Director will notify students and Parents/Guardians. In that notification, we will outline the procedure if a try out is necessary. Students who get cut will be placed on a wait list should a spot open up on the team.

ATHLETIC UNIFORMS

The school will provide game uniforms. Team uniforms must be given to the coaches at the end of the season, or the student will be charged \$150.00 for the cost of the uniform. Any damage or alterations to the uniform will also result in the replacement fee being charged. Students who do not return their team uniform or who have any outstanding bills will not receive a final report card.

GAME DAY ATTIRE

On **game days**, athletes may wear the following:

Boys: Uniform Jersey/shirt, dress shirts and ties
Girls: Uniform Jersey/shirt, dresses

Game day attire to be determined by the team manager with permission of the Athletic Director. School modesty guidelines must still be adhered to. On chapel days, Chapel Dress Code will be followed. Athletes will be allowed to change into their game day attire, providing they have a game, after chapel time.

This is a benefit of being on a team and this benefit will be removed should it be abused and or if team discipline needs to be involved.

CO-OP

Our athletic department may co-op with other schools or home school students to ensure the ability to field a team. Typically, we are the host team and all players will be considered part of DCA athletics and are expected to follow all school policies and procedures. When we are the guest team, it will be the responsibility of Parents/Guardians to be in communication with the host team for all team schedules. Transportation to the host team games or practices will also be the responsibility of the Parents/Guardians. Any student playing for another team must remember they are still representing DCA and our behavioral requirements are still in effect.

Exceptions:

This applies to all sports providing there are enough players to field a team. Girls basketball teams will be split - middle school and high school - providing there are enough players to field both teams. For spring sports (baseball and softball), 6th grade may be eligible based on case by case try out. Other sports may be available through co-op with other schools as space becomes open. See co-op section for more details.

TRAVEL

Travel to away games and practice fields will typically depart from DCA and return to DCA. Students are expected to travel with the team unless otherwise discussed and cleared by team manager and/or Athletic Director. Under no circumstances will a player be allowed to leave with anyone not authorized by a Parent/Guardian. Players will not be allowed to leave with other players unless written permission is given to the manager and/or Athletic Director by a Parent/Guardian.

ATHLETIC FEES

Athletic fees cover the cost of expenses for our games including but not limited to field permit fees, game official fees, and misc. expenses. **ALL** fees must be paid in order to play in a game. Athletic fees may vary depending on the sport.

COACHING CREDENTIALS

All DCA coaches will have the following requirements:\

- CPR Certification
- Concussion Certification
- Background Check
- Basic First Aid Certification

HEAD INJURIES:

Massachusetts Head Injury Law

In the event that an athlete was to sustain a serious blow to the head, it is mandatory that coaches evaluate the athlete immediately. If any of the symptoms listed below are exhibited or suspected, the athlete **MUST** be removed from the game or practice immediately. The athlete may not return to participation, even if they say they are “okay”, until s/he has been evaluated by a physician and cleared for a return to action. Evidence of clearance **MUST** be in the form of a signed note from the physician.

Signs/Symptoms of Concussion or Head Injury (Initial Evaluation):

- dizziness and/or impaired balance
- difficulty focusing or impaired vision
- cognitive confusion, such as not knowing what day it is, who the opponent is or other indications of memory loss
- loss of consciousness for any amount of time
- indications of excessive fatigue
- sensitivity to light or noise
- headache, nausea or vomiting

Signs/Symptoms of Concussion or Head Injury (Continuing Care):

If there is a chance that an athlete has sustained a head injury, those responsible for continuing care such as coaches or Parent/Guardians must be careful to monitor the athlete for secondary signs of possible head injury, such as those listed below.

- mood or emotional irregularity
- sleep disturbances of any kind
- difficulty remembering new information continuing excessive fatigue