



# DAYSPRING

CHRISTIAN ACADEMY

## PARENT- STUDENT HANDBOOK

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## **Welcome to Dayspring Christian Academy**

Dear Parents:

Welcome to the Dayspring Christian Academy (DCA) family. Your child's educational and spiritual development is important to us and we believe that your partnership with DCA will be a blessing to your family. The DCA faculty and staff stand ready to 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,

**Mr. Philip Ackland**  
DCA Administrator

\*Please note that throughout this document, the following terms are used interchangeably: Dayspring Christian Academy = DCA; Parent = Parent or Legal Guardian; Administrator = Principal or Headmaster

\*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 12<sup>th</sup> 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 of God to partner with parents who desire a Christian education for their child/children.

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

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

DCA exists to:

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

### **Purpose Statement**

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

## **MISSION**

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

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

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

- Extending an invitation to parents to any and all school functions
- Providing parents access to and encouraging communication with their child's teacher and the administration of the school
- Offering parents and members of the community opportunities to participate in the educational process
- Seeking opportunities 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**

- Educate the whole child
- Heed the Holy Spirit
- Influence the whole world

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.

# General Policies

## **ADMISSION POLICY AND PROCEDURES**

### **GENERAL POLICY**

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

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

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

### **APPLICATION/ENROLLMENT PROCEDURES**

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

1. Fill out an application in its entirety, leaving no questions blank.
2. Give the Pastoral Reference Form to a pastor, elder, or other recognized leader in the local church you attend, as applicable.
3. Elementary school applicants: Give one Teacher Recommendation Form to a current teacher for each applicant. Middle and High school applicants: Teacher Recommendation Forms must be given to the most recent academic teachers and/or administrator. The completed form(s) should be faxed or mailed directly to the admissions coordinator by the reviewer, NOT delivered by the applicant.
4. Submit the following required information to the admissions coordinator:
  - Completed application with student photograph, including the signed Application Checklist, written personal testimony of Christian parents, written personal testimony of student if entering 6<sup>th</sup>-12<sup>th</sup> grades, along with the Authorization of Release of Records.
  - Current year academic records (most recent report card, plus two full years of academic records and standardized test scores, and official transcript for all high school applicants, and the
  - Non-refundable/non-transferable application fee.
5. Families who have a financial obligation/indebtedness to another school may be denied admission to DCA.

6. Students who have been expelled, under suspension at another school, or who have discipline issues at another school are not normally eligible to enroll at DCA. It is preferred that such a student returns to their school as soon as possible, placing themselves under the school's authority. Only after submission, reconciliation, and a heart change has taken place may a student apply to DCA.
7. DCA is an open enrollment school, meaning that a family wanting to enroll their child at DCA may do so with or without a Christian testimony; however, they must respect our goal to create a uniquely Christian and spiritual environment and agree to abide by all school policies and procedures. DCA reserves the right and sole discretion to refuse admission of an applicant, or discontinue enrollment of a student if the attitude, activities, conduct, or lifestyle of the student or family are counter to, or are in opposition to God's Word, the school's philosophy, mission, or purpose.
8. A prospective student who does not want to attend DCA or who has a resistant spirit regarding attending DCA will not be accepted.
9. DCA adheres to the following guidelines for entrance age into Preschool and Kindergarten. A student must be at least three (3) years of age by August 31<sup>st</sup> for the three (3) year old preschool class. A student must be at least four (4) years of age by August 31<sup>st</sup> for the four (4) year old preschool class. A student must be at least five (5) years of age by August 31<sup>st</sup> for the kindergarten class. For grades 1-12, students must be of an age appropriate for the grade they are entering. Students who are not age appropriate for the grade applied for may be offered the opportunity to enroll in an age-appropriate grade or may be denied entrance at all. This will be at the administrator's discretion.
10. Upon review of the application, those who qualify for admission will be contacted for a personal interview with the principal. Both parents and the prospective student(s) are required to attend. Placement testing is required of all applicants and will be done at this time (if it has not already been done on a student shadowing or visitation day).
11. Upon acceptance, an enrollment packet will be provided detailing the financial arrangements and documentation that must be completed. A student is not considered enrolled, and a place will not be secured in a class, until the required application fee and the enrollment fee are paid, all documents are completed and signed, all immunizations are current and on file, and a FACTS account is set up (FACTS is our Tuition Management Company).
12. Complete and return the entire enrollment packet (Agreement of Cooperation, Current immunization records (or Conscientious Objection Form, notarized), and three DCA medical forms, Certified copy of your child's official birth certificate and a copy of their Social Security card, Publishing Consent Form, Grievance Covenant, Doctrinal Statement of Faith, Student Code of Conduct, Internet Usage Agreement (MS & HS only), and the financial responsibility/agreement form.

## **ACCREDITATION**

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

## **TRANSFER STUDENTS**

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

When considering a transfer student for enrollment, a determination must be made whether 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. For example: a student who attends a public school for 4 weeks and DCA 5 weeks of a 9 week quarter will have 4/9's of the math grade at the public school combined with 5/9's of the math grade at DCA to get the 9 week average. Therefore, it is important that a student maintains his/her grades at the school even when a transfer is anticipated.

### **Home School Students:**

The acceptance of home school courses for high school credit will be at the discretion of the administration after evaluation of the student through placement testing and/or the examination of the student's course work. Home school courses from acceptable 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 is not equipped to handle implementation of a full Individual Education Plan (IEP). Some accommodations may be implemented. Decisions on the implementation of any accommodation will be made on an individual basis. Failure to disclose a known 504 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 withdrawal 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.

# **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 to 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.

## **PAYMENT PLANS**

The total cost of tuition shall be paid monthly over a ten month period (beginning in August and ending in May) through the school’s tuition management system (FACTS). For all credit card payments/transactions made to FACTS (this excludes payments made directly to DCA), a 2.85% fee will be assessed.

Payment Options:

1. A full payment option is also offered. Full payments must be received by August 1<sup>st</sup> to receive the paid-in-full (PIF) discount.
2. A two-payment option is also offered. Half the total tuition must be received by August 1<sup>st</sup>. The remaining half of the total tuition must be received by January 1<sup>st</sup>.
3. A monthly payment option is also offered. Payments begin in August and continue for 10 months as each family establishes with the billing office.

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.

The Administrator may grant exceptions to this policy on an individual basis.

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

## **EARLY WITHDRAWAL**

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

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

## **ATTENDANCE**

### **SCHOOL CALENDAR**

A school calendar will be issued to each family prior to the start of the new school year and can also be accessed on the school's website. Important dates and holidays will be noted, with no subsequent reminders (only notices of changes should they be necessary). It is therefore very important that the calendar be adhered to, and any changes noted accordingly.

### **ARRIVAL AND DISMISSAL**

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

School hours are from 8:00 AM to 2:45 PM. Parents are to deliver students to school no earlier than 7:30 AM. Students delivered earlier than 7:30 AM will be charged a \$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 the authorized manner. Any exceptions must be approved through the administrative office. Students and or parents are not to enter any classroom before or after school without permission from the school office and an escort by a DCA staff member.

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

## **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.

## **ATTENDANCE REQUIREMENTS**

All children must attend school beginning in September (sometimes the school year starts in August) of the calendar year in which he/she attains the age of six. Students must attend school until their 16<sup>th</sup> birthday. Of course, it is our expectation that all children will attend school through high school graduation. You have selected Dayspring Christian Academy for your child(ren), thus complying with the law that requires enrollment in a public, independent, private, parochial, or home school each year during the period that schools are in session.

Consistency in school attendance is vital to the student's progress and academic success. DCA adheres to the compulsory attendance laws set by the state(s). Any student with 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**

DCA is a commuter school. **Students not in the school building by 8:00 AM** will be considered tardy. Students arriving late should report to the office to be checked in.

Repeated tardiness, beginning with the fourth unexcused tardy in each semester, will result in a penalty that will impact the semester grade in a given class. **Multiple days tardy and/or early releases will accrue and be added to absences** (5 times tardy, or early release of 15 minutes or more, will result in a half day absence).

Tardiness may be excused or unexcused at the discretion of the administration. Excused tardiness for doctor/dentist appointments, must have a note from the doctor's office upon arrival at school.

## **TRUANCY**

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

Typically, if the Attleboro school system is closed, DCA will also close. Look for the specific Dayspring Christian Academy public notice. However, there may be an occasion when Attleboro remains open and DCA may announce a closing due to inclement weather, commute conditions, etc. Again, please listen specifically for DCA's announcements to confirm a closing or delay status. If, as a parent, you feel that the driving conditions are unsafe due to inclement weather and school has not been canceled, please call and notify the school office. It may be an excused absence.

## **BUS DISMISSAL PROCEDURES (Attleboro residents only)**

1. Bus students will remain with their class and immediately proceed to the designated bus dismissal area at the close of school. Students will be asked to stand in an orderly fashion while waiting for the buses to arrive.
2. Once students leave the building and are dismissed to the bus area, re-entry to the school building will be prohibited.
3. It is requested that no food or drinks be present in the dismissal area, and that all personal items remain in the student's backpack.
4. If a student misses the bus due to improper conduct, the student will be placed in Aftercare, 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 begins at 3:00 PM and ends at 6:00 PM. Please note that this service is not available on early dismissal days. Each child picked up any later than 6:00 PM will be charged \$10.00 per 15 minutes (any portion). After Care charges begin at 3:00 PM.

Students choosing not to follow directions may be withdrawn from After Care. Students not 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.

## **CHAPEL AND LOCAL CHURCH EMPHASIS**

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

- To worship God in Spirit and in Truth
- To build school unity and to learn about school rules and routine
- To reinforce important Biblical character traits allowing the Holy Spirit an opportunity to speak to individuals, to encourage students to rededicate their lives to God
- 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

Chapel services should be characterized by excitement, lively worship, active participation, and anointed messages. Chapel is not intended to replace local church participation; thus, each student is encouraged to demonstrate faithful church attendance and participation.

# **STUDENT CONDUCT AND DISCIPLINE**

## **GENERAL PRINCIPLES OF STUDENT CONDUCT**

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

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

## **CONDUCT AND DISCIPLINE**

Students are to conduct themselves in a 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.

Fighting, hazing, and/or bullying, in any form, are unacceptable. NO physical contact, with the intent of inflicting intentional harm, is permitted. NO purposeful mental mistreatment (cyberbullying, name-calling, shaming, gossiping to hurt others, purposeful embarrassment, humiliation, ridicule) is permitted.

At times, it becomes necessary for the teacher to send the child to the Administrator. At that time, the child will be counseled with and, if necessary, disciplined further. Actions may include withholding privileges, 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.

At DCA the emphasis in discipline will always be on love. More than anything else, we want each child to know that he or she is loved. However, love does not necessitate a tolerance of disobedience. Real godly love sets the highest standard for people that invoke love and good works. This is the goal of all discipline at DCA.

## **ACADEMIC HONESTY**

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

The following statement about plagiarism not only demands honesty and fairness, but also encourages students to accept and appreciate their own ideas and work as valid and worthy.

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

1. Copying from books, from another student's work, or acquiring information electronically from the Internet, without noting the source.
2. Using any form of AI technology to complete any written assignments.
3. Preparing an assignment with the help of parents or other students without the teacher's permission.
4. The presentation of someone else's ideas on a paper without the use of footnotes and bibliography.
5. The presentation of another writer's exact words without quotation marks and a footnote.
6. 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.
7. A student's presentation of another person's homework, lab report, or computer program as his or her own.
8. 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.
9. Any student who provides information or materials to another student without the teacher's permission is as liable to disciplinary action as the student who receives the information (this includes giving another student answers to homework assignments.)

## **DISCIPLINE POLICY**

### **DETENTION**

Detentions are a form of discipline whereby a student is required to remain during the morning break/recess (Middle School/High School only) in order to discuss with the teacher and reflect 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 from teachers.

Three morning break/recess detentions in one week may result in a required parent/teacher meeting to discuss the student's behavior in detail.

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
- Bullying/Hazing/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. Students will be held accountable to adhere to the school policies whether they are on or off campus

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

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

- Excessive or repeated 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.

## **ANTI-BULLYING/HARASSMENT POLICY**

It is the policy of the Dayspring Christian Academy to maintain a safe learning and work environment that is free from any type of bullying or harassment. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of courtesy and dignity towards others. We prohibit all forms of bullying/harassment/hazing/retaliation.

### **DEFINITIONS:**

Bullying is defined as unwanted, aggressive, repetitive, intentional, harmful behavior that involves a real or perceived power imbalance, initiated by one or more students or member of school staff in the form of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed toward another individual (target/victim). Not all bullying behavior involves harassment.

Harassment is defined as unwelcome conduct based on a protected class. Federal and state laws protect all students from harassment based upon their actual or perceived race, color, national origin, sex, religion, or disability. We recognize that some individuals are more vulnerable to becoming targets of bullying/harassment based upon actual or perceived characteristics of the described protected classes. Harassment creates a hostile environment when the conduct is sufficiently serious to interfere with or limit a student's ability to participate in or benefit from the school's program on the basis of a protected class.

Retaliation means any form of intimidation, reprisal or harassment directed against a person who reports an incident of bullying, provides information during an investigation about bullying, or witnesses or has reliable information about bullying.

For our purposes, it takes place in the school, on school property, on school field trips, or during school-related activities.

Examples of bullying are as follows:

- Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or internet, etc.) See more information on *What is Cyberbullying?* Sheet attached.
- Physical: pushing, hitting, kicking, pinching, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
- Social: ostracism or exclusion, ignoring, being unfriendly, alienating, etc.
- Psychological: acts that instill a sense of fear or anxiety, etc.
- Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

## **CYBERBULLYING**

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, and Tik Tok
- Text messaging and messaging apps on mobile or tablet devices
- Instant messaging, direct messaging, and online chatting over the internet
- Online forums, chat rooms, and message boards, such as Reddit
- Email
- Online gaming communities

## **AWARENESS**

Annually, as part of the required in-service training for all school staff, the administrator or designee shall arrange for Bullying Awareness and Response Training. Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs, closely supervising children on the playground, in the classrooms, hallways, lunchroom, restrooms, gym, etc.

Teachers will, at least monthly, conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from bullying behavior, etc. This information may be presented in Bible, Health, Social Studies, and/or other classes. Late enrolling students will be educated by the teacher as part of their first week orientation.

At the beginning of the school year during an all-school assembly, and as needed, the administrator or designee shall ensure that the student body is familiar with the No Bullying Policy. School and class policies, rules and consequences will be posted in the classrooms and school office. School policies will be posted on the website. Anti-bullying messages will be posted, as required, in hallways. Because we are a TELLING school, we expect everyone to tell if they suspect bullying is happening. Students can report suspected bullying incidents by placing a note anonymously in the principal's wall mailbox, located in the school office, if desired. Administration will check the box daily.

The administrator or designee shall notify the parents/guardians that our Bullying Awareness and Procedures are listed in the Student Handbook and on the website. The *Bullying Incident Report* will also be available on our website, and copies of the incident report can be obtained in the school office. The administrator or designee shall also require parents/guardians to sign the school's "No Bullying" Pledge acknowledging that they support the school's efforts to implement a "No Bullying" Program. Refer to the attached "No Bullying" Pledge.

## **REPORTING**

Students and staff are prohibited from knowingly falsely accusing another of bullying. Disciplinary action, up to and including expulsion/suspension for students and termination for staff, shall be taken if they knowingly make false reports.

Any member of the school staff receiving a suspected bullying report (verbal or written) shall address the matter as soon as possible, prior to the end of the school day. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict constitutes bullying. If the behavior meets the criteria for bullying, the staff member must report this to the school administrator or his/her designee immediately in order to protect the alleged victim. The staff member is to immediately forward a *Bullying Incident Report* to the administrator for investigation. The staff member shall remind the victim/witness that "*No one deserves to be bullied and we are going to do everything we can to stop it.*" The staff member is to commend the victim/witness for bringing the matter to the attention of school staff, and they are to begin intervention strategies for the victim.

The administrator or his/her designee will promptly and thoroughly address suspected reports of bullying. He/she will individually meet with the victim/witness and bully in private (including one other administration member, as witness). If he/she determines that bullying has occurred, he/she will act appropriately within the discipline codes of the Handbook and will take reasonable action to end the bullying. The message for the child who bullies will be, *"Your behavior is unacceptable, and mean, and must be stopped."* He/she will inform the student that he/she will be closely monitored, and the student's movements outside the classroom will require adult supervision at all times until trust has been built and all bullying behaviors cease. If an individual adult supervisor is not available at all times, the offender will have to sit in the school office to be monitored. The administrator or his/her designee will also ensure the careful monitoring of the target during this time. He/she shall ensure that prior to the end of the school day, notification of the incident has been given to the parents/guardians of both the victim and the offender, and that steps have been initiated to address and resolve the issue. An intervention plan will be developed in cooperation with the parents of the offender. Parental notification and the intervention plan shall be documented on the *Bullying Incident Report*. If necessary and appropriate, the police will be contacted.

Copies of the *Bullying Incident Report* shall be given to the target's and offender's teachers, be placed in the victim's and offender's files in the school office and be sent home to their parents. The report will serve as a reference for the school staff in determining whether or not a pattern of bullying behavior or abuse exists in regard to the offender or the victim.

\*Taken from M.G.L, c. 71, § 370 as amended (School Bullying Prohibited: Bullying Prevention Plans) and [stopbullying.gov](http://stopbullying.gov)

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.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

## **PROBATION**

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

### **A. TYPES OF PROBATION**

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

## **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.

## **PROPERTY**

### **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.

# **DRESS CODE (All School - Except Where Noted)**

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. This will include uniform standards and guidelines for grooming and personal appearance. If questions arise concerning dress and personal grooming, the administration will be happy to offer assistance. All shadow day visitors are also expected to comply with the dress code in effect.

High school students are required to wear uniforms on Wednesdays for chapel. High school students may also be required to wear uniforms on special assembly days throughout the year.

Scriptural support for a dress code may be found in I Timothy 4:12; I Corinthians 6:19-20.

## **ALL UNIFORMS**

- DCA uniform items can only be purchased online at the Donnelly's Uniform & Apparel website.
- Students in 1<sup>st</sup> grade through 12<sup>th</sup> grade (grades 9-12 on Chapel days and special assemblies 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**

### **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
- Shorts must be no shorter than 2 inches above the kneecap

### **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"
- Sweatpants or pajama type clothing is not allowed (this includes joggers and nylon running pants.)

**\* 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.**

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

- Cold weather wear
- Special dress days
- Hair and other items

**\* DCA high school students are expected at all times to honor God, their family, and themselves in the way in which they dress. The dress code, in lieu of a uniform code, is a privilege, not a right. Should the abuse of the dress code become widespread among the DCA high school student body, the dress code privilege will be revoked, and a uniform policy will be enacted.**

## **PHYSICAL EDUCATION UNIFORM**

- P.E. uniforms are required for all DCA students (excludes DCA HS 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-5<sup>th</sup> 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 6<sup>th</sup>-8<sup>th</sup> UNIFORMS**

Any combination of the following:

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

## **GIRLS 9<sup>th</sup>-12<sup>th</sup> UNIFORMS (required on chapel days only)**

Any combination of the following:

- Navy, white, or gray embroidered polo shirt (long and short sleeve)
- Blue or white embroidered oxford shirt (long or short sleeve)
- Khaki pants or shorts (shorts should be no shorter than 2 inches above the kneecap)
- Khaki skirt (must reach the knee when standing)
- Navy fleece jacket or PE zippered jacket
- 

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

Any combination of the following:

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

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

Any combination of the following:

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

### **BOYS 9<sup>th</sup>-12<sup>th</sup> UNIFORMS (required on chapel days only)**

Any combination of the following:

- Navy, white, or gray embroidered polo shirt (long and short sleeve)
- 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. Shorts may be not shorter than 2 inches above the kneecap.
- 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 seen 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	C.....74-76	C-.....70-73
D+.....67-69	D.....64-66	D-.....60-63
F .....0-59		

### REPORT CARDS

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

## HIGH SCHOOL DIPLOMA COMPLETION PLAN

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

### 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*

Geometry

Algebra I

Algebra II

Pre-Calculus

Consumer Math

#### Science (3 credits)

Earth Science

Physics

Biology

Chemistry

Environmental Science (optional)

#### History/Social Studies (4 credits)

*\*Required courses*

\*World History I

\*World History II

\*U.S. History I

\*U.S. History II

#### Health and P.E. (1 credit each)

#### 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)

**Bible (4 credits)**

*\*Must choose 1 of the following each year*

*\*All four courses are required*

Bible I

Art

Chick-Fil-A Leadership Program

Bible II

Drama

Bible III

Film

Bible IV

Internships

Music

Science Lab

STEM

**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 immediately following the first term. Thereafter, parent(s) may request conferences with the teacher any time throughout the year. It is recommended that parents maintain frequent contact with the teacher.

Impromptu meetings with teachers are highly discouraged. Requested meetings must be scheduled 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 in the middle/high school are expected to hand in their homework assignments the following school day

(unless otherwise noted). Failure to hand in assignments on time, will result in a grade of zero for the 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.

# **Athletics**

## **PROGRAMS**

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

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

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

## **ATHLETIC CODE OF CONDUCT**

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

# Medical Information

## COMMUNICABLE DISEASES

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

The Department of Health requires that students with the following conditions be excluded from school for specified periods of time. The return times to school are as follows:

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

- **Meningitis:** 2 days after antibiotic therapy has begun
- **Tuberculosis:** 2 weeks after antibiotic therapy has begun
- **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 1<sup>st</sup>, he/she may be excluded from school. If the student's appointment with the doctor falls after this date, proof of an appointment will be required.

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

Doctor and dentist appointments should be made after school hours.

## **ILLNESS DURING SCHOOL HOURS**

If a student becomes ill during the day, he/she may be excused to go home by the nurse or administrator. Before such 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](http://www.hsph.harvard.edu/headlice.html)

# General Information

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

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

## **CLOSED CAMPUS**

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

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

## **PARENT PHONE COMMUNICATION**

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

In order to be compliant with the TCPA (Telephone Consumer Protection Act), you may choose to have your phone number removed from the phone reach list. Those who choose to opt out will not receive important calls from DCA. 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 electronic 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 the building for the day.
- Cell phones, Smartwatches and other electronic devices for High School must be placed in the designated area by 8:00 am each day. Students may retrieve their phones for break and lunch each day but are expected to place the phones back in the designated area at the conclusion of break and lunch. Students who are found to have their phone in class will receive a morning detention for the following school day.
- Students may not wear headphones/earbuds in school.
- 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 broken, 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 student will be assigned a morning detention for the following school day.
- 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**

We are pleased to offer Internet service at DCA, which is available for the students and staff, offering vast, unique and diverse resources. The goal in providing this service is for the promotion of educational excellence. Access and use of the Internet may be integrated with schoolwork or as part of work in the computer lab.

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

## **ACCEPTED USE POLICY**

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

Terms of accepted use:

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

- Students will respect copyright laws.

- Students will respect the computer equipment.

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

- Students will not attempt to override security measures and enter controversial or unacceptable sites, or chat rooms. 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 1<sup>st</sup> – 12<sup>th</sup> 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. Lunch must be pre-ordered and paid for before noon on Tuesday. A monthly lunch menu calendar will be available on FACTS SIS and in the office. Participation in the purchased lunch program is not mandatory.

Please Note: (if ordering a lunch)

- We order one week in advance, orders must be submitted via your FACTS Family Portal on Tuesdays. Orders begin for the following week on Wednesdays.
- 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.
- For those who have forgotten their lunches, a lunch may be purchased at a higher cost on a first come/first served basis. (We cannot guarantee that we won't run out of lunches when they are not ordered in advance.)

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 based on 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. The ideal time, other than lunch time, would be at recess.
- Treats are not to be dropped off at school without prior planning with the teacher.
- Please be mindful of students in the class who may have particular food allergies. For questions on this matter, please contact the classroom/homeroom teacher. **\*REFER TO ALLERGIES SECTION ABOVE FOR APPROVED FOOD ITEMS LIST.**
- Small non-consumable items are preferred. Sugary treats are permitted, but not preferred.

## PHYSICAL EDUCATION

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

## RESOLVING GRIEVANCES

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

- Start with prayerful examination of one's heart and motives.
- Go to the teacher or person involved to discuss the issue and request a meeting.
- If no resolution can be achieved with the teacher, go to the Department Head.
- If still no resolution has been made, speak with the Administrator, 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 all students must be in the school building by 8:00AM. The student is the responsibility of DCA, and the school retains the authority to assign rooms or locations, supervise homework, and discipline all students.

Pick-up time after school or any of its special activities is within ten (10) minutes of dismissal. Parents who arrive later than this should note that students who remain beyond these set times will be assigned to the 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.

DCA is a commuter school. Plan to be early. Parents are responsible for transporting their children to and from school.

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

## **TELEPHONE CALLS AND MESSAGES**

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

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

## **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.

*\*\*Dayspring Christian Academy reserves the right to amend policies and procedures as required.  
Families will be notified of such updates in a timely manner.\*\**



Stopbullying.gov

## **“NO BULLYING” PLEDGE**

We agree to do our part in preventing bullying at our school. We believe it is the equal right of everyone to enjoy our school and to have the confidence that it is a place where all will feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be pushing, shoving, hitting, kicking, pinching, spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

### As parents/guardians, we pledge to:

1. Keep ourselves and our children informed and aware of No Bullying Policies and Procedures.
2. Work in partnership with the school to encourage positive behavior, valuing differences, and promoting sensitivity to others.
3. Discuss regularly with our children their feelings about school work, friendships, and relationships.
4. Inform faculty of changes in our children’s behavior or circumstances at home that may change a child’s behavior at school.
5. Alert faculty if any incidents of bullying have occurred.

### As a student, I pledge to:

1. Learn about my school’s No Bullying Policies and Procedures.
2. Show positive behavior and be sensitive to others.
3. Talk with my parents about my feelings about school work, friendships, and classmates.

4. Tell my parents or teachers if any bullying has occurred.

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By signing below, we, the parents and student, agree to stand by the above pledges and to do our part in preventing bullying at Dayspring Christian Academy.

\_\_\_\_\_  
Parent Signature                      Parent Printed Name                      Date

\_\_\_\_\_  
Parent Signature                      Parent Printed Name                      Date

\_\_\_\_\_  
Student Signature                      Student Printed Name                      Date



Stopbullying.gov

## Bullying prevention and Intervention Incident Report

Complete this form for any suspected bullying incident. Copies shall be placed in the victim's and the offender's school files for future reference; and given to the students' teachers and sent to the students' parent(s)/legal guardian(s).

Reported by: \_\_\_\_\_ or Anonymous    Date reported \_\_\_\_\_

Describe incident: Include person(s) involved, time and place, frequency, the target of suspected bullying, and the names of any possible witnesses.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ **Initial Intervention measures:**

\_\_\_\_ Incident was resolved by:



\_\_\_\_ Incident was not resolved but referred to the administrator.

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

\*\*\*\*\* **Secondary Intervention measures:**

Based on the interviews and facts presented, Bullying HAS/HAS NOT been verified. (Anonymous reports must be verified to be subject to disciplinary action.)

Recommendation:

\_\_\_\_\_  
\_\_\_\_\_

Disciplinary Action taken, if any:

- \_\_\_ Detention and/or Research Paper
- \_\_\_ In/Out School Suspension
- \_\_\_ Expulsion/Withdrawal

\_\_\_ # of days (Parent-Teacher-Student-Administrator Conference may be required for suspensions)

\_\_\_ Incident was not resolved but was referred to: School Board, Counselor, or:

Victim's family notified by: \_\_\_ phone/email \_\_\_ in person Date: \_\_\_\_\_

Offender's family notified by: \_\_\_ phone /email \_\_\_ in-person Date: \_\_\_\_\_

Offender's family signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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\*\*\*\*\*

**Final Intervention Measures:**

Initiated by the Board, Counselor or Alternative Source: \_\_\_\_\_

Recommendation: \_\_\_\_\_

\_\_\_ Expulsion (Parent-Teacher-Student-Administrator Conferences required first)

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Offender's family signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Additional Comments may be written on the back:



**MIDDLE/HIGH SCHOOL STUDENT ANTI-HAZING LAW ACKNOWLEDGMENT**

**(M.G.L. c. 269, §§ 17-19)**

I hereby certify that I have received a copy of the Anti-Hazing Law under Massachusetts General Laws, chapter 269, sections 17-19; and that I understand and agree to comply with the law.

Signed: \_\_\_\_\_

Student Signature/Date

\_\_\_\_\_

Student Printed Name