

Dayspring Christian Academy Family Handbook 2011-2012



*Lancaster's premier Principle Approach school
featuring a classical Christian curriculum*

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Table of Contents

A Letter from the Headmaster.....	4
The Dayspring Logo and School Emblem	5
The Sunrise	5
The Warrior.....	5
Introduction.....	7
Statement of Faith.....	8
Philosophy of Education – The Principle Approach	8
Dayspring Commitment	10
History and Vision of Dayspring Christian Academy.....	11
Structure of the School.....	13
The Corporate Structure.....	13
The Board of Trustees	13
Organizational Structure	14
Faculty.....	14
Primary Roles of Administration and Office Personnel	15
Enrollment.....	17
Enrollment Procedures.....	17
Enrollment Requirements	17
Upper School Enrollment (grades 6-12).....	19
Late Enrollment.....	19
Withdrawal from Enrollment.....	19
Re-enrollment Policy.....	20
Re-enrollment Requirements	20
Delinquent Tuition Policy	21
Financial Aid Policy.....	22
Family Referral Discount Policy.....	23
Educational Program.....	25
Achievement Tests.....	25
Course of Study.....	25
Graduation Requirements	27
Valedictorian and Salutatorian Award Criteria.....	27
College Credit Policy.....	28
Credit Transfer for Incoming Students	29
Curriculum.....	30
Career Tech Center (Vo-Tech).....	31
Daily Schedule - Lower School	32
Daily Schedule - Upper School.....	32
Extracurricular Activities	32
Athletics	32
The Choral Music Program.....	33
The Instrumental Music Program:	33
Drama.....	33
Other Extra-Curricular Activities	33
Field Studies	34
Goals – Homework.....	34
Grades	34
Grading Scale	34

High School Summer Credit Policy	35
Homework Policy	36
Honor Roll	37
Learning Support Special Needs Program	37
Philosophy and Practices	37
Learning Resource Room.....	39
N.I.L.D. Discovery Center	39
Search and Teach	39
Bright Horizons Program	40
Library/Media Center	40
Notebook Method	41
Parent-Teacher Conferences	42
Report Cards	42
Retention	42
Senior Laptop Program	42
Discipline Program	44
Philosophy of Discipline.....	44
The Classroom Constitution	45
General Discipline Policy	46
Code of Conduct	47
Plagiarism Policy	47
Corporal Discipline Policy.....	48
Detention.....	48
Suspension Policy	49
Expulsion Policy	50
Social Networking	51
General Information	54
After School Program	54
Annual Events	55
Arrival	56
Attendance	56
Tardiness.....	57
Change of Address, Phone, etc.	57
Computer Lab	57
Dismissal.....	58
Early Dismissal	58
Electronic Devices Policy	58
Home Communication Tools.....	60
Lockers.....	60
Lost and Found.....	60
Lunch Program.....	61
Music.....	61
School Hours.....	62
School Access	62
School Pictures.....	62
School Supplies.....	62
Telephone Use Policy	62
Transportation	63

Uniform Policy.....	64
Weather Emergencies	70
Health and Safety Program	72
Dental Health	72
Emergencies	72
Emergency Preparedness Plan	72
Epidemic and Pandemic Response	74
Head Lice	75
Immunizations.....	75
Medication Policy	76
Physical Examinations	77
Screening Procedures	77
Student Accident Insurance	77
Student Safety Issues.....	78
Student Visitation Policy	78
Parent Involvement	80
Basic Responsibilities of all DCA Families.....	80
Fundraising Activities.....	80
Parent-Teacher Guild	80
Miscellaneous Information	83
Alma Mater	83
Pledges	84
Parent’s Web Site	85
Reports Cards - RenWeb	86
Standards	87
Acceptable Computer-Use Policy.....	87
Assignment Standard	88
Backpack Standard.....	89
Book Report Format	89
Capitalization Standard.....	89
Map Standard	90
Notebook Standard.....	91
Punctuation Standard	92
Study Hall Standard	95
Word Study – The 4 R Process of Biblical Reasoning	96
Writing Standard.....	97

A Letter from the Headmaster

Dayspring Christian Academy was established in 1987 to be a clear representation of the biblical philosophy, curriculum, and methodology of education that was the hallmark of the American colonial and founding periods. Some may question the wisdom of going back to a time so far removed from our present “postmodern” age to search for truth. It is because of the current state of affairs in America that we are compelled to seek guidance from an era less stained and less arrogant.

Clearly, during the first two hundred years of our nation’s history we see the full flowering of biblical Christianity in the civil realm. It was from this biblical worldview that our founders reasoned to establish nothing less than the world’s first Christian Constitutional Federal Republic--big sounding words that describe what has been called by President Ronald Reagan “the world’s last best hope”-- America. Oh, how it grieves my heart to see our America in such decay and decline.

For more than a decade now, I have been involved in research that has taken me to the speeches, journals, and notebooks of our founding fathers. In fact, in the spring of 1999 a book reflecting these studies, based on my radio spot “Remember, America,” was published. In my studies, I have seen the indelible imprint of Christianity on the founding of our nation. There is no doubt in my mind that God raised our nation up with a special purpose in mind--that of representing and taking His gospel to the world.

You might wonder what all of that has to do with a school here at the beginning of a fresh new millennium. It has everything to do with it because we have so much to lose. In fact, we’ve already lost so much. Over twenty years ago the Lord planted the vision to found this Principle Approach school in my heart. Those early years were spent in re-educating myself and Dayspring’s founding staff in America’s Christian history--something we had never learned growing up in our public schools. The more we studied, the more we began to uncover and realize the beautiful pattern of classical, biblical education which so characterized our past. How can we accept anything less for our own children and grandchildren?

What you will see at Dayspring Christian Academy is a working model, a growing institution where everything we do is being scrutinized by the light of God’s Word. No doubt some things will make us uncomfortable as it flies in the face of modern philosophy and the way we’ve always done it. Be prepared to stretch. The road to biblical excellence is challenging, but the rewards are worth the effort!

If we, as American Christians, do not repair the breach that has taken place in public and private morality, if we do not restore the ability to think and reason biblically, we are indeed a hopeless people. I’m so glad that you have thrown down the gauntlet with us here at Dayspring Christian Academy. Together, we can reclaim what the Enemy has stolen in the area of raising our children to be effective spokesmen and leaders for God. Be strong and of good courage!

God bless you and God bless America!

Michael R. Myers, Headmaster

The Dayspring Logo and School Emblem

The Scripture

“...whereby the Dayspring from on high has visited us, to give light to them that sit in darkness and in the shadow of death, to guide our feet into the way of peace.”

Luke 1:78-79

Dayspring Christian Academy is named in honor of the Lord Jesus Christ. Through a unique confirmation, it became apparent that this verse, and the name of Dayspring, were to identify this school publicly. Jesus came to give light and guidance. In like manner, it is the ministry of this school to restore the light of biblical reasoning, guiding a generation back to the godly path.

The Sunrise

The natural sun is a mere shadow of the brilliance and life-sustaining power of the Son of God. As the light of biblical truth touches the heart and mind, it produces things of value and worth--the abundant life spoken of by Jesus.

Our logo also has a strong connection to our Christian history as a nation. The chair in which George Washington sat during the Constitutional Convention over 200 years ago had a half sun carved in it. With the adoption of the biblically based United States Constitution, elder statesman Benjamin Franklin remarked that he now knew that the sun on that chair was a rising sun, rather than a setting one. As the ministry of Dayspring Christian Academy matures and prospers, we see the Son rising on generations to come. The light of God's Word and the ordering of our lives according to its principles will bring restoration and healing to our land!

The Warrior

Noah Webster tells us in his 1828 dictionary that a warrior is a brave man and a good soldier. At Dayspring we view ourselves as prayer warriors in the army of God. We want to instill in our students and athletes the idea of being brave in the midst of the battle. Our forefathers were men of bravery. They were warriors who were not afraid to get down on their knees and seek the divine providence of God in the midst of their battles. It was for this purpose that the symbol of a warrior was chosen to represent the Dayspring Christian Academy student and athlete.

Profile of



Introduction
Statement of Faith
Philosophy of Education -- The Principle Approach
Dayspring Commitment
History of Dayspring Christian Academy
Structure of the School

“Whereby the Dayspring from on high hath visited us, to give light to them that sit in darkness and in the shadow of death, to guide our feet into the way of peace.”

Luke 1:78-79

Introduction

Learning is commanded by God to be a full time spiritual discipline where something of value is produced by the learner¹. In addition, learning must be of biblical origin²; accomplish a Biblical purpose with all diligence³; and use a Biblical methodology⁴. Furthermore, parents are ultimately responsible for educating their children. In delegating authority to teachers to assist in this process, there must be shared ownership and unity of purpose⁵. To that end, it is the purpose of Dayspring Christian Academy to provide a sound academic education within the framework of the Christian view of God and the world.

The total ministry of the school is geared to meet the following goals:

- To encourage the acceptance of **Christ as Savior** and develop a **love for God** through His Word
- To provide a **Bibliocentric** and **Christ-saturated education** for the children of Christian parents in Lancaster County and surrounding areas
- To develop the full expression of **Christian character** as seen in such traits as self-government, diligence, perseverance, industry, reverence, respect, and responsibility, thereby fitting students to be vital members of the Body of Christ and productive citizens in our American republic
- To present a curriculum in which all subjects are studied from a Christian, rather than a humanistic, perspective; thereby, producing a coherent **biblical world view**
- To maintain **scholastic standards** that will challenge the God-given abilities of our students
- To emphasize both the art and the skill involved in sound, **logical reasoning** and informed, **articulate expression**
- To reinforce the **aims, habits, and discipline** practiced in the biblical Christian home
- To promote the **spiritual, mental, social, and physical growth** of the pupils in the knowledge of God, in order that they may develop a fully matured Christian life
- To inspire the use of each child's **talents, gifts, and education** for the glory of God
- To encourage pupils to render **service** to the school community as well as the local civic community as part of their **Christian duty**

¹ Romans 12:2; Joshua 1:7-8; Luke 19:11-27

² Proverbs 2:1-6

³ II Timothy 2:15-21; 3:16-17

⁴ Psalm 1:1-2

⁵ Proverbs 22:6; 6:20--23; Deuteronomy 6:1-9

Statement of Faith

We believe that there is one triune God eternally manifested in the person of God the Father, God the Son, and God the Holy Spirit⁶.

We believe the Bible is the absolute Word of God and the final authority of the believer⁷.

We believe in Jesus Christ, the only begotten Son of God⁸, who was born of a virgin⁹, lived a totally blameless life¹⁰, died for our sins¹¹, rose victorious over Satan¹², and now sits at the right hand of the Father until His imminent return¹³. Luke 1:27

Philosophy of Education – The Principle Approach

The Principle Approach is America's historic, biblical method of education. Its origin can be found in the earliest biblical writings. As we trace the unfolding of God's plan for mankind, we see His mandate for passing that plan on to succeeding generations through the education process. Ancient Israel applied God's blueprint for education in part, but it was not until 1600 years after the birth of Christ that we see the fullest expression of the biblical pattern demonstrated by a people who were prepared, providentially, to reason from God's Word to every area of life. With the coming of the Pilgrims to the North American mainland, the seeds of true biblical education were planted and, later, bore fruit during the founding period. At this time we see a generation of men and women who were able to reason from the principles of God's Word to every area of life. In fact, so pervasive was their biblical worldview that they were able to found the world's first Christian constitutional republic. This was not happenstance, but the direct result of a philosophy, curriculum, and methodology of education that was Christian to the core. The home, church, and school were unified in purpose and practice, thereby producing the revolutionary results that amazed the Old World.

While times have changed and more than two hundred years have transpired since our nation was founded, God's Word remains true and powerful. What it did for our foreparents, it can do for us today as we learn how to reason from its light and apply its principles to our lives. The Principle Approach is about restoration--restoring back that which has been discarded or lost. The path before us is not an easy road, but it is the only one that will open the doorway for a once great, but now beleaguered, nation to find its way back to its Christian calling and purpose.

⁶ Matthew 28:19

⁷ II Timothy 3:15-17

⁸ John 3:16

⁹ Matthew 1:23

¹⁰ II Corinthians 5:21

¹¹ Philippians 2:8

¹² Colossians 2:15; Mark 16:6

¹³ Acts 1:11; Revelation 22:20

To summarize the basic tenets and benefits of the Principle Approach, we see that it:

- is *expansionary* rather than *evolutionary*. Students are given the whole from the beginning rather than building on parts as in evolutionary thought. Kindergarten students are given all of the seeds, rudiments, and tools for biblical reasoning at the start. As the child's ability to reason enlarges, he is taken into deeper and broader studies of the subject areas. Against the backdrop of a whole and complete creation, separate elements unfold.
- requires *reflective learning* as opposed to rote learning which produces no mastery.
- *uses God's Word* to illumine and bring form to each subject. God's Word is the standard for discerning truth from error.
- *develops a curriculum based upon the Christian idea of man and government*. The westward move of Christianity to America and the individual links on the Chain of Christianity stir an excitement within the teacher and learner to fulfill their places in God's plan for their lives in our modern world.
- *encourages the development and use of character qualities as found in the Pilgrims* who are the model of American Christian character: faith and steadfastness, brotherly love and Christian care, diligence and industry, liberty, and conscience.
- *produces mastery of the seven biblical principles of government* as defined and developed for use by Verna Hall and Rosalie Slater. These principles are seen in every subject and taught in every grade. Their mastery develops the reasoning/writing ability of both teacher and learner.

These seven basic principles are:

Individuality: Everything in God's universe reveals His infinity and diversity. Each person is a unique creation of God, designed to express the nature of Christ individually in society. This principle represents the heart of the nature of God.

Self-Government: God ruling internally from the heart of the individual. In order to have true liberty, man must be governed internally by the Spirit of God rather than by external forces. Government is first individual and then collective.

Christian Character: The image of Christ engraved upon the individual within, bringing dominion and change to his external environment.

Property: God requires faithful stewardship of all His gifts, especially the internal property of conscience, thoughts, and convictions--our most sacred property. This is a tool for self-government as each child learns to give his consent to follow the ways of God, rather than those of the world.

The Christian Form of Government: The Law and the Gospel are the basis of our government in America. Proper government requires a balance of internal power and external form. Evidence of this is seen in the separation of powers and its dual form with checks and balances.

How the Seed of Local Self-Government is Planted: By sowing God's principles, desirable fruit is produced and harvested. It is only when the heart of man is affected that external growth and change can take place.

The Principle of Unity with Union: Internal agreement (unity) produces an external union. Before two or more individuals can act effectively together, they must first be united in spirit in their purposes and conviction. We must be ever mindful that there can be union without unity--yielding shallow and self-serving results.

Dayspring Commitment

The Dayspring community of families, faculty and staff, and the Board of Trustees share a sacred commitment:

- 1) We are committed to the development of **SPIRITUAL STATURE** in our students, assisting parents in bringing them up in the nurture and admonition of the Lord. This is done through the various programs, activities, and curricula of the school. The biblical Principle Approach does not just "integrate" truth into the subject content, or "tack on" a Christian appearance; it approaches the subject with the acknowledgment that all truth points to the knowledge of God and then identifies the principles of the subject that reflect that knowledge, whether it is algebra, phonics, basketball, or study habits. Care is taken to ensure that activities in the life of our school consistently direct our children unto full spiritual stature.
- 2) We are committed to **ACADEMIC EXCELLENCE**, cultivating the fullest expression of the individual through instruction, inspiration, and consecration in intellectual, physical, and artistic pursuits. This is accomplished in the classroom by establishing high standards, an enlightened curriculum, and by the practice of reflective learning, reasoning, writing, and reading. The tutorial emphasis allows every child to learn by receiving help or enrichment as needed. In athletics, art, band, drama, speech, and choir, as well as in every academic subject, we call forth this same standard of Christ in Whom resides all excellence.
- 3) We are committed to the **CHARACTER DEVELOPMENT** of every child; bringing to bear the discipline and conviction of Christian self-government. True Christian character is a thing of great beauty and value. All the academic achievement or spiritual knowledge in the world cannot succeed without a character molded and strengthened by truth unto usefulness. We design classroom procedures, teaching methods, policies, discipline techniques, and dress standards with this goal in mind. Our curricula is filled with role models of great character who inspire and offer vision to our students.

- 4) We are committed to cultivating **LEADERSHIP SKILL AND SERVICE** for the next generation. Leadership is serving. We envision that every child will learn to reach outside himself or herself to offer a unique contribution to the Lord, becoming others-centered, and taking a responsible place in God's greater purposes. Service projects in the community contribute to this purpose. Our students learn to act responsibly toward each other and develop sensitivity and awareness of needs.

Every child is uniquely precious to the Lord and to us. We believe that each one is chosen and placed at Dayspring Christian Academy for eternal purposes. We are thankful for the joy and privilege of serving in so vital and worthy a cause and are committed to lay our lives down for the sake of our brethren.

History and Vision of Dayspring Christian Academy

Dayspring Christian Academy was established in 1987. The purpose was to fill a need for quality biblical Christian education with a classical emphasis. Dayspring Christian Academy began as a nursery school and kindergarten program with a combined total of 20 students. Over the years, the school has expanded from the elementary grades through high school.

The **mission** of Dayspring Christian Academy, using the Principle Approach, is to partner with parents and churches to equip students to:

- Acknowledge the Lordship of Jesus Christ in every area of life
- Demonstrate a biblical world view
- Become citizens of excellence in Christian character and scholarship
- And help restore America to her Christian foundation

The **purpose** of Dayspring Christian Academy is three-fold:

- To restore the American legacy of excellence found in the historic biblical form of classical Christian education, namely, the Principle Approach.
- To restore the Christian character of our citizenry which is necessary to maintain a free and productive federal constitutional republic.
- To restore America's national memory concerning her providential founding and gospel purpose, thereby renewing her commitment to God's plan in the present era.

The **method** of accomplishing this vision is to assist the family, God's primary institution of local government, to carry out its responsibility in raising up children to be godly, informed citizens, first, in the Kingdom of God, then, in America. As a school, Dayspring Christian Academy seeks to instill a love and appreciation of learning and the value of work. It draws first from the Bible as the central textbook of the curriculum, then from the rich classical tradition which demonstrates the flow of liberty along the chain of Christianity as it moves along its westward course.

The primary vehicle for this restoration is the Principle Approach to American Christian Education, the premier method of educating children for the first 200 years of our history. To a large degree, it produced the founding generation of American statesmen and leaders. This generation not only forged a new nation out of the fires of Judeo-Christian biblical truths, but astounded the elite of Europe with the level of scholarship seen in the state papers of these so-called "backwoodsmen."

In previous generations, the necessity to teach these skills and attitudes was understood and accepted by most Americans as a foregone conclusion. At one time in America, children were taught to respect those in authority, to work hard in and out of school, and to produce things of value and worth for society. They were introduced to the masters of classical literature and the great thinkers of western civilization. Children were obliged to demonstrate the character traits of honesty, loyalty, patriotism, and concern for others. As a result of this distinctly American Christian education, the literacy rate was the highest the world had ever known -- from 70% on the frontier to virtually 100% in the cities.

Colonial America produced individuals who established their lives, their families and their institutions upon biblical governmental principles. These principles were identified by Verna Hall in the 1950's as she sought to understand the turn toward socialism that was occurring in America. It is from her courageous and scholarly work, along with that of Rosalie Slater, that the Principle Approach, America's historical legacy of biblical, classical education has sprung forth with renewed vigor and promise.

God has always chosen individuals to accomplish His purposes. It was His purpose to continue the work of Miss Hall and Miss Slater in Lancaster County, Pennsylvania, through Michael R. Myers. God equipped Mr. Myers with His vision and has taken Dayspring Christian Academy from a fledgling school to an institution that has begun to restore the American legacy of Christian character and scholarship.

The Christian History of Dayspring Christian Academy

1984	1987	1990	1992	1996	1997	2000
Principle Approach Seed Planted in Mr. Myers.	Founding of Dayspring	Association with Stonebridge Schools/ Christian Academy.	Expansion to N. Duke St.	1st Graduating Class F.A.C.E.	Acquisition of Pearl Street Building.	Role as a Demonstration School Expands. 50 staff members.
2001		2003		2004		2005
Dayspring Incorporates as an independent educational institution. Expands to East Campus located at Burle Business Park Grades 5-12.		DCA consolidates Grades DK-12 in East Campus at Burle Business Park.		Sale of our Pearl St building.		Expansion into old Thompson area.
2006	2007		2010			
Dayspring celebrates its 20 th year. Expansion into former Credit Union area	Land Search and Capital Campaign Committees Established		Dayspring moves to Mountville, PA			

Structure of the School

He knows not how to rule a kingdom,
that cannot manage a Province;
Nor can he wield a Province,
that cannot order a city;
Nor he order a city,
that knows not how to regulate a Village;
Nor he a Village,
that cannot guide a Family;
Nor can that man govern well a Family,
that knows not how to Govern himself;
Neither can any Govern himself;
unless his reason be Lord,
Will and Appetite her Vassals;
Nor can Reason rule unless herself be ruled by God,
and wholly be obedient to Him.
-- Hugo Grotius, 1654

The Corporate Structure

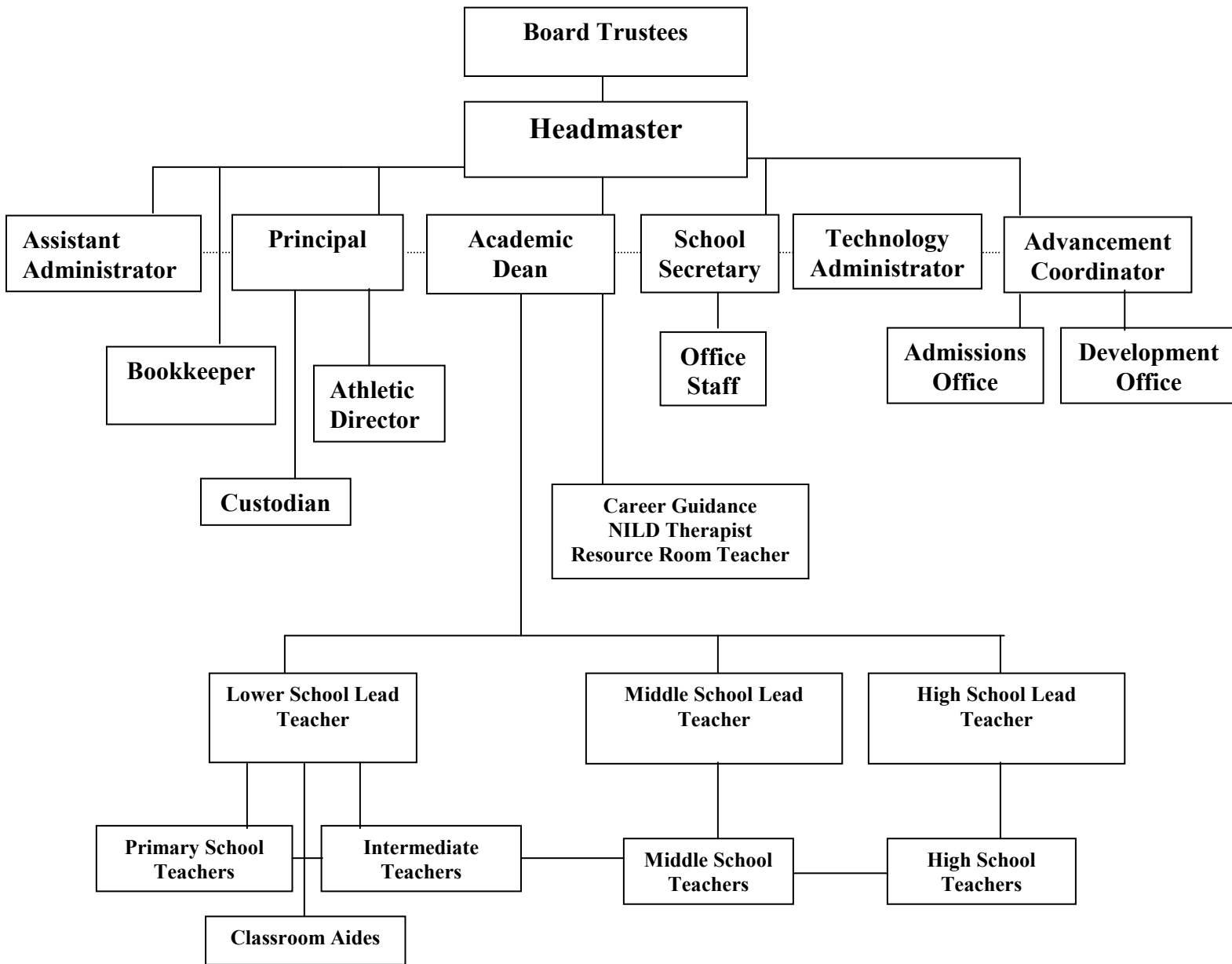
Dayspring Christian Academy exists as a 501 (C) (3) organization and is incorporated as an educational institution under the governance of its Board of Trustees and administered by the Headmaster.

The Board of Trustees

The Board of Trustees is the primary governing body of Dayspring Christian Academy. The board sets policies for the operation of the school.

Trustees are appointed by the board for a three year, renewable term. The addition of new board members occurs when the need is determined by the board.

Organizational Structure



Faculty

Qualifications:

1. Teachers must be born again Christians and actively involved in a local Christian church.
2. Teachers act in the role of overseer in the lives of children; therefore, they must meet the character qualifications as outlined in I Timothy 3:1-7.
3. All teachers must have earned a minimum of a bachelor's degree from a recognized college or university.
4. All teachers must be certified by the Association of Christian Schools International.
5. Teachers are encouraged to pursue advanced degrees.
6. All Dayspring teachers undergo extensive and ongoing in-service training in the Principle Approach.

Dayspring Christian Academy

2011-2012

Headmaster Michael R. Myers

	<u>ACADEMIC</u>		<u>ADMINISTRATIVE</u>
Principal	Keith Felizzi	Assistant Administrator	Daniel Stone
Academic Dean	Delinda Henry	Advancement Coordinator	Anita Casteel
Upper School Lead Teacher	Donna Hurley	School Secretary	Karen Johnson
Lower School Lead Teacher	Judy Sykes	Athletic Director	Jennifer Bleecker
		Technology Administrator	Christopher Glass

Primary Roles of Administration and Office Personnel

Headmaster	Spiritual and Instructional Leader of the School/Chief School Administrator/ Teacher Supervision/Budget Management/Requisitions
Principal	Discipline Officer/Teacher Supervision/Facilities Management/Duty Assignments
Academic Dean	Academic Affairs/Teacher Supervision/Oversee Transcripts/Graduation credits/Student Course Selection/Learning Support Director/Student Testing/IU and School District Liaison/Reading Specialist
Assistant Administrator	Scheduling/Springfest Auction Coordinator/Substitute Coordinator/Student Activities
Career Guidance Director	Student Career Guidance/College Admissions/Scholarship Research/Apprenticeship Program
Lead Teachers	Grade Level Oversight of: Procedures/Schedules/Policies and Practices/ Duty Assignments/Teacher Supervision
School Secretary	Incoming to Office from Faculty/Supervision of Office Personnel/Headmaster Schedule/General School and Office Procedures/Leave of Absence Management/Cumulative Records/Bus Transportation Coordination/ HR Coordinator
Advancement Coordinator	Oversees the Admissions and Development Offices
Admissions Office	Student Enrollment and Placement/Tuition Assistance/Open Houses/Visitations
Development Office	Event Coordination/Donor Management/Public Relations/Marketing
Athletic Director	Oversight of athletic program at the appropriate level to include facilities management, athlete eligibility, coaches and scheduling.
Technology Administrator	Renweb/Website/Technology (hardware and software)/Donor Database
Business Manager	Tuition Management/Accounts Payable-Receivable/EITC Coordinator

Admissions

Policies and Procedures



Enrollment Procedures
Enrollment Requirements
Upper School Enrollment
Late Enrollment
Withdrawal from Enrollment
Re-enrollment Procedures
Re-enrollment Requirements
Delinquent Tuition Payment Policy
Financial Aid Policy
Family Referral Discount Policy

“A good moral character is the first essential in a man. It is therefore highly important that you should endeavor not only to be learned but virtuous.”

**George Washington to his nephew,
December 5, 1790**

Enrollment

Enrollment Procedures

1. **An application for enrollment is to be completed by the parent(s) or guardian(s)** of all pupils who desire to attend Dayspring Christian Academy. Additionally, students applying for acceptance into the Upper School (grades 6-12) for the first time shall complete a student application.
2. **Upon receipt of an application for enrollment**, immunization records, and the appropriate registration fee, a personal interview will be held with both parents, single parent, or guardian(s) and the upper school student(s) to be enrolled. This interview will be held by the Admissions Committee or Designee. Additionally, parents are required to attend the new family orientation meeting.
3. **Parents will be informed of tentative approval** upon conclusion of the interview. Enrollment will be considered complete only when all of the requirements listed below have been met. A formal letter from the Headmaster will confirm final enrollment status.
4. **When entering Dayspring Christian Academy for the first time**, the following are required:
 - a. Enrollment Application
 - b. Registration Fee
 - c. Official Documentation of All Required Immunizations or Letter of Exemption
 - d. Placement Test for all enrolling students (completed at the school)
 - e. School Readiness Test (first time kindergarten, only)
 - f. Student Application (grades 6-12, only). Provided by the school after application received.
 - g. Homeschoolers must provide most recent evaluation and achievement test scores
5. **Only families who have completely finished the enrollment process** are eligible for tuition assistance. Upon complete enrollment (when all of the above is completed), please ask the admissions office for a form. Tuition assistance scholarships are based upon the availability of funds and need.

Enrollment Requirements

1. Spiritual
 - a. At least one parent or guardian and student(s) must be active in a Bible-believing church. At least one parent or guardian must be born again (John 3:3). Additionally, students entering the high school must be born again. Exceptions to this policy will be made only by consent of the School Board and the Headmaster.
 - b. Parents and upper school students shall express their agreement with the philosophy and policies of the school.
 - c. Parents who wish to enroll their child(ren) in Dayspring Christian Academy shall express as their primary motive for doing so, to be that of continuing the Christian training that has begun and is continuing at home.
 - d. The student shall exemplify by his/her attitudes and lifestyle that he/she is

committed to be conformed to the image of Christ, to be obedient to God's Word, and to exhibit a teachable spirit. This will be reflected in speech, respect for authority, reverence for the Lord, and in the fruit evident to believers around him/her.

2. Academic

- a. Students entering academic kindergarten shall be admitted after successful completion of the readiness exam. Determination of the kindergarten level will be made at that time based on the expertise and experience of the committee.
- b. Students in the lower and upper schools shall be placed in the appropriate grade level, only after completion of the placement tests and the previous school records have been examined.
- c. Students shall meet all course requirements as established by the curriculum guide.

3. Age

- a. A child must be 4 years old on or before September 1 to be enrolled in the Developmental Kindergarten for that year. A DK student must be potty-trained and able to communicate and understand the English language.
- b. A child must be 5 years old on or before September 1 to be enrolled in the Academic Kindergarten for that year.
- c. The age of an enrolling student shall be within 2 years of the typical age of his designated class.
- d. Exceptions to the above will be made by the Headmaster only when readiness scores/academic records indicate the need.

4. Placement

- a. Grade placement is made by the administrative staff. Enrollment acceptance is made by the admissions committee.
- b. Dayspring Christian Academy reserves the right to adjust and/or modify course selections and/or combinations of classes at each grade level based upon such factors as ability/ achievement records and enrollment in a particular class/course.

5. Parental

There are certain responsibilities expected of all parents just by virtue of their being part of the school. Without parents being involved in these basic ways, DCA would not be able to uphold its commitment to provide a quality learning environment:

1. Attend the Welcome Back Family Orientation
2. Attend the fall Parent-Teacher Conference.
3. Participate actively in one fundraiser and sell at all fundraisers.
4. Attend the Towne Meeting.

Upper School Enrollment (grades 6-12)

1. Procedures
 - a. An application for enrollment must be submitted by the student's parents/guardians.
 - b. A student application for enrollment must be submitted by the student.
 - c. Participation in the admissions interview is required.
 - d. All other general admissions procedures must be followed, where applicable.

2. Requirements
 - a. The student must be a born again Christian as stated in John 3:3. *
 - b. The student must exemplify the attitude and lifestyle which demonstrates a commitment to be conformed to the image of Christ, to be obedient to God's Word, and to exhibit a teachable spirit. This will be reflected in speech, matters of sexual morality, respect for authority, reverence for the Lord, and in the fruit evident to believers around him/her.
 - c. The student will exhibit the qualities of an independent learner, striving for the goal of excellence in all areas.
 - d. All other general admissions requirements and procedures must be met.
 - e. The DCA high school experience is designed to minister to unmarried students. Therefore, married students are not considered for enrollment.

* Exceptions to this requirement may be granted by the admissions committee under certain conditions.

Late Enrollment

Enrollment after the start of the school year will be based solely upon the following formula:

Enroll prior to November 1 = full tuition
November 1 - November 30 = 80%

Parents may not enroll students after the beginning of the 2nd trimester without approval from the Headmaster and Academic Dean.

Withdrawal from Enrollment

Tuition responsibility for early withdrawal for any reason will be based solely upon the following formula:

Withdrawal Policy

<u>WITHDRAWAL DATE</u>	<u>TOTAL TUITION DUE</u>
July 1 - first day of school	25% of full tuition
During the 1 st Trimester	50% of full tuition
After the 1 st Trimester	100% of full tuition

*The Withdrawal Policy applies to all families that have completed the enrollment process. Early withdrawal penalty is based on full tuition.

Re-enrollment Policy

All enrolled students at Dayspring Christian Academy shall be considered re-enrolled for the next school year under the following conditions:

- A. The proper re-enrollment application(s) have been completed and submitted in accordance with the stated deadline in the admissions policy.
- B. The registration fee has been paid in full in accordance with the published deadline. No student may re-enroll when there is an outstanding tuition balance at the time of re-enrollment. Students who cannot re-enroll will not have a seat held on school sponsored transportation.
- C. All tuition and fees are current in accordance with the published deadline. No student may return the following year when there is an outstanding tuition balance.
- D. All fines and fees for damaged or lost property have been paid in full.
- E. The student is deemed a “student in good standing” by the faculty and Headmaster. This includes such aspects as behavior, compliance to a Christian code of conduct, respect for authority, attendance and academic effort. A written letter shall be presented to the parents of a student who does not meet the qualifications for this item not more than one month after the conclusion of the current school year. This determination may be appealed to the Board.
- F. Upper school students (grades 5-11) are required to complete a student re-enrollment application.

Re-enrollment Requirements

- 1. Spiritual
 - a. At least one parent or guardian and student(s) must be active in a Bible-believing church. At least one parent or guardian must be born again (John 3:3). Additionally, students entering the high school must be born again. Exceptions to this policy will be made only by consent of the Administrative Council and the Headmaster.
 - b. Parents and upper school students shall express their agreement with the philosophy and policies of the school, by signing the school and covenant policy.
 - c. Parents who wish to re-enroll their child(ren) in Dayspring Christian Academy shall express as their primary motive for doing so, to be that of continuing the Christian training that has begun and is continuing at home.
 - d. The student shall exemplify by his/her attitudes and lifestyle that he/she is committed to be conformed to the image of Christ, to be obedient to God’s Word, and to exhibit a teachable spirit. This will be reflected in speech, respect for authority, reverence for the Lord, and in the fruit evident to believers around him/her.

2. Placement
 - a. Re-enrollment acceptance and grade placement is made by the academic dean and headmaster.
 - b. Dayspring Christian Academy reserves the right to adjust and/or modify course selections and/or combinations of classes at each grade level based upon such factors as ability/achievement records and enrollment in a particular class/course.

3. Parental

There are certain responsibilities expected of all parents just by virtue of their being part of the school. Without parents being involved in these basic ways, DCA would not be able to uphold its commitment to provide a quality learning environment:

1. Attend the Welcome Back Family Orientation (or a make-up session.) One parent of AK-3rd graders must attend the Literacy Program Orientation
2. Attend the fall Parent-Teacher Conference.
3. Participate actively in one fundraiser and sell at all fundraisers.
4. Attend the January Towne Meeting.

Delinquent Tuition Policy

- A. Tuition payments are due on the pre-assigned due date. If a tuition account becomes 10 days in arrears, a **\$30.00** late fee is incurred. In addition, a charge of **\$30.00** will be incurred for any checks returned due to insufficient funds or cancellation of check. A statement or notice will be sent out to the responsible party. **(Important: Reckoning begins on the selected pre-assigned due date.)**
- B. If an account becomes thirty (30) days in arrears, the parent or responsible party will be expected to contact the Business office to explain the delinquency and submit in writing their plan to repay the delinquent tuition amount.
- C. If an account becomes sixty (60) days in arrears, the parent or responsible party will then be required to submit a payment plan to the Tuition Assistance Committee for the delinquent tuition amount, as well as their payment plan for tuition payments for the remainder of the school year.
- D. If a tuition account becomes 60 days in arrears or older, and the conditions of Article C above has not been met, the school will withdraw parent/student access to Renweb and hold each trimester report card.
- D. Students will not be permitted to re-enroll for the following school year if there is an outstanding tuition balance at time of enrollment period.
- E. Any enrolled student whose outstanding balance has not been paid in full by June 15 will forfeit his or her enrollment in the event that the space is needed by a new enrolling student.
- F. Any and all past due tuition must be paid by mid-August, before the Back to School Orientation. Failure to do so will result in your child(ren) being removed from the school rolls.

- G. With the exception of health records, no other school records, transcripts, or diplomas will be released to the family or any institution until all tuition, fees, and charges have been paid in full.
- H. Families that withdraw early forfeit their tuition assistance. The early withdrawal penalty requires that you pay the remaining tuition without the TA discount applied. Full payment is due.

Financial Aid Policy

Financial Aid is intended to assist parents with their tuition payments by paying a percentage of the monthly tuition. Parents are responsible to pay the remainder of the tuition.

A limited amount of financial aid is available. It is our objective to ensure that those with the highest need receive financial assistance. To determine a family's need and eligibility, the following procedure has been established. Tuition assistance available on a first come first serve basis. Families must be enrolled, completely into the school, before they can be eligible for financial assistance.

1. Request the financial aid link from the development department.
2. Fill out the Financial Aid application online for the current school year.
3. Mail a complete copy of your W-2 forms and any other tax information. A family must be completely verified, having submitted all of their completed paperwork in, before they can be eligible for financial assistance.
4. Submit completed forms, with the application fee, to FACTS Tuition Aid online.
5. A family will be contacted regarding the amount of financial aid awarded after the results of FACTS analysis are reviewed by the Tuition Assistance Committee.
6. Any family with a delinquent account and has not submitted a payment plan, is not eligible for Tuition Assistance.
7. Any family with a delinquent account that has a payment schedule, but is not current with that plan, will not be eligible for Tuition Assistance.
8. Parents who receive tuition assistance and elect to pay the remaining balance in full are not eligible for prepayment discounts.
9. If a family withdraws they are then responsible for the entire tuition, not just the tuition discounted amount.

Please be assured that personal financial information will be kept strictly confidential. Only the school's Advancement Office, Business Manager, and the Finance Committee will have access to parental financial information.

Tuition assistance requests will not be acted upon until registration fee has been paid and all requested information has been provided. Families on a waiting list will be considered for tuition assistance only after an opening occurs.

Family Referral Discount Policy

A referral discount is available to any enrolled family who successfully recruits another family for enrollment into the school. This amounts to **\$300** off your next year's tuition for every new family enrolled as a **direct** result of your efforts. There is no limit on the number of families you may recruit. Our goal is to attain full enrollment in all of our classes. Following are a list of guidelines:

1. The current Dayspring Family must have a **Family Referral Form** on file in the school office.
2. The name and address of the family that is being recruited for enrollment into the school **must be listed** on the Family Referral Form **prior** to the family's enrollment. Please do not call to add the name after a family has made inquiry.
3. Names may be added to the list at any time throughout the school year by calling the school office with the information or sending a note to the Admissions Department.
4. Tuition discount will be credited toward the school year's tuition **only after the new family has completed all enrollment requirements and has entered the new school year.**
5. If more than one family has the same name on their list, the discount will be divided equally between all parties.

How credit will be applied for a referral:

1. **When a new family enrolls before the beginning of the school year, credit will be applied to your November tuition payment. If your monthly payment is less than \$300.00 per month, the discount will be divided in half and applied to both November and December tuition. A payment notice will be sent informing you of the adjusted tuition amounts. If your tuition had been paid in full, you will be sent a refund for the referral amount.**
2. **When a new family enrolls after the beginning of the school year, a discount will be given toward the following school year. This is only given if the new family re-enrolls for the next school year.**
3. **If you have been credited \$300.00 for a referral and the new family withdraws from the school before the completion of one academic year, any money that was credited to you must be paid back to Dayspring. This will be added into your current tuition payments.**

Educational Program



President Lincoln reading to his son, Tad.

Achievement Tests

Courses: Middle and High School/Graduation Requirements

Curriculum

Career-Tech Center (Vo-Tech)

College Credit Policy

Daily Schedule

Extracurricular Activities

Field Studies

Goal Sheets

Grades

Grading Scale

Graduation Requirements

High School Summer Credit Policy

Homework Policy

Honor Roll

Learning Support Program/LRR/NILD

Library/Media Center

Notebook Method

Parent/Teacher Conferences

Report Cards

Retention

Senior Laptop Program

“The philosophy of education in the classroom becomes the philosophy of government of the next generation.”
--Abraham Lincoln

Educational Program

Achievement Tests

Standardized Achievement Tests are administered annually in the spring to evaluate our curriculum student progress. Results of the student tests are given to parents along with the final report card of the school year.

Course of Study

Grades 6-12

Middle School

<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
Bible	Bible	Bible
Math	Math	Math
English	English	English
Latin	Latin	Latin
Literature	Literature	Literature
Life Science/Earth Science	Earth Science/Life Science	Physical Science
Geography/Health	Geography/Health	Geography
American History (1800-WWI)	History of Civilization	State History-Civics
Physical Education	Physical Education	Physical Education
Music/Art/Film	Music/Art/Film	Music/Art/Film
Choir/Orchestra/Art Studio	Choir/Orchestra/Art Studio	Choir/Orchestra/Art Studio

High School

Credits	Grade 9	Credits	Grade 10
	Required Courses:		Required Courses:
1.0	Bible	1.0	Bible
1.0	Biology	1.0	Literature
1.0	Literature	1.0	Chemistry
1.0	Rudiments of America's History	1.0	Foreign Language Level II
1.0	Math	1.0	History (World)
1.0	Foreign Language: Level I	1.0	Math
0.5	Logic	0.25	Physical Education
0.25	Physical Education		
	Electives:		Electives:
0.5	Introduction to Art	0.5	Orchestra
0.5	Orchestra	1.0	Choir
1.0	Choir	1.2	Honors Chemistry
1.2	Honors Choir	0.5	Introduction to Art
		0.5	Introduction to Music
		1.2	Honors Choir
6.75	Required Credits	6.75	Required Credits

Credits	Grade 11	Credits	Grade 12
	Required Courses:		Required Courses:
1.0	Anatomy and Physiology/Health	1.0	Bible
0.5	Apprenticeship	1.0	Economics
0.5	Bible	1.0	Literature
1.0	English Composition	0.5	Greek 1B
1.0	History or AP US History (1.3)	0.5	Senior Thesis
0.5	Rhetoric	0.25	Physical Education
0.25	Physical Education		
	Electives: 2 Required *		Electives: 2 Required *
1.0	Math	1.0	Math
1.3	Calculus AB or Statistics (AP)	1.3	Calculus AB or BC or Statistics (AP)
1.3	English Composition (AP)	1.2	Science: Honors Physics
1.0	Art I or Music I	1.0	Psychology
0.5	Orchestra	1.3	Psychology-AP
1.0	Choir	1.0	Ecology
1.2	Honors Choir	1.2	Art II or Music II
		0.5	Orchestra
		1.0	Choir
		1.2	Honors Choir
6.75	Required Credits	6.75	Required Credits

***Students are required to maintain a full schedule of approved courses at all times.
Not all courses are offered every year.**

Graduation Requirements

(Applies specifically to courses taken in grades 9-12, only)

General Diploma		Honors Diploma	
GPA	1.5 or higher	GPA	3.5 or higher
Minimum Credits	26	Minimum Credits	29
		Minimum Honors/AP Courses	5
* PA State Requirements: 4 credit in English/Literature, 3 credits in Math and 3 credits in Science during grades 9-12.		* PA State Requirements: 4 credit in English/Literature, 3 credits in Math and 3 credits in Science during grades 9-12.	

Notes:

1. Not all courses are offered every year.
2. Lancaster County Career and Technology Center:
 - Grade 11 students considered under special needs policy may attend the LCCTC Cluster Program. The students receive 3 credits for a half-day program after the successful completion of LCCTC requirements.
 - Grade 12 students must fulfill Dayspring Bible and Senior Thesis requirements, as well as meeting LCCTC requirements. The students will receive 6 credits after the successful completion of LCCTC requirements.

Valedictorian and Salutatorian Award Criteria

Guidelines and Procedures for the Selection of Valedictorian and Salutatorian

The designation of **valedictorian** is conferred upon the student with the highest academic standing at the end of the second trimester of the senior year. It is determined according to the following prioritized steps:

1. The student must be able to meet all the requirements for an honors diploma by graduation.
2. The student has been a full time student at Dayspring Christian Academy for at least two school years.
3. The student has the highest weighted percentage at the end of the second trimester of the senior year.
4. In the event of a tie at this level, the student with the greater number of honors level course (grades 9-12) while enrolled at Dayspring Christian Academy will be designated.
5. In the event of a tie at this level, the student with the greater number of years (grades 9-12) enrolled at Dayspring Christian Academy will be designated.
6. If the students have been enrolled the same number of years (grades 9-12) at Dayspring Christian Academy, the designation of valedictorian will be shared.

The designation of **salutatorian** will be conferred upon the student with the second highest academic standing at the end of the second trimester of the senior year. It is determined according to the following prioritized steps:

1. The student must be able to meet all the requirements for an honors diploma by graduation.
2. The student has been a full time student at Dayspring Christian Academy for at least two school years.
3. The student has the second highest weighted percentage at the end of the second trimester of the senior year.

4. In the event of a tie at this level, the student with the greater number of honors level course (grades 9-12) while enrolled at Dayspring Christian Academy will be designated.
5. In the event of a tie at this level, the student with the greater number of years (grades 9-12) enrolled at Dayspring Christian Academy will be designated.
6. If the students have been enrolled the same number of years (grades 9-12) at Dayspring Christian Academy, the designation of salutatorian will be shared.

The valedictorian and the salutatorian shall present an address during the commencement ceremony of their senior year.

College Credit Policy

The following standards must be met for a Dayspring senior to take college courses to be applied toward graduation credit:

1. The student must be a senior enrolled as a full-time or full-time equivalent student.
2. The student must have a GPA of 3.2 or higher.

Definition of a full-time/full-time equivalent student:

Full-time student: Must take a minimum of 6.75 credits with no more than two of those credits coming from an approved educational alternative. Students in this category would pay full tuition.

Full-time equivalent: Must be enrolled in an approved full-time educational institution as well as meet Dayspring Christian Academy's Bible and Senior Thesis requirements. Students in this category would pay an adjusted tuition. Students are not eligible for valedictorian and salutatorian awards.

Students must be considered full-time or full-time equivalent to receive a Dayspring Christian Academy Diploma.

Minimum Requirements* for Senior Year:

Bible	1 credit
English	1 credit
History	1 credit
Greek	1 credit
Electives	2 credits
Thesis	.50 credit
Health/Physical Education	.25 credit
Total	6.75 credits

*Unless only an honors or AP level course is offered in a subject area for that year.

Credit Transfer for Incoming Students

GRADES DK-8

- Grade placement and/or course assignments for students entering Dayspring Christian Academy for the first time or from another school/home school is based on testing and educational records.
- No credit is assigned to courses at these grade levels.
- High School level courses taken during Middle School year do not fulfill credits required for graduation, but factor into course placement.

HIGH SCHOOL CREDIT POLICY

1. Students Coming from an Officially Registered Institution (Public, Cyber, and Private)
 - An official transcript must be submitted to Dayspring from the institution.
 - Earned credits will be applied to the student's graduation requirements.
 - Earned grades will be calculated into the student's grade point average (GPA).
2. Students Coming from a Home School
 - Students receive credits toward graduation for high school classes that were completed and passed in a home school and are documented in the portfolio.
 - Courses/grades from a home school are so designated and recorded on the student transcript, but are not calculated into the student's grade point average (GPA).
 - Courses/grades from a home school are not considered when determining the valedictorian and salutatorian awards.

SUMMER SCHOOL

Only courses from an approved secondary educational institution will be accepted for graduation credit and/or advancement.

COLLEGE

Approved courses taken at a college may be counted toward graduation credits, but will not be included in the GPA. A one semester college course counts as one Dayspring High School credit.

DISCLAIMER

Dayspring Christian Academy reserves the right to accept or reject, solely at the discretion of the school administration, any non-Dayspring course work by any student.

Curriculum

Dayspring uses America's historic biblical method of education and government called the Principle Approach. This uniquely Christian approach produced a level of scholarship which astounded the educational European elite before and after the War for Independence.

The foundation of the Principle Approach is the Bible--perhaps more practically stated as the ability to reason from the Bible to all areas of life and learning. It is this absolute and uncompromisingly biblical Christian worldview, which undergirds all of the philosophy, curriculum, and methodology of the Principle Approach.

While the philosophy of this approach is its foundation, the curriculum is the framework upon which the product or tangible results of education are realized. The curriculum plays a paramount role in shaping the outcome of the educational process. The rudiments of the Principle Approach curriculum and methodology are not to be found in the winds of prevailing thought, but in the rich classical Christian curriculum which produced the great thinkers, scholars, artists, and statesmen of the past. Primary to the subject matter itself is the process of disciplining the mind that necessarily must ensue as one embarks upon the classical Christian learning pathway.

The overall goal of this American classical Christian approach (the Principle Approach) is to produce a student who has not only progressed from the rudiments of the subjects to the higher levels of understanding, but who has learned how to reason from the principles of the Bible to the concepts and issues of the subject. This is both the means and the end of a Principle Approach education. It is accomplished through an emphasis on giving students the tools for learning rather than simply filling them up with knowledge. It is the liberating effect of the self-governed intellect that allows the individual to reach his fullest God-given potential.

At Dayspring Christian Academy, the classical Christian curriculum as embodied in the Principle Approach includes:

- Teaching the unique grammar, logic, and rhetoric of each subject. *Grammar* is the fundamental rules, or the rudiments, of a subject, as well as the basic data reflected by these rules. (Emphasized at the elementary level) *Logic* is the ordered relationship of the subject's particulars. (Emphasized at the middle school level) *Rhetoric* is the clear expression of what has been learned. (Emphasized at the high school level).
- Strong emphasis on mastery of the English language through phonemic awareness, fluency and comprehensive instruction and Shurley Method[©]. These instruction methods are implemented daily.
- A rich classical literature program that studies the masters and elevates that student's own ability to write, thus restoring the art of written expression in each student.
- Emphasis on the fundamentals and skills of mathematics as a tool for revealing the nature and character of the Creator while taking dominion over His creation.
- A science program that teaches the use of the scientific method as a means of researching a topic thoroughly, reasoning from accurate observations and deducing valid principles revealed through the study.
- Sowing the seeds of the rudiments of every subject in the kindergarten and the elementary programs.
- A formal course in logic.
- A formal course in rhetoric.
- Formal instruction in Latin, beginning in the elementary years, providing a foundation and framework for learning and expression.
- Instruction in New Testament Greek at the high school level.
- Introduction and instruction in the Spanish language beginning at the early elementary level.

- A career apprenticeship program for high school juniors.
- A written thesis with oral defense before a faculty committee for high school seniors.
- Reliance on original and primary sources for research and study rather than popular, modern interpretations.
- Use of the *Notebook Method* rather than a dependence on workbooks and textbooks. Students and faculty record their learning on the pages of a notebook, thereby demonstrating mastery of the complete subject.

Career Tech Center (Vo-Tech)

1. Dayspring Christian Academy will offer Vocational-Technical training for senior students through the Lancaster County Career and Technology Center (LCCTC) schools under the following conditions:
 - A. The student is a student in good standing at Dayspring Christian Academy.
 - B. The student has met all DCA course requirements prior to the beginning of the senior year.
 - C. The student arranges for Pennsylvania State academic requirements for graduation to be met through the LCCTC school.
 - D. The student meets the senior Bible class requirement through DCA.
 - E. The student participates in and completes all requirements associated with the Senior Thesis Project and any other special graduation requirements.
2. The student with joint enrollment will be eligible to participate in the DCA athletic, music, drama, and other extracurricular activities.
3. The student with joint enrollment will maintain the same attitude and standard of conduct that is expected of full time DCA students-on and off campus.
4. Upon graduation, the student with joint enrollment shall receive a certificate of completion for his/her LCCTC training and a diploma from Dayspring Christian Academy.
5. The tuition for a student with joint enrollment will be 25% of the full tuition for the school year, plus graduation fee.
6. A student attending DCA and LCCTC on a half-time basis will be charged 50% tuition.
7. The student attending LCCTC will not be eligible for the senior laptop program.

Daily Schedule - Lower School

Lower school schedules are unique to each self-contained classroom. Student schedules are available upon on RenWeb.

Daily Schedule - Upper School

Period	Normal Schedule	Early Dismissal
1	7:55 – 8:48	7:55 – 8:20
2	8:52 – 9:40	8:23 – 8:48
3	9:44 – 10:32	8:51 – 9:16
4	10:36 – 11:24	9:19 – 9:44
Lunch	11:24 – 11:54	No lunch
5	11:56 – 12:44	9:47-10:12
6	12:48 – 1:36	10:15-10:40
7	1:40 – 2:28	10:43-11:10
8	2:30 – 3:00	No 8 th period

Extracurricular Activities

All students who desire to participate in extracurricular activities must maintain acceptable effort and exhibit a positive attitude in their regular classroom obligations. Such effort and attitude will be evaluated on a weekly basis by the regular classroom teachers. If any classroom teacher indicates that a student has not met his/her obligations, that student may not be eligible for participation in any extracurricular activities for the following week. For athletics, student participation is governed by the constitution and by-laws of the PIAA. We cannot field students who do not meet the minimum standards set forth by the PIAA. If, at the end of a week of ineligibility, such obligations are evaluated positively, the student may resume participation.

Athletics

The Dayspring athletic program recognizes the Word of God as its foundation. Each sport is offered with the goal of building the character of Christ within each athlete. Athletic competition affords students the opportunity to demonstrate the depth of their understanding of God's principles and truths and reveal the quality of character within themselves as Christian athletes. The athletic field is simply viewed as another classroom, but one in which the biblical principles learned in the classroom are put to the test in each student during competition.

Dayspring is part of the Commonwealth Christian Athletic Conference and currently offers a program suited to the interests of the students with an emphasis on team sports. Sports are offered only if there are enough students to field teams. As the school expands and grows, so too will the athletic program.

Parents are an integral part of the athletic program at Dayspring. It is a requirement for parents who have athletes involved in sports at Dayspring to volunteer their time as members of the Dayspring Athletic Association.

The Choral Music Program

“My Heart is steadfast, O God; I will sing and make music with all my soul.” Psalm 108:1

Students in Grades 9-12 will have the opportunity to join the Chorale. Students in grades 6-8 may join the middle school choir. Students in grades 3-5 may join the lower school choir. Students in grades 9-12 who excel in musicianship will have the opportunity to join the Honors Choir. The choirs may be combined for performance and ministry purposes; however, the Honors Choir will perform on some select occasions alone, such as the Patriots Celebration and the ACSI music festival.

Each choir will consist of a select group of musicians (by audition) who desire to glorify God and minister to others through song. In order to reach excellence as a choir, there will be an emphasis on vocal development, music reading skills, artistic expression and unity within the group. The repertoire will be varied, containing classic choral music, hymns, spirituals, folk songs and contemporary styles. There will also be opportunity for those with special gifting to do solo or small ensemble work. Choir members will be graded based upon participation, attitude, effort, and knowledge of the music.

The Instrumental Music Program:

Thirty-minute lessons are offered weekly throughout the school year. Parents have the choice of group or individual lessons. Both individual and group lessons will study the music basics such as technique and musicianship. Students have many performance opportunities throughout the year to display their musical talent and skills and give glory to God.

Drama

Students have opportunities during the year to demonstrate and practice their theatrical talents during dramatic productions or clubs. At the high school level many times the drama is a student-written presentation that demonstrates the excellence in literacy that the students gain in the classroom.

Other Extra-Curricular Activities

May include an art elective, student government, the yearbook, student newspaper, film club. Students may inquire with their homeroom teacher about any of these activities.

Field Studies

Field studies are an exciting part of the curriculum at Dayspring. The field study allows us to attain several goals that cannot be met in the normal classroom environment with textbooks and notes. As we desire to restore our American Christian memory, the field study allows us to expose students to the actual places where important events occurred. It also enables us to take students to the birthplaces/homes of key individuals on the Chain of Christianity. Students have the opportunity to experience cultural, academic, and social events which will broaden their horizons, as well as give them points of reference for comparison and analysis of various world views.

Each year students embark on field studies at each grade level that allow them to experience learning in the classroom of God's creation. Getting out of the classroom allows students to expand or round out their study of a particular subject. At Dayspring, we refer to this part of the curriculum as a field study as opposed to a field trip. Our desire is that our students see these out of classroom times as times of study. Students are generally required to keep a journal of their field study experiences which helps to foster reflective learning.

Each individual classroom teacher plans field studies throughout the course of the school year. Parents must sign and return permission slips to the classroom teacher prior to each trip. Most field trips have a cost that is covered by the parents. Teachers may also contact parents to help share in the transportation for each trip.

Goals – Homework

Lower School and Upper School goals and homework will be posted on the RenWeb parent website on the first day of each week school is in session.

Grades

In evaluating students, the teachers at Dayspring recognize the individuality of each student. Academic grades, while important, are to a great extent a reflection of the internal character of each student. We ask that parents view the character comments on each report card as causative to the academic grade, holding great importance in the evaluation of each child. Teachers eagerly welcome the opportunity to meet with parents, by appointment, to discuss a student's progress.

Grading Scale

A	93-100%	Excellent
B	84-92%	Good
C	75-83%	Average
D	66-74%	Unsatisfactory
F	0-65%	Failing

AK-5 Academic Key: **O** = Outstanding; working above grade level

G = Grade level; within the expected range of performance

SP = Slow Progress; but below grade level

NI = Needs Improvement; below grade level, but little or no evidence of progress.

High School Summer Credit Policy

- I. Credit shall be granted in approved courses based upon the following criteria for the stated purposes:
 - A. Remedial
 1. Students may take summer courses for credit in order to make-up for lost credit due to failing a course or coming to Dayspring after the course was offered in its normal sequence.
 2. The student shall complete the course syllabus established by the approved course teacher.
 3. The student shall complete the prescribed work, including any written or oral presentation and final tests no later than two weeks before the first day of school of the new school year.
 4. To obtain credit, a student must finish the course with a minimum grade of 66%.
 - B. Advancement
 1. Students may take summer courses to advance in a subject discipline provided the previous coursework was at an A level and the teacher of record gives recommendation.
 2. A student may not take a class for advancement unless there is a subsequent course offered in that discipline the next school year and the student enrolls in and completes that course.
 3. The student shall complete the course syllabus established by the approved course teacher.
 4. The student shall complete the prescribed work, including any written or oral presentation and final tests no later than two weeks before the first day of school of the new school year.
 5. To obtain credit for the course, the student must finish the course with a grade of 66%.
 6. To be able to advance to the next course level, the student must finish the course with a grade of 85% and have a letter of recommendation from the instructor.
- II. Fees
 - A. Registration Fee (non-refundable): **\$25.00**
 - B. Tuition: **Please refer to the Home school Interaction price list or the individual instructor.**
 - C. The non-refundable summer course registration fee and the course tuition must be paid in advance of the start of the course. (Make payable to Dayspring Christian Academy)
 - D. Early withdrawal schedule:
 - Before June 15 -- 50% refund of tuition. No further refunds.
 - Withdrawal shall be in writing with parent signature and is effect on the day received in the school office.
- III. Non-Dayspring Courses
 - A. Only courses from an approved secondary educational institution will be accepted by Dayspring Christian Academy for graduation credit and/or advancement.
 - B. Approved courses taken at a college may be counted toward graduation credits, but will not be included in the GPA. A one semester college course counts as one half (1/2) Dayspring credit.
- IV. Disclaimer

Dayspring Christian Academy reserves the right to accept or reject any proposed course work for any student at the discretion of the school administration.

Course offerings are changed from year to year.
Requests for specific courses should be submitted to the office by May 10.

Homework Policy

The value of homework in the curriculum is essential for rounding out the education of our students. Education, according to Noah Webster, is “The bringing up, as of a child, instruction; formation of manners. Education comprehends all that series of instruction and discipline which is intended to enlighten the understanding, correct the temper, and form the manners and habits of youth, and fit them for usefulness in their future stations.”

As parents we know that life doesn’t cease when we get home from work. When we get home we still have work to do around the house. We don’t have the luxury of sitting around and doing nothing until we go back to work the next day. If we look at the definition of “work” according to Webster, we will see many words that require action, for example to move, perform, labor, act, operate, strain, mold, influence, etc. Each of these words indicates activity rather than passivity. Each of these words holds value in the performance of homework, thus fitting students for their future stations in life.

Dr. James Dobson says that homework “is a valuable instrument of discipline.” He goes on to say, “Since adult life often requires self-sacrifice, sweat and devotion to causes, the school should play a role in shaping a child’s capacity to handle this future responsibility. Certainly, play is important in a child’s life, too. He should not work all the time; the home and school should provide a healthy balance between discipline and play.”

Homework at Dayspring is designed with specific purposes which include the following:

- To provide **Preparation** for the next day
- To allow **Practice** for mastery
- To provide **Extension** which challenges the student to go beyond
- To develop **Creative** skills through application and synthesis

Homework is the responsibility of the student and should be completed by him or her. Parents should assist by giving guidance and clarification when needed. They should establish standards and guidelines for successful and timely completion of the task.

At the **Primary and Intermediate** levels, each teacher has his/her own policy for homework and enforcement of the same. **In general**, there is homework assigned as it is listed on RenWeb for each week. Parents should be aware that the day does not always go as the teacher anticipates when preparing the goal sheet. Changes in the published assignment will be posted on RenWeb by 4:30 p.m. each day, which should be checked daily. Wednesday homework is lighter so that families may take the opportunity to attend mid-week services or Bible studies. For the weekend there is usually no work or a light assignment or review that may be necessary. On occasion there are long-term assignments and due dates are given. All of this can be reviewed from RenWeb or the homework notebook.

At the **Middle School or High School** levels, each student will receive a copy of the homework policy, along with any other standards to which they are to adhere. Wednesday homework is still restricted to a lighter math assignment, but often there may be homework over the weekend.

****Homework will not be sent home the day of an absence.
Students are expected to see teachers upon their return to school.
Please contact the teachers to make other arrangements for
homework during extended absences.**

Honor Roll

Students who earn a cumulative average of 90-92% (all classes in a trimester) are recognized with being on the Academic Honor Roll. Those whose average is 93-97% receive High Academic Honors, and those who achieve 98-100% attain Headmaster's Honors.

Learning Support Special Needs Program **Philosophy and Practices**

HISTORY

Dayspring Christian Academy has had students of various learning styles and abilities from its inception. The goal has always been to minister to each student at his or her point of need. Some time ago, we instituted the modified program approach in order to better communicate a clear picture of the student's progress to his parents and subsequent teachers. As we continue to grow and learn, we are refining our approach to working with and evaluating students with special learning needs.

PURPOSES

1. To distinguish between accommodations and modifications and specify their appropriate use.
2. To establish fairness in evaluating students with special needs.
3. To establish guidelines for the writing of a Learning Support Plan (LSP).
4. To establish guidelines for the creation of the Learning Support Team and its function.

GOAL

The goal is to help every student learn to the best of his ability. The goal is not to help students get a better grade.

ASSUMPTIONS

1. All students can learn.
2. Students' learning styles are unique and individual.
3. Special needs are seen across an ability/performance spectrum ranging from severely handicapped to extremely capable.

DEFINITIONS (for Dayspring Christian Academy Purposes)

- SPECIAL NEEDS:** Students whose learning ability and learning style prevents them from succeeding in the age appropriate class.
- LEARNING DIFFERENCES:** Individual strengths and/or weaknesses in how a student learns.
- LEARNING DISABILITIES:** Learning difficulties that (a) are neurologically based, (b) have been identified and/or confirmed by a certified psychologist or medical doctor, and (c) are interfering with learning in the regular classroom.
- GIFTED AND TALENTED:** Students who perform at least two grade levels above their age level and/or have been identified by a certified psychologist as performing at greater than 129 on a psycho-educational (IQ) test.
- PROFOUND LEARNING PROBLEMS:** Students who have been identified by a certified psychologist as performing below 80 on a psycho-educational (IQ) test or students identified with spectrum disorders that prevent them from experiencing success in the classroom with typical peers

ACCOMMODATIONS: Individual strategies employed by the teacher to assist the student in the learning process. Accommodations do not affect the evaluation of learning (grading standard), nor do they affect the depth and breadth of material evaluated at a given level.

MODIFICATION: A change in the course content, subject matter, and/or standard of evaluation applied to a given subject on behalf of a student with learning disabilities or profound learning problems as specified on the LSP. The grading standard is directly affected by the modification. Modification requires the involvement of a Learning Support Team. Examples: amount of graded class work or homework; altering of course content; altering of grading standard. A current modification summary sheet from the Learning Support Plan (LSP) must accompany the student report card.

LEARNING SUPPORT PLAN (LSP): A written educational plan that outlines the learning goals, any modifications in instructional strategies and evaluative standards, required accommodations, and/or any schedule changes to be employed for a student designated as having special leaning needs. **The Learning Support Plan is required to be implemented by any and all affected teachers.**

ACCOMMODATION PLAN: A record of accommodations employed in the educational process for students with learning differences and/or difficulties or designated as gifted or talented in order to promote successful learning. (Pre-approval by LST not required.)

LEARNING SUPPORT TEAM: (LST) The committee of professionals that design, oversee, and/or implement the educational program for a student with special learning needs. The committee will be comprised of, but not limited to: the classroom teacher, Director of Special Needs, a learning support staff member and a parent. Required for LSPs.

LEARNING SUPPORT PROGRAM: Dayspring offers many levels:

1. *Accommodations* – See definition above.
2. *Tutoring* – Dayspring staff or peers
3. *Remedial Program* – Available through IU 13 for reading and math for students in grades DK-8*. Testing required.
4. *Modifications*—See definition above.
5. *Learning Resource Room* – For students (grades 1-12 *) with learning differences or disabilities that are hindering learning or evaluation in the regular classroom. LSP and LST are required. There is an additional fee for this service.
6. *NILD Program* – For students who have been identified as having learning disability. Testing, LSP, and Learning Support Team required.
7. *Work Study Program* – Available for students with profound learning problems. Testing, LSP, and Learning Support Team required.
Cluster Program – Available for selected students with learning difficulties. Hosted by the local Career and Technology Center.
8. *Gifted and Talented Program* – Individual LSP that designates specialized program and/or schedule to meet the student’s needs.
9. *Search and Teach Program* – Therapy offered to Kindergarten and 1st grade students to intervene and offer training to prevent or identify learning problems.
10. *Bright Horizons Program* – is for students who have been diagnosed with profound learning problems. Each student’s education is individualized to meet their needs.

Learning Resource Room

Purpose: The Learning Resource Room at Dayspring Christian Academy is a tutorial program to assist students who have been identified as having significant academic difficulties in the regular classroom. Learning Resource Room is a support offered to students and parents who need one to five sessions per week for homework help or specific training in addition to classroom instruction.

Criteria: Students will be admitted to the Learning Resource Room upon recommendation of the Learning Resource Team which is comprised of the Learning Resource teacher, the student's classroom teacher, and Director of Special Needs and parents. The team will base its recommendation on:

- Stanford Achievement Test Scores
- Psychological Testing
- Teacher/Parental Assessments and checklists
- Report Cards
- Anecdotal Statements

Cost: The current fees for the Learning Resource Room are available on our website.

N.I.L.D. Discovery Center

National Institute of Learning Development (NILD) Therapy is a program designed for students with diagnosed learning disabilities. NILD is therapy administered for two eighty-minute sessions twice a week with a trained therapist. This therapy focuses on developing neurological paths in order for students to be successful in the classroom and in life. NILD therapy typically lasts two to five years.

NILD is only available to students with a diagnosed disability showing a specific learning disability. The therapy takes place during the school day and students are removed from classes as needed. The students have a modified classroom work load and homework load.

NILD therapy has a fee separate from Dayspring tuition. See the registration form on the school's website for more information.

Search and Teach

Search is a method of identifying pre-readers that are at risk. Teach is the method of therapy used to remediate identified students. Search and teach is a program affiliated with NILD and is designed to identify students early in the educational process and administer specific therapy to develop the neurological paths necessary for success in reading.

Students are screened and identified at five years old. All age appropriate students with parental permission will be screened in September and October of each year. If a student falls into a particular category parents are notified concerning therapy.

Teach therapy is conducted in two or three thirty minute sessions per week with a trained therapist. The therapy activities are designed specifically for each child's needs and will focus only on the deficit area(s). Most children are exited from Teach in three to five months.

Cost: Search testing is free. Teach therapy has a separate fee from Dayspring tuition. See the registration form on the school's website for more information.

Bright Horizons Program

Bright Horizons Program is a classroom for students with profound learning needs. This is a program for children that are unable to learn in the typical educational setting. The Bright Horizons program will partner with parents for two hours per day to give students educational training in basic skills. The methods used are varied and will focus on the needs of the students. This program will be distinctly Principle Approach and biblical in theory as well as child centered educationally. Each student will have a Learning Support Plan (LSP) with goals for yearly growth. Parents and teachers will meet on a regular basis to decide on the direction of the student's growth.

Cost: See the registration form on the school's website for more information

Library/Media Center

The Dayspring Christian Academy library plays a vital role in the total educational program of the school. The goal of the library is to provide services and resources that will meet the needs of the curriculum and the interests and abilities of students, teachers, administrators and parents. The library strives to provide materials which encourage spiritual and intellectual growth and help students appreciate their Christian, cultural, social and political heritage as American citizens.

All library materials will be acquired in the most cost effective manner. The library welcomes books and material from parents and friends of the library; however, the librarian reserves the right to refuse materials. To be placed in the library, materials must meet the Dayspring Christian Academy standards. Any gift materials not placed in the library or materials that become dated or worn will be dispersed or disposed of at the discretion of the librarian.

The School Library will observe the following guidelines concerning check out and return of books.

- Books should be returned to the circulation desk. **A fine of ten cents** per day is charged for overdue books for all students in grades AK-12.
- Lost books will be paid for by the student with the cost being determined by the librarian.
- Students with outstanding books or fines will not receive their report cards or diploma until payment has been made.
- Students in grade 6-12 may check out Netbook computers from the Library for 1 class period. Any Netbook not brought back after that period will be charge a \$1.00 fine. If not brought back by the end of the school day a \$2.00 fine will be charged per day not returned.

Any monies paid for lost library books will not be reimbursed once the book has been replaced.

At certain grade levels, students will take trips to the Lancaster Public Library to enhance their research and reference skills by using the library's technology. **All students should obtain a library card for use in these situations.** (Additionally, high school students will have periodic access to the Lancaster Bible College library.) Students who sign out books from the public library accept full responsibility for the return of those books on or before the due date. Dayspring will not accept any financial responsibility for overdue books signed out on class trips to the library. Parents should give specific instructions to their children regarding the stewardship of books signed out. Summer library hours will be announced in the Beacon before the close of school each year.

Notebook Method

The notebook method employed in the Principle Approach is a restorative tool that enables the student to practice the art of biblical reasoning. It allows the student to exercise his powers of response, memory, and reasoning. Each student creates his own notebook in his own hand, writing truths he has learned and discovered by way of reasoning. Each student's notebook has value because it has been produced with the expression of his own individuality. Its value is also seen because it provides a view of the progress of each student over time. It becomes an aid to the parent and the teacher as a tool of communication when reviewing the reflective writing that each student records in the notebook.

Externally the notebook is a filing cabinet for the student's work. Internally, it aids in the purpose of education as stated by Noah Webster. It develops the character traits of industry, diligence, orderliness, patience, and responsibility which are all essential in producing students who will be fit for their future stations in life.

The spirit of notebook methodology creates a student who possesses all of the character traits listed above. However, it is a process that is not without its challenges. The parent should show an interest in what is in the notebooks. If it is important to the parent it will be important to the student. The notebook can provide wonderful times of sharing between parent and child as you look through the notebook together, questioning, talking, and reflecting. Using the notebook at home will eliminate the "nothing" answer when a parent asks their child what they learned in school that day. The notebook should show what has been taught, providing a springboard for parents to discuss each day's learning.

Notebook terminology with which each family should become familiar:

1. The Family Notebook is one in which each family keeps information about the school. There have been suggested tabs, but most importantly, make and USE your family notebook so that you may be an informed parent! Please print out information that is posted on the school's website www.dayspringchristian.com or RenWeb such as:

Calendars/schedules	Homework/Lesson Plans
Beacons	Special Recognition and Awards
RenWeb Information	Progress Reports and Report Cards
Athletics	Career Guidance
Uniform Information	Student and Family Handbook

2. A Working (Homework) Notebook is in the hands of every child from DK to 12th. It should be a one-inch, three-ring, plain cover binder. In it you will find the following items:

- a. office notices coming through your **youngest** child
- b. homework that each child has as his or her responsibility (in separate divider sections).

Typically, homework sheets are to be removed daily and placed in the subject notebook (or discarded, if directed by the teacher). Do not use the homework notebook as a "catch all" for papers.

3. Subject Notebooks are the notebooks that are created in the classes. They should be two and one half to three inch, plain cover, and three ring binders. Subject notebooks become the record of the student's learning and reflect his or her growth and development. These notebooks do not normally come home, but please request that your child do this occasionally so that you may be an informed parent.

Parent-Teacher Conferences

Parent-teacher conferences are an essential part of the home/school partnership in education. This is especially true in a Christian school where needs can be discussed openly and honestly, and prayed for accordingly. Conferences will be scheduled for everyone following the first evaluation period. **Parents should not schedule family outings or vacations during the conference period,** as this time has been specifically set aside for the purpose of providing time for parents and teachers to meet. Daytime and evening conferences will be available. All parents are required to attend. Other conferences are encouraged by the parents or teacher throughout the year to keep communication current and to be supportive to one another in the best interest of the child.

Report Cards

Dayspring Christian Academy uses the trimester system for evaluating academics and character. This means that report cards will be available online at the end of each twelve-week trimester. Progress reports will be emailed home midway through each trimester at the end of six weeks. Families who are delinquent with tuition will not be issued report cards or progress reports and will be blocked from RenWeb until a formal written plan has been approved by the School Board. Also, if a student has outstanding obligations such as, fines, uniforms, textbooks etc. report cards or progress reports will not be issued and families will be blocked from RenWeb until the obligations have been met.

Retention

Students are not automatically promoted to the next grade level at the end of the school year. Parents will be notified of potential grade retention before the start of the third trimester in an effort to develop strategies to bring success to the student. Students will be retained in a grade level for the following year when school faculty and administration deem it in the best interest of the student based on academic achievement and character development. Parental input into the decision is also important.

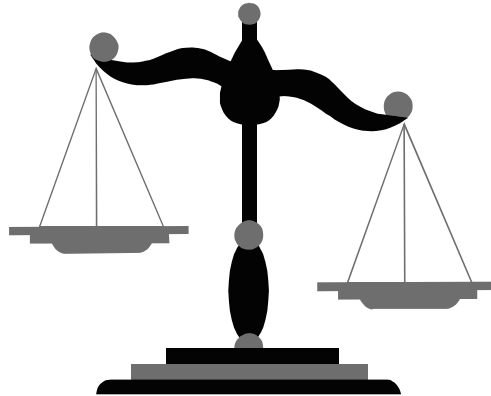
Senior Laptop Program

In keeping with Dayspring's vision to fully equip our students to excel in whatever endeavor to which the Lord calls them, senior students receive a personal laptop computer at the beginning of the school year. Upon graduation, they may take the laptop with them. This program is the culmination of the K-12 technology program designed to prepare students for the world of the 21st century.

Students are encouraged to treat their laptops with care and caution. If a student's laptop is lost, stolen, or damaged, the school will not fix or replace it. Students who withdrawal from school or become part time before the end of the school year must return the laptop to the school even if they purchase. The following criteria must be met in order for a senior to qualify for the Laptop Program:

1. The student is a full time student in good standing at Dayspring Christian Academy for his/her entire senior year.
2. The student completed the junior year as a full time student in good standing at Dayspring Christian Academy.

Discipline Program



Philosophy of Discipline
The Classroom Constitution
General Discipline Policy
Code of Conduct
Corporal Discipline Policy
Detention
Suspension Policy
Expulsion Policy

“The great mistake I have observed in people breeding their children is that the mind has not been made obedient to discipline and pliant to reason, when at first it was most tender, most easy to be bowed.”

-- John Locke--

“Thoughts on Education,” 1690

Discipline Program

Philosophy of Discipline

Noah Webster offered seven definitions of the word discipline. His first definition states that discipline is “education; instruction; cultivation and improvement, comprehending instruction in arts, sciences, correct sentiments, morals and manners, and due subordination to authority.” From this we see that discipline is much more than punishment or chastisement. It involves instruction in life. The word discipline shares a common root with the word disciple. As Jesus spent time with the chosen twelve, He taught them, encouraged them, rebuked them, challenged them, and admonished them. But most of all, He loved them—so much so that He made the ultimate sacrifice for them by laying down His life. That is the heart of the approach to discipline at Dayspring Christian Academy. In fact, this policy could actually be called our “discipleship program.” Teachers represent the Lord Jesus Christ in a ministry of love and encouragement to their students. This is done primarily through modeling and instructing. Discipline involves working with the character of a student far more than merely with behaviors. The goal always is for the student’s well being, “that the man of God may be adequate, equipped for every good work.”

Discipline is the training of children which corrects, shapes, strengthens, and perfects the student to “conform to the image and character of Jesus Christ.” God has given parents the responsibility to bring up their children in the discipline and instruction of the Lord. Since the Christian school setting is an extension of the home, the teacher assists parents in training the child during the time that he/she is in school. The Christian school reinforces values that we believe are already being taught in the home. Students come to realize that they are responsible for their actions and that actions have consequences. The ultimate purpose for discipline is to form the individual into one who will govern himself according to the Word of God rather than needing external restraints placed upon him to be someone or something else. This is a life-long process and can be tedious at times. Scripture tells us that “all discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.” (Hebrews 12:11)

Children need to be taught both God’s love and their need to respect God given authority. It is our belief that authority and discipline exercised in the spirit of Christ is done with a balance of love and firmness. All disciplinary measures will be given as the teacher and/or administrator receives Spirit-led direction in each individual situation. In each case we want to be sensitive to the individual student’s development and maturity **recognizing that God is bringing particular areas to light in each student so they can be dealt with.** Cooperation is needed between the parent and the school to best help the student apply spiritual truths to his life. Agreement and consistency between the home and school are important qualities to maintain in the disciplinary guidelines.

The Classroom Constitution

At the onset of the school year, Lower School teachers will assist their students in drafting and adopting a classroom constitution that will establish the framework under which the class will function during the school year. Students in grades 6-12 will draft a School Constitution at the student retreat that will serve the entire Upper School much like our own U.S. Constitution is a federal document to govern all of the individual states. The School Constitution will be reviewed and amended each year. This School Constitution is developed by the students with their consent; each one having the opportunity for input. The writing of the School Constitution is developed with the teachers to accomplish the purpose of establishing justice, insuring school tranquility, promoting the general welfare, and securing the blessings of liberty for the individual. A separate Class Constitution will be developed for each subject class to address the specific needs of that particular class. This is representative of our own states which have their own different constitutions, none of which violate the federal constitution.

The idea of ordering the classroom constitutionally is a biblical idea. Moses was given a constitution by God Himself in the Ten Commandments. Jesus simplified that constitution with the command to love God and love your neighbor, thus writing his constitution on our hearts. The Bible gives us principles for ordering every area of our lives. Psalm 19:7-11 and Psalm 119:1-40 establish the value of those godly principles or constitutions in our lives. When we think of the constitution we may think of the law and something that keeps us from having fun. But in the Psalms we see the opposite--law that revives us, makes us wise, gives joy to our hearts, gives light to our eyes, warns us, and rewards us. That's because God's laws are guidelines to light our paths rather than chains on our hands and feet. They point at danger and warn us, and then they point at blessing and the way of truth and guide us. This is the essence of the discipleship program.

Noah Webster states that, "The entire New Testament is the moral constitution of modern society." He defines a constitution as a system of fundamental principles for the government of rational and social beings. It establishes principles to guide and direct every area of our lives as is evidenced by the establishment of the first century churches. They were mini-republics complete with constitutions that aided them in their better ordering and preservation. However, a constitution is not the answer to all of our problems. It is our relationship with Jesus. A constitution or list of rules may cause some to think of what they can get away with, but a real relationship with Jesus will cause us to think of how we should live.

And so it is with this in mind that we have established our discipline policy as a discipleship program. The school and each class, having established their own constitutions based on the principles of God's Word, will use them as their guide to help secure the blessings of liberty. In the event that a student chooses to barter away that liberty by violating the constitution, the teacher may choose to use an appropriate form of discipline necessary to help point at the danger of the path that they are on and then point them to success in godly living. If such behavior continues, the teacher will put the student on notice and send a written account of the incident(s) home to the parents. In the event a student chooses to violate the standards set forth in the code of conduct, the teacher will determine the appropriate course of action needed to correct the situation. This could include a verbal warning, written notice, detention, or suspension.

General Discipline Policy

The following guidelines will be followed at Dayspring Christian Academy to promote and maintain good discipline and self-control within the students. Each teacher will provide a positive, inspiring classroom atmosphere which will encourage children to exemplify the character of Jesus. When discipline is necessary, the father shall have primary responsibility for school contact and decisions. Fathers will be called and, when necessary, must come to the school for follow-up to disciplinary action. When there is no father in the home, mothers or guardians will be contacted.

The school is responsible for:

1. Seeing that the classroom rules and guidelines are biblical, clearly defined, and consistently applied.
2. Defining the offenses and the plan of action when this is required.
3. Informing parents of the problems and established procedures to correct them.

The following steps are based on the **Matthew 18** principle which is followed at Dayspring Christian Academy:

1. The teacher will discuss the situation with the pupil.
2. The teacher will discuss the situation with the parent.
3. The teacher will contact the principal to meet with the student if there is a continued occurrence.
4. The principal or the teacher will contact the parent, if occurrence continues, to discuss proposed action.
5. In the event of action being taken, record will be made.

The following options will be used in dealing with each offense:

1. Use of eyes, voice, presence, etc., to correct behavior
2. Use of "time out" area
3. Student may be asked to leave the room and go to a supervised area
4. Arrange to talk with the student after class
5. Take away student privileges
6. Contact the parent regarding the behavior by telephone or written note
7. Detention
8. Arrange for a parent conference
9. Assigning of manual work
10. Suspension
11. Expulsion

Code of Conduct

General Conduct

The Bible gives us clearly stated standards for our department in both word and deed.

Ephesians 4:29 regards our speech:

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”

2 Corinthians 4:2 and Malachi 1:13b-14 regards our integrity:

“But we have renounced the hidden things of shame, not walking in craftiness not handling the word of God deceitfully, but by manifestation of the truth commending ourselves to every man’s conscience in the sight of God.”

“And you bring the stolen, the lame, and the sick; thus you bring an offering. Should I accept this from your hand? But cursed be the deceiver who has in his flock a male, and takes a vow, but sacrifices to the Lord what is blemished, for I am a great King, say the Lord of hosts, and my name is to be feared among the nations.”

Hebrews 13:17 regards our respect for authority:

“Obey them that have rule over you, and submit yourselves: for they watch for your souls, as they must give account, that they may do it with joy, and not with grief: for that is unprofitable for you.”

Students at Dayspring Christian Academy are expected to conduct themselves in accordance with God’s Word on all occasions, in all situations.

Plagiarism Policy

Proverbs 10:9

“The man of integrity walks securely, but he who takes crooked paths will be found out.”

Noah Webster defines plagiarism as, “the act of purloining another man’s literary works, or introducing passages from another man’s writings and putting them off as one’s own; literary theft.” The Bible would describe plagiarism as stealing. Plagiarism brings into question the integrity of the individual and how they have responded to difficult situations regarding work and time management. In short, the ability of the individual involved to exercise Christian self-government is being put to the test.

Serious consequences will arise for the individual who does not deal with this character issue before entering into life beyond high school. The consequences outlined below are meant to be redemptive without diminishing the seriousness of the situation. Therefore:

1. Plagiarism on the Senior Thesis: The student will receive a zero (0) for the assignment and an letter will accompany the transcript indicating a plagiarism violation.
2. All other assignments:
Grades 6-8: Parents will be notified by the teacher. The student will receive a zero (0) on the assignment, though they must still complete the assignment satisfactorily. There will be a redemptive assignment given to instruct the student, which may be completed during an in-school suspension. Future work will be

monitored by the teachers requiring all notes from each reference used to be turned in with the final report.

Grades 9-12: All of the above will apply with the following additions. Record will be kept with the report card in the students cum folder and if there are repeated violations it will be attached to the transcript. Also, if there is a repeat of the violation a determination will be made by the administration concerning the student's continued enrollment at Dayspring.

Corporal Discipline Policy

At such time as the **teacher, parents, and headmaster or principal** deem appropriate and necessary, and in accordance with the biblical standard, a spanking will be administered in the following manner: (Note: Parents are involved ahead of time in the decision to proceed with a spanking.)

1. Parents will be called to come into the school.
2. The spanking will be administered in love by the parent.
3. Two adults will be present when the spanking is administered.
4. A conference will be held with the student to be sure that he understands why the spanking is being administered.
5. The parties involved will pray together.
6. The student is reassured of love and acceptance.
7. A record of the action will be made.

At the Upper School level, a spanking may be administered by parents at any level of disciplinary infraction should parents, teacher, and administrator deem it appropriate.

Detention

Detention will be assigned in an effort to provide reflection and/or work time for students who have not governed themselves adequately in the areas of character or academic effort. Two levels of detention have been established within the following parameters:

Lunch Detention

- Assigned for failure to complete homework and/or minor offenses.
- Students who fail to attend an assigned lunch detention (or any part thereof) must make up that day plus one more day.
- Students must come with an assignment slip or they will be given work by the monitor and serve one more day.
- Students receiving four lunch detentions in the same trimester will receive an early morning detention. After two early morning detentions a student will receive an in-school suspension.

Early Morning Detention

- Detention may be assigned by teachers or administration.
- 24 hours notice will be given if possible.
- Transportation is the responsibility of the parents or student driver.
- Detention will be held daily from 7:00 a.m. to 7:47 a.m.
- Detention takes precedence over any other activity.
- Students who are tardy will serve an additional detention.

- No shows will serve an additional detention. A second offense of this nature will result in suspension.
- Students will not be permitted to sleep or put head down.
- If a student is absent on a day detention has been assigned, the detention will be served **on the day the student returns to school.**

Suspension Policy

Students could receive an in-school suspension, the length of which will be determined by school administration, in the course of the discipline process. Students who are suspended may not attend any extracurricular activities or school-related functions during this period. While suspended, students will make up class work and take scheduled tests, though **no credit** may be given. On the day the student returns to class, the student must contact his/her individual teachers, either before or after school to complete and/or return assignments to the subject teacher within the time specified by the teacher.

If a senior is suspended during the last trimester the senior may be required to serve the suspension after graduation.

In-School Suspension - A student may be placed on in-school suspension at the discretion of the principal.

Out-of -School Suspension - A student may be placed on out-of-school suspension at the discretion of the principal. During the period of suspension, a student may not make up class work, homework or tests for grading purposes, unless waived by the principal. However, the work may be done by the student to facilitate continued learning of the material studied. **This is considered an unexcused absence.**

Athletic Suspension- A student may be placed on athletic suspension for failure to maintain a passing grade in any class or for failure to maintain acceptable attitude, effort or conduct in any class. Students who are suspended may not attend any extracurricular activities or school-related functions during this period. Athletic suspensions last for a duration of 1 week during which time a student has the opportunity to bring their grade up to a passing mark. After 1 week if the student has not earned a passing grade then they will continue on athletic suspension until such time as the grade, attitude, effort or conduct is acceptable.

Expulsion Policy

A student may be asked to withdraw or may be expelled from Dayspring Christian Academy because of a serious event or if the student proves to be incorrigible by chronically misbehaving, being persistently truant, giving public scandal, or seeking to dissuade other students from following the spirit and regulations of the school.

A student may be required to attend an expulsion hearing with an administrative committee, for the following reasons:

1. **Repeated suspensions.** The exact number of suspensions before requesting an expulsion hearing is at the discretion of the headmaster, but should not exceed three events per school year. The possibility of expulsion shall be clearly stated in writing prior to the final suspension.
2. **Major infraction** which resulted in real or potential threat to human life or property, or grossly debases the Christian standard of behavior espoused by the school. This will be determined at the discretion of the headmaster and is not limited by the *repeated suspensions* clause.

School records for the expelled student will not be released until the following conditions are met:

1. All fees for the entire school year are paid in full regardless of time of expulsion.
2. Tuition is paid in full according to the early withdrawal schedule approved by the school board.
3. Reparations for any and all damages are made.

Realizing that the Bible is our ultimate standard and that no policy can be inclusive of all situations, Dayspring Christian Academy is not obligated to stay within the confines of these procedures exclusively. Students may be dealt with independently at any time.

- Cheating on tests, homework, plagiarism*, or representation of another's work as your own are suspendable offenses that could lead to expulsion.
- Possessing of or using alcohol, drugs, or weapons on school property or at school-sponsored functions are suspendable offenses that could lead to expulsion.
- **Bullying and verbal or physical, or internet threats are suspendable offenses that could lead to expulsion.
- Sexual harassment***, sexual misconduct or sexual innuendos are suspendable offences that could lead to expulsion.

*see plagiarism policy

**The climate in schools around the country today precipitates a strict view on bullying. Bullying entails direct or indirect behaviors which occur repeatedly over time. They are perpetrated by an individual or a group against a target individual. They create a sense of physical and/or psychological intimidation. Just because an action is common does not mean it is acceptable. Bullying takes place when both parties do not have equal power in the relationship. Typically one party will not be in a position to disengage from the relationship. At the risk of appearing to create a definitive list of bullying behaviors we have created a list below to help identify examples of bullying behaviors or actions.

***Sexual harassment involves any action or comment that conveys a sexual message and may intimidate, embarrass or provoke another person.

More Observable (Direct) Bullying Behaviors

Hitting, pushing, shoving, bumping
Physical assaults
Destruction of personal property
Stealing of personal property
Obscene gestures
Sexual contact or harassment

Less Observable (Indirect) Bullying Behaviors

Name calling, slurs
Verbal threats of harm (physical)
Ostracizing (rejecting, isolating)
Threatening or derogatory notes/graffiti/e-mail
Humiliating
Scapegoating
Set-ups
Mind games
Enslavement (asked to do something to be “in”)
Passing of demeaning photos
Rumoring
Blackmailing
Challenging to take dangerous dares
Website taunting, ranking, degrading

Dayspring takes a strict view on bullying in order to protect not only individual students, but also to promote a safe environment that honors Christ and nurtures the learning process.

Social Networking

General

Dayspring Christian Academy realizes that social networking sites and blogs present an opportunity for professional development and interaction as well as informal, non-school related interaction with others. However, abuses (intentional or inadvertent) can occur. Therefore, this policy applies to all internet communication by staff or students as it relates to using school hardware as well as interactions and communication during school and non-school hours. The purpose is for the protection of the ministry at Dayspring Christian Academy.

All of Dayspring Christian Academy’s social networking sites must have a consistent branding that represents the school’s philosophy, ideas and goals contained in our mission and vision statements.

Any Dayspring Christian Academy employee or student who uses Dayspring’s social networking sites must demonstrate respect for Dayspring, its parents, its students, its staff, its vendors, and other schools.

Dayspring Christian Academy reserves the right to temporarily or permanently suspend access to Dayspring Christian Academy sites for those who violate the established guidelines, threaten the integrity and/or security of the school or violate local or federal laws.

Neither Dayspring Christian Academy employees nor students should consider social networking posts, e-mails, tweets or blogs to be private communications.

Violation of this policy is subject to disciplinary measures including termination of employment or expulsion from enrollment.

Students Guidelines

1. Social networking within the school is prohibited except for situations directed by teachers which would allow students to engage the technology for classroom purposes.
2. Current students are not permitted to engage in social networking with teachers or staff except through e-mail for the express purpose of communication for school related issues; such as, answering questions about homework or other assignments and sending assignments to teachers through e-mail.
3. Students are prohibited from posting disparaging comments about the school on school social networking sites.
4. Students are prohibited from posting pictures of Dayspring Christian Academy staff on their private social networking sites without specific permission from the staff member.
5. Any type of intellectual property posted on social networking sites must have written permission from the author.

General Information

After School Program
Annual Events
Arrival
Attendance
Change of Address, Phone, etc.
Computer Lab
Dismissal
Electronic Devices
Fire Drill Procedures
Home Communications Tools
Lockers
Lost and Found
Lunch Program
Music
School Hours
School Pictures
School Supplies
Tardiness
Telephone Use Policy
Transportation
Uniform Policy
Weather Emergencies

“There is an appointed time for everything. And there is a time for every event under heaven.”
Ecclesiastes 3:1

General Information

After School Program

The After School Program will begin at 3:00 p.m. It is available on all school days except early dismissal days. We are unable to provide this service on snow days or early dismissals. Parents will also need to find alternate care on holidays.

The After School Program is less formal and less structured than the regular school day. Its purpose is to provide some fun after a demanding school day, quiet time for doing homework, and to enrich your child with some extra-curricular activities. Aside from that, the normal schedule will include snack time, extended playtime, and a study time for those children who need to do homework.

The following are guidelines to set the tone for a successful program:

1. In cases of illness (i.e., fever, vomiting) we may call you to pick up your child. We will not have enough staff to care for a sick child. If there are symptoms of fever or signs of a communicable illness, or an intestinal illness causing vomiting or diarrhea, we request that your child stay home.
2. Although the After School Program is less structured, children are expected to exercise discipline and self-control during activities. The activities are a privilege and children who need to be continually corrected during an activity will not be allowed to participate. Rules during study time are especially important and a disruptive child will be isolated from the group. Causes for dismissal are the following:
 - a) Persistent willful disobedience or disrespect
 - b) Violence or abuse towards other children or staff members
 - c) Destruction of school property

Parents will be kept informed if there are problems with their child's behavior.

3. Please pick up your child by **5:30 p.m.** Parents coming for their child after this time will be charged a \$10.00 late fee.
4. Parents needing to contact the After School Program monitor should call **575-9488**.
5. Please note that students in 5th grade and younger who are not picked up within 20 minutes of the dismissal bell will be placed in the After School Program. Any child using the After School Program more than five times during the school year must be registered.

*Subject to change during the school year.

Annual Events

A. All School Welcome Back Family Orientation – August

A great way to get the school year started. A time of fellowship and focus for the entire Dayspring Family. Students will have an activity time with their teachers while the parents are presented a review of procedures and activities for the upcoming school year.

B. Annual Fund Kick Off – September

The annual fund provides unrestricted financial support for Dayspring Christian Academy. These gifts enable the school to meet regular operating expenses and allow us to enhance the educational opportunities for our students.

C. Sub Sale Kick-Off – September/October

Every family is encouraged to support Dayspring through the sale of our famous 12” subs!! Sell to family, friends, co-workers, and church members. It is also a great opportunity to share the ministry of Dayspring. This event traditionally is a tremendous fundraising event for the school. Your participation helps keep tuition costs down.

D. Grandparents and Special Friends Day – September

A proud day for all! Grandparents and friends have the opportunity to visit your child(ren). The program includes student presentations and classroom visits.

E. Patriots Celebration – November

The Patriots Celebration Dinner is a showcase event that features student presentations from the Headmaster’s Oration Contest and much more. This is a great way to introduce family and friends to Dayspring Christian Academy.

F. Christmas Program – December

Share in the joy of Christmas with the students of Dayspring as we celebrate with the gifts of music and drama. A timely family activity for the church and community.

G. Pastor Appreciation Day

This is when we invite area pastors and pastors that are connected with our families’ churches to learn about the school and we thank them for their service.

H. The Serve for Education – January Kickoff / May Service Project

The Serve for Education fundraiser has developed out of the Race for Education. The basic structure of this fundraiser remains the same except for the change from having students run for one-hour to doing a school-wide service project in the community. It requires very little time from each family but has a proven track record for big results. An hour or so at home with your address book is all that is needed to help minimize the need for many other small fundraisers during the year. Catch the vision!

I. Upper School Science and Junior Project Fair – January

Come witness the splendor of science and art presented by Dayspring students. These projects represent the culmination of months of research, study, and experimentation. This open house is an excellent opportunity to witness the fruits of the Principle Approach method of education.

J. Open Houses

We have a Kindergarten open house to showcase the foundation of the Dayspring education. We host Student Visitation Day where students can spend the entire day actually viewing the DCA education experience.

The All School Prospective family Open House is where the entire school comes together and opens our doors for new families to peek inside.

K. Remember America Speaker Series

This capstone event is community focused. We are sharing our vision to restore America through a dinner, speaker, music, and sharing of our unique vision.

L. Springfest – April

A great opportunity for the Dayspring family and the entire community to purchase classroom projects, great dinners, and coupons from area businesses. The PTG runs this fundraiser.

Arrival

Students should not arrive before 7:30 a.m. Students may be dropped off and enter the front of the building, which faces Clay Street. When arriving at school in the morning, all students are required to remain outside, unless otherwise directed. At 7:47 a.m., students will be dismissed to lockers. At 7:55 a.m., class begins.

Attendance

Each student is expected to be in attendance during regular school hours. If your child will be absent, **you must call the school office by 8:15 a.m. that day.** Feel free to leave a message on our answering machine if you are calling before the beginning of the school day (717) 285-2000. After three (3) days it will be marked unexcused unless there is a written excuse or phone call. Any student who is absent more than three (3) consecutive days will be required to provide a doctor's excuse upon returning to school. If a student leaves school before 11:15 a.m. he will be considered absent for a full day. If a student leaves school after 11:15 a.m. he will be considered absent for a half-day.

1. An **excused absence** is recorded for illness, family emergency, extenuating circumstances approved by the school administration or an approved Attendance Policy Exception that meets the guidelines listed below. All other absences are considered **UNEXCUSED. Upon administrative review, if a pattern of excessive absences becomes apparent, parents will be notified that no credit will be given for work due or assigned during future unexcused absences.**
2. An **Attendance Policy Exception (APE)** form must be completed **at least one week prior** to the absence demonstrating the reason for the request. Exceptions **will not** be granted if:
 - a. the request is during the first 2 weeks of the school year.
 - b. the student is behind on work or failing a subject.
 - c. the request is during finals week, during a major exam or during SAT Testing.
 - d. the total days for all prior absences and tardies are excessive.
 - e. If an APE is granted any work assigned prior to the absence and due during the absence should be submitted **before** the absence or the assignment will be

considered late. Work and tests assigned while students are absent should be submitted in accordance with the assignment standard.

- f. If an APE is not granted, absences during that time period will be considered **unexcused**. Please note that assignments that are due during an unexcused absence receive no credit unless they are submitted by the beginning of the class period in which they are due. Assignments that are given during an unexcused absence will receive no credit.

Frequency of Absences Grades 6-12

Beginning in grade 6 students make a greater contribution towards meeting the standard and as such should be held more accountable. An accumulation of more than five (5) **excused or unexcused** absences per trimester will result in the student making up the time during non-school hours. *If absences continue over the level stated above there will be a hearing to determine the academic and/or enrollment status of the involved student. An accumulation of more than three (3) **unexcused** absences per school year will result, at the discretion of the Headmaster or his designee, in a decision to determine the enrollment status of the involved student.

Tardiness

Any student who arrives to school late must report to the receptionist to obtain a tardy pass in order to be admitted to class. Tardies fall into the following two categories:

- **Arrival Tardy:** This type of tardy occurs at the beginning of the day. The school day begins at 7:55 a.m. Students who arrive at the receptionist's desk after 7:55 a.m. will be considered late to school. **Arrival tardies are considered unexcused** unless there is an extenuating circumstance approved by the school administration.
- **Class Tardy:** This type of tardy refers to class attendance, occurs due to negligence, and is considered unexcused. If the situation continues, the student will be subject to disciplinary action by the teacher. Tardiness to class as a habit is unacceptable an accumulation of more than three (3) class tardies per trimester may result in a lunch detention.

Frequency of Arrival Tardiness Grades 6-12: Students who accumulate more than three (3) arrival tardies per trimester will not receive extra time to complete work or tests that occur during the time that is missed and will also receive an early morning detention for each arrival tardy over three (3).

Change of Address, Phone, etc.

Whenever there is a change in your address, telephone number, or workplace number, please call the school office and notify us of the change. All updates of such information will then appear on RenWeb so that other families can make note of the change. We request notification of changes in doctors and/or emergency numbers as well.

Computer Lab

Students at Dayspring have access to the computer lab during classes as long as they have read, signed, and follow the Acceptable Use Policy. While in the computer lab, students will follow the posted rules concerning the Internet and its use. Students may not check, receive or set up personal e-mails, use instant messenger, or blogs on Dayspring computers.

Dismissal

- 2:50 p.m. Car pool pick up for families that have **ONLY** DK and/or AK children at the front of the building.
- 3:00 p.m. Bus pick up is at the rear of the building
- 3:00 p.m. 1st through 12th grade non-bussed students will be dismissed from class to the front of the building.

Please adjust your arrival time to avoid waiting in the street.

FOR SAFETY REASONS, WE WILL NOT RELEASE YOUR CHILD TO ANOTHER PERSON, CARPOOL, OR BUS WITHOUT YOUR EXPRESS PERMISSION!

Please call the school office with any **changes** in the dismissal transportation for your child **prior** to 2:00 p.m.

Early Dismissal

- A. All school early dismissal - Students may be dismissed early due to weather conditions. In these instances parents should tune in to the local T.V., Dayspring's website and radio stations listed in the **Weather Emergencies** section of this handbook.

Students are also dismissed at 11:15 a.m. on some Friday due to teacher in-service. Parents should check the school calendar for early dismissal dates.

- B. Individual early dismissal- Students desiring to be excused before the close of the school day, for any reason, must present a written request from their parents stating the reason for the request and the time of dismissal and return. This request shall be presented to the office no later than 8:15 a.m. on the day for which the absence is requested. Before leaving and when returning, students shall report to the receptionist. Students shall also report to the receptionist in case of illness during the school day, before missing a class, or leaving school.

Parents picking up children for an appointment must enter the school to pick up your child(ren). We will not send them out to meet you.

Electronic Devices Policy

With the fast pace of technological advancement, the school must balance challenges regarding issues of privacy, cheating and bullying, with the need to prepare students to understand and use the technology in preparation for the world that they will enter. Technology such as cell phones, MP3's, I-Pods, cameras, calculators, video recorders and Internet access can all be contained in one device. Many of these capabilities are not needed in the school setting and can be, at the very least, distracting to the learning process. While technology can be and is used for many good things, we should not be naïve to believe it is not also used for many things that neither enhance the learning process nor honor God. However, some applications of these devices are needed in the school setting at prescribed times, therefore to "outlaw" such devices would not serve the purpose of preparing students to engage the technology in order to be prepared for the future. The school's general recommendation is to leave cell phones, I-Pods, MP3s and other electronic devices at home unless requested of students for specific classroom activities.

In order for each individual student and family to have the greatest liberty to take advantage of the available technology while maintaining the integrity of the educational process, the principle of

Christian Self-Government must be embraced by all. Thus, the following guidelines and procedures govern the area of electronic/technological devices at Dayspring Christian Academy.

1. Cell phones must remain turned off and in the student's locker during the day. No student is permitted to have a cell phone with him during the school day. Parents should instruct their children to abide by school policy.
2. Students must obtain prior, written permission from their teacher (by way of a pass) to use their cell phone during the school day. Once permission is granted, students may retrieve their cell phone from their locker, use it at the main office, and then return it immediately to their locker. Cell phones will not be permitted to be used anywhere in the school other than the main office to make calls unless specific permission is given by a teacher for use in class for a class assignment.
3. Parents who must contact their children during the day should contact the receptionist with the specific message to be relayed. In the event of an emergency, proper steps will be taken to inform the student of the course of action needed to be taken.
4. I-Pods, MP3s and any such devices are not to be used in school unless directly allowed by an individual teacher for a class assignment.
5. Cameras and other recording devices can only be used in school with the express permission of the classroom teacher. Audio and video recording and picture taking in the school without specific permission is an issue of privacy and is prohibited. Video and audio that show up on the Internet without knowledge or permission of the individuals on the video will be seen as a violation of privacy and will result in appropriate disciplinary action.
6. Students who need a calculator for math class are not permitted to use the calculator on their cell phone. I-Pod or any such device can be used with permission from the teacher for each use.

Violation of any of these rules will result in appropriate disciplinary action, the very least of which is the confiscation of the item in question.

Confiscated items will be returned directly to the parent, only. Continued lack of Christian self-government in relation to electronic devices within the school setting will result in further disciplinary action.

The school accepts no responsibility or liability for lost or stolen items.

Home Communication Tools

The school staff stands ready to answer questions and assist you in any way. Two tools that aid in our quest to better serve are the *Dayspring Beacon* and *RenWeb*. Please carefully read these publications and then print and file them in your Family Notebook (see *Notebook Method* in the *Educational Program* section). Together, they will keep you informed as to general school issues and specific academic progress.

The Dayspring Beacon: The *Beacon* is a communication tool that delivers administrative information to the parents. The *Beacon* comes from the office and is useful in answering questions related to upcoming school wide events, sports, early dismissals, and a variety of pertinent information. The *Beacon* is an essential tool for keeping parents informed. The *Beacon* is posted on the school website (www.dayspringchristian.com) and will be emailed the first day of each week.

Goals: The *Goals or Lesson Plans* are a tool published on RenWeb by the classroom teacher to keep parents up to date with information from the classroom. Homework and goals will be published by 4:30 p.m. on the first day of the school week. Any corrections or updates will be posted by 4:30 p.m. each day.

E-newsletter: The *Sonrise* is Dayspring Christian Academy's e-newsletter that is sent to all of our friends, families, grandparents, or anyone who has requested to be placed on our mailing list. Each edition of *The Sonrise* features many items such as: student highlights and awards, special events and programs, a personal letter from the Headmaster, a development update, and selected writings and artwork produced by our students.

Lockers

Lockers are on loan to the student during the time that they attend Dayspring Christian Academy. Students have the opportunity to honor God as they grow in stewardship of their lockers. With this in mind, students should keep their lockers neat and orderly at all times. **Stickers, pictures, etc., of any kind are not allowed to be permanently affixed inside or the outside of lockers.** Students should not leave food or dirty clothes in the lockers at any time. Also, the tops of lockers are to be kept clean and neat and free of any books or book bags. Students leaving items outside of lockers in a disorderly fashion or at the end of the day will have those items confiscated. Students are not permitted to use or open another student's locker. The school reserves the right to inspect lockers at any time.

Lost and Found

Lost and found items are kept in designated area at the building. Once per trimester, those items will be donated if they are not claimed. Students will be reminded of this in the daily announcements.

Lunch Program

- A. **Subway Sandwiches** will be offered to purchase on Mondays. The cost of a 6” sub is \$2.75 and the cost of a 12” sub is \$5.00. Orders must be placed on **Friday**.
- B. **Baked Potato Lunch** will be offered each Tuesday. Included, for the price of \$3.00, are a baked potato, drink and ice cream dessert. Individual potatoes may be purchased for \$2.00 each. An order form attached to the *Beacon* must be returned in an envelope on **Monday**, if a lunch is desired. For your convenience, you may pay for a whole month at one time.
- C. **Pizza Lunch** will be offered each Wednesday. Included, for the price of **\$2.50**, is a slice of pizza, a Turkey Hill drink, and an ice cream dessert. A two slice meal is **\$3.50**. Extra slices may be purchased for \$1.25 each. An order form attached to the *Beacon* must be returned in an envelope by **8:00 a.m.** each Wednesday if a lunch is desired. For your convenience, you may pay for a whole month at one time. Orders may also be placed online.
- D. **Hot Dog Lunch** will be offered each Thursday. The hot dog meal costs \$2.00 and includes one hot dog, a drink and a bag of chips. Individual hot dogs may be purchased for \$1.00 each. Upper school has the option of purchasing a Chili Cheese Dog Meal for \$3.00 and an extra chili cheese dog for \$2.00 each. An order form attached to the *Beacon* must be returned in an envelope on **Wednesday**, if a lunch is desired. For your convenience, you may pay for a whole month at one time.
- E. **Chinese Lunch** will be offered to middle school and high school students only on Fridays (not early dismissal days). Cost varies. Orders must be placed on **Thursday**.
- All lunch prices are subject to change throughout the school year.

Music

The school recognizes that there are widely divergent opinions among school families regarding the propriety and acceptability of music. Christian people hold differing convictions with respect to which types or performance of music are suitable. Parents are encouraged to prayerfully consider factors such as:

- The words and message of the music
- The emotions aroused by the beat of the music
- The lifestyles of the performers
- The consistency of the music with scriptural principles
- The attitudes and behavior engendered by the music

Parents should establish guidelines for their children in this area, as in all things.

Within the school environment, students are not permitted to bring music to school for listening purposes or to exchange with other students.

Every effort will be made to select music for teaching and performance which will honor and glorify God, edify believers, and hold to the highest standards of musical achievement.

School Hours

Tardy	7:55 a.m.
Dismissal	2:50 p.m. – carpool pick up for families that have DK and/or AK children
	3:00 p.m. – bus students
	3:00 p.m. – car pool families, student drivers, walkers
Early Dismissal	11:05 a.m. – families with only DK and AK children
	11:15 a.m. – all other families

School Access:

In an effort to keep the school secure, there is no public access to the school building after 4 p.m., unless there are scheduled events. Please note that the school dismisses at 3 p.m. Students are not permitted to remain at the school after dismissal unless they are under the direct supervision of a teacher or parent. In the event of a home game at the school, students will need to exit the building at dismissal time. The gymnasium will open for spectators one half hour prior to the starting time of the game. Parents are responsible for the activities of their children once school is dismissed. If you are picking up your children from the after-school program, please call 575.9488 after the doors have been locked.

School Pictures

All students must wear their uniform for the class pictures, but may bring a different shirt to change into for the individual pictures. Picture packages may be purchased at the time of the sitting. All students must have their picture taken for the yearbook, even if they are not buying a package. Make-up picture day, approximately two months after the original day, is for those who were absent or displeased with their pictures.

School Supplies

Each year a supply list is sent home with the final report card and posted on the school's website. Students are expected to have all supplies on the first day of school. Students are also expected to keep their supplies current during the year. Parents are reminded to check with their students to see if any of the consumable items need replenishing as the year progresses.

Tardiness

See attendance policy.

Telephone Use Policy

Students do not have direct access to a phone at the school. In case of an urgent matter or an emergency, the student shall request the receptionist to make the necessary phone call at her earliest convenience. Students may use the phone by permission only. Parents should refrain from requesting to speak with their child during class time unless there is an emergency. The receptionist will gladly relay a message to a student if desired.

Transportation

School Bus Policy

1. Students and children may not be on any bus without direct adult supervision.
2. All Dayspring students will abide by the rules and regulations established by the school bus driver without questioning.
3. All Dayspring students will conduct themselves in a manner consistent with the character of Jesus Christ, which includes: respectfulness, kindness, helpfulness, and honesty.
4. All regular bus students will be placed on the school bus daily unless the school is notified **by the parent** to make other arrangements.

Failure to comply with these standards will result in the following disciplinary action:

1. First written discipline referral from the bus driver -- conference between the student and the Headmaster or his designee. Parent will be notified.
2. Second written referral -- Parent will be required to meet with the Headmaster and take the student home from school that day.
3. Third written referral -- the condition in #2 will be met, plus the student will be suspended from riding the school bus for two weeks (ten school days).
4. Fourth written referral -- the condition in #2 will be met, plus the student will be suspended from riding the school bus for the remainder of the school year.

Student Driver Policy

Students must have written permission from their parents to drive to school. No student may leave or arrive at school with another student driving, unless they have written permission from their parents, and the student driver must also have written permission from their parents. This may be a blanket permission or specific to the occasion. Student Driver Permission Forms are available in the school office upon request. Students who do not follow safe driving standards on school property may lose the privilege of driving to school or parking in the school lot. Students will be required to park in a designated area.

Uniform Policy

Introduction	People tend to behave according to the way they are dressed. Student dress and deportment must reflect a biblical standard of modesty and excellence. At school, a student's job is learning; that is the business of school. Adhering to the dress policy is an important part of the educational process.
Philosophy	Dayspring bases its dress policy on Colossians 3:17: <i>And whatever you do or say, do it as a representative of the Lord Jesus, giving thanks through him to God the Father. (NLT)</i>
Purpose for a Dress Policy	<p>The dress policy at Dayspring Christian Academy establishes appropriate attire standards for the business in which our students are engaged while at school: education. Using the policy also accomplishes important objectives that allow for personal growth and development:</p> <ul style="list-style-type: none">• Establish a distinctive identity for our school and its students• Establish tradition and communicate a positive message about the school• Help students learn to submit to authority (both parents and teachers, as both support the policy)• Ensure that students can easily apply a biblical standard of modesty• Eliminate competition in the area of dress and avoid promoting social status• Avoid sloppiness in dress• Avoid drawing attention to oneself based on appearance
Goals for the Dress Policy	<p>As an educational institution, Dayspring can take advantage of teachable moments throughout the day. In our society, there is a tendency, even an inclination, toward lower standards of behavior that can be enhanced by choices in attire. Dayspring sees the opportunity to use the dress policy to provide regular, teachable moments with students about an issue that matters to them: their clothes. Working with parents, it is our goal to...</p> <ol style="list-style-type: none">1. see students take godly pride in their appearance (Colossians 3:17);2. instruct students in learning how to "dress for the occasion" (Ephesians 6:11-17);3. encourage the development of internal character rather than external appearance (1 Samuel 16:7); and4. help students understand submission to authority (Romans 13:1,2).
Parents and the Dress Policy	Dayspring partners with parents in the educational process. You, as parents, are responsible to educate your children, and you selected Dayspring to assist you in this process. For the partnership to succeed, both parents and school have to work together. Dayspring recognizes that you are the God-given authority in the lives of your children and your direction exceeds the reach of the school. When you agreed to send your child(ren) to Dayspring Christian Academy, you also agreed to abide by the policies and procedures put forth by the school. Therefore, you are the primary enforcers/administrators of the dress policy. Please do not let your children attend school in violation of the policy with the idea that the school will make child(ren) comply. The school should serve only to interpret the policy to parents and students, and to offer reminders, as needed.

Purity and Modesty

Students at Dayspring are encouraged to pursue purity in their relationships. This purity carries with it an outward manifestation that would not encourage students to unlock their passions before it is time. To those ends, students are not permitted to hold hands, engage in inappropriate touching, kiss, put arms around one another, etc. Students should dress in a fashion at school events that follows a biblical standard of modesty. The following questions should assist you in making decisions about modest dress.

- What statement do my clothes make about my heart?
- In choosing what clothes to wear to this function, whose attention do I desire and whose approval do I crave? Am I seeking to please God or impress others?
- Is what I wear consistent with biblical values of modesty, self-control, and respectable apparel, or does my dress reveal an inordinate identification and fascination with sinful cultural values?
- Who am I trying to identify with through my dress? Is my standard the Word of God or the latest fashion?
- Have I solicited the evaluation of other godly individuals regarding my wardrobe?
- Does my clothing reveal an allegiance to the gospel or is there any contradiction between my profession of faith and my practice of godliness?

Functions, such as the Patriot's Celebration, Baccalaureate (Senior Dinner), Blessing Day, Special Dress Days, Field Studies, Apprenticeship, Soiree, and Senior Thesis, are times when students have choices to make concerning their dress and how they will represent the Lord, their family, and the school. These are issues to discuss as a family, but the standard we are aiming for is this:

- Students should wear clothing that fits well and may not wear tight-fitting clothing.
- Students may not have bare shoulders, midriffs, or backs.
- Undergarments may not be exposed or visible.

General Guidelines

Please use the following guidelines that apply to all students when selecting clothes for school.

Important: The following standards apply to both normal uniform days and all special dress days.

- Students who wear pants or shorts must wear a belt (see accompanying Dress Policy pages for further guidelines).
- Students can wear DCA hoodies *only* on Special Dress Days and early dismissal days.
- All clothing must be clean, neat, and in good repair; holes and frays are not permitted (including jeans).
- Students must wear clothes that fit properly; clothes may be neither too small nor too large.
- Shirts must be tucked into pants or skirts.
- Clothes worn under the Dress Policy shirt must be plain, white shirts (such as turtlenecks or long-sleeved t-shirts) with no printing or pictures.
- Piercings are not permitted for boys. Girls may have only their ears pierced.
- Students may not display tattoos.
- Girls' skirt length may not be shorter than the top of the knee cap.
- Students must follow the Dress Policy while on school property during regular school hours.
- Students' hairstyles and color must be moderate and not distracting, reflecting a biblical standard of modesty.
 - Drastic changes from the student's normal color will not be permitted, including both bleach and dye.
 - If hair color is in question, the administration will make a decision concerning needed changes.
 - Hair must be neat, clean, and combed so as not to obstruct the student's view

If an Upper School student violates the uniform policy, the following steps will be taken:

Upper School
Dress Policy
Violations

Improper Application of the Dress Policy (untucked shirt, undone tie, etc.)

1. Student will be asked to make the appropriate change.
2. A dress policy violation slip will be placed in the students' cumulative folder.
3. Parents will be e-mailed with the details of the violation to follow up at home.
4. If violations continue, a school administrator will meet with both the parents and the student.

Dress Policy Violation (wrong uniform or special dress attire)

1. Parents will be notified by e-mail, which is considered the student's warning, and a dress policy violation slip will be placed in the student's cumulative folder.
2. In the event of another infraction, the parent will be notified by e-mail of a repeated violation and the student will receive an early-morning or afterschool detention, and a dress policy violation slip will be placed in the student's cumulative folder.
3. If there is a third infraction, the parent will be notified by e-mail of a repeated violation and the student will be placed on in-school suspension, and a dress policy violation slip will be placed in the student's cumulative folder.
4. If violations continue, a school administrator will meet with both the parents and the student.

Lower School
Dress Policy
Violations

Lower School students are less aware of the dress policy than their Upper School counterparts. Parents take the greater responsibility in making sure that students are wearing the correct items to school. Therefore, gentle reminders to tuck in shirts, etc., will serve to instruct students in these formative years. If an elementary student is improperly dressed for school, the parent will be notified by e-mail to make the appropriate change for the next day.

Dress Policy
for Girls

Please use the following tables to determine what your female student may wear to school.

Upper School students must wear a plain black or brown belt with items containing belt loops.

High School students may not wear boots, sandals, flip flops, slippers, or athletic-style shoes.

Notes: For additional warmth, students may wear inconspicuous articles of plain white clothing, such as a turtleneck or long-sleeved t-shirt, under their dress policy shirts; no colors, prints, or designs. Undergarments must not be visible through the uniform shirt.

Shop for uniform-style pants in the school uniform section of most department stores or through DCA's uniform providers. Low-rise and cargo pants are not permitted, nor are pants with patch pockets.

Grade	Skirts, Pants, or Jumpers	Tops (all with logo)	Sweaters (all with logo)	Hosiery	Shoes
DK-5	<ul style="list-style-type: none"> ▪ Navy or khaki jumper with logo (length not shorter than the top of the knee cap) ▪ Navy or khaki uniform-style pants, capris (below the knee) or shorts 	<ul style="list-style-type: none"> ▪ White, light blue or red knit polo shirt ▪ Red or white mock turtleneck ▪ Red or white turtleneck ▪ Light blue or white Peter Pan collar blouse 	Solid navy blue or red cardigan, v-neck or crew-neck vest or sweater	Tights or socks in white, navy blue, red, or black.	Shoes, sneakers, or boots. No sandals, flip flops, slippers, or Heelys.
6-8	<ul style="list-style-type: none"> ▪ Navy or khaki skirt (length not shorter than the top of the knee cap) ▪ Navy or khaki uniform-style pants 	White or light blue button down oxford shirt	Solid navy blue or red cardigan, v-neck or crew-neck vest or sweater	Tights or socks in solid white, navy blue, or black; nylons in flesh-tone, solid white, navy blue, or black.	Shoes, sneakers, or boots. All shoes must have a non-skid sole and enclosed heel and toe. No sandals, flip flops, or Heelys.
9-12	<ul style="list-style-type: none"> ▪ Navy or khaki skirt (length not shorter than the top of the knee cap) ▪ Shin-length chino skirt ▪ Navy or khaki uniform-style pants 	White or light blue button down oxford shirt	Solid navy blue or red cardigan, v-neck or crew-neck vest or sweater Optional navy blue blazer (does not require logo).	Tights or socks in solid white, navy blue, or black; nylons in flesh-tone, solid white, navy blue, or black.	Simple, one-tone, dark leather, dress shoe with non-skid sole; enclosed heel and toe. Laces must match the tone of the shoe.

Dress Policy
for Boys

Please use the following tables to determine what your male student may wear to school.

Upper School students must wear a plain black or brown belt with pants.

High School students may not wear boots, sandals, flip flops, slippers, or athletic-style shoes.

Note: For additional warmth, students may wear inconspicuous articles of plain white clothing, such as a turtleneck or long-sleeved t-shirt, under their dress policy shirts; no colors, prints, or designs.

Shop for uniform-style pants in the school uniform section of most department stores or through DCA’s uniform providers. Low-rise and cargo pants are not permitted, nor are pants with patch pockets.

Grade	Pants	Tops (all with logo)	Sweaters (all with logo)	Hosiery	Shoes
DK-5	Navy or khaki uniform-style pants or shorts	<ul style="list-style-type: none"> ▪ White, light blue or red knit polo shirt ▪ Red, white, or blue mock turtleneck ▪ Red, white, or blue turtleneck 	Solid navy blue or red cardigan, v-neck or crew-neck vest or sweater	Socks in white, navy blue, brown, or black	Shoes, sneakers, or boots. No sandals, flip flops, slippers, or Heelys.
6-8	Navy or khaki uniform-style pants	White or light blue button down oxford shirt	Solid navy blue or red cardigan, v-neck or crew-neck vest or sweater	Socks in solid navy, black, or brown	Shoes, sneakers, or boots. All shoes must have a non-skid sole and enclosed heel and toe. No sandals, flip flops, or Heelys.
9-12	Navy or khaki uniform-style pants	<ul style="list-style-type: none"> ▪ White or light blue button down oxford shirt ▪ Neckties in complementary colors (no obtrusive or silly designs) 	Solid navy blue or red cardigan, v-neck or crew-neck vest or sweater Optional navy blue blazer (does not require logo).	Socks in solid navy, black, or brown	Simple, one-tone, dark leather, dress shoe with non-skid sole; enclosed heel and toe. Laces must match the tone of the shoe.

Physical
Education
Attire

Attire for all grades must consist of the following:

- Navy shorts (modest length and style) or navy sweatpants (logo optional)
- Sneakers (no Heelys) or as specified by the teacher
- White, navy blue, or black athletic socks
- Students in 6th-12th grades, T-shirts purchased at the Dayspring website.
- Students in 3rd -5th grades, T-shirts in solid white or solid navy (no logo required)
- Sweatshirt (optional for warmth) purchased at the Dayspring website **or** a plain, navy sweatshirt

Important: On physical education days, students in grades 3-5 may come to school in their physical education attire.

**Upper School
Special Dress
Day Standards**

Dayspring students have regular opportunities to dress for school in items other than the typical uniform. If students are wearing tight-fitting or inappropriate clothes, they will be required to wear clothes that are available in the building, including clothes from the Used Uniform Boutique or the Athletics Department.

Please use the following standards to determine how to dress for special dress days.

Special Dress Day	What To Wear	What NOT To Wear
Early dismissal	<ul style="list-style-type: none"> ▪ Clean, neat clothes in good repair; no holes or frays (including jeans); skirts must reach the top of the kneecap and capris, for girls only, must reach below the knee. ▪ Modest clothes that follow a biblical standard. 	<ul style="list-style-type: none"> ▪ Shorts or short skirts ▪ Sleeveless shirts or tank tops ▪ Flip-flops ▪ Shirts that display objectionable material.
Serve for Education (Upper School students)	<ul style="list-style-type: none"> ▪ Clean, neat clothes in good repair; no holes or frays (including jeans); skirts must reach the top of the kneecap and capris, for girls only, must reach below the knee. ▪ Modest clothes that follow a biblical standard. 	<ul style="list-style-type: none"> ▪ Shorts or short skirts ▪ Sleeveless shirts or tank tops ▪ Flip-flops ▪ Shirts that display objectionable material.
Athletic Game Days (Upper School students on DCA teams only)	<ul style="list-style-type: none"> ▪ Soccer and baseball: Game jersey in place of the regular uniform shirt ▪ Basketball and volleyball: game jersey worn over the uniform shirt ▪ Pants or skirt as identified in the uniform policy 	<ul style="list-style-type: none"> ▪ Shorts
Dress-up Days (Upper School students)	Dress according to the guidelines sent home in the Beacon. (example: Christmas party dress information is sent home in a December Beacon)	

Enforcement of these standards will follow the same policy listed under the **Upper School and Lower School Dress Policy Violations** sections of this policy.

Weather Emergencies

In case of inclement weather such as snow, ice, or fog, Dayspring will post delays and closings on our family website and broadcast on the following stations:

WDAC	94.5 FM	WGAL-TV	Channel 8
WJTL	90.3 FM	WHP-TV	Channel 21
WKRZ	106.7 FM (Z107)	WARM	103.3 FM
WPMT	FOX 43		

Listen for the Dayspring Christian Academy announcement. Do not turn your radio off too soon, as announcements are sometimes changed. If your child rides a bus from another district and that district has a delay that is different than that of Dayspring, simply follow the delay of your transportation provider. We will have staff present to supervise students as they arrive. If your child rides a bus from a district that closes school when Dayspring remains open, you should try to have your children here if it is safe to do so. If you do not have transportation, the absence will be excused.

Health & Safety Program



Dental Health
Emergencies
Head Lice Policy
Immunizations
Medication Policy
Physical Examinations
Screening Procedures
Student Accident Insurance
Student Safety Issues
Student Visitation

Health and Safety Program

Parents are encouraged to accept the responsibility for the health of their children and therefore are not to send a sick student to school. Parents will be contacted to transport sick or injured students from school.

Dental Health

Dental examinations are required for students in Kindergarten or grades 1, 2, 4, 6 and 8. These grades were selected because they represent critical periods of growth and development in a child's life. Each year a visiting dental hygienist comes to Dayspring to speak to students about proper oral hygiene and to examine the teeth of each child. Parents are notified if there are any causes for concern.

Emergencies

All parents are required to fill out an emergency form at the beginning of each year. Please be sure to fill out forms completely and accurately. Forms are kept on file in the office and referred to in cases of emergency. In case of emergencies involving your child, you will be contacted so that the appropriate action may be taken. If a parent or person to be notified in case of an emergency cannot be notified, the school will take appropriate action to ensure the safety of your child.

Emergency Preparedness Plan

Dayspring Christian Academy is following the guidelines and procedures established by the Lancaster Emergency Management Agency (LEMA) and the Pennsylvania Emergency Management Agency (PEMA) to be as prepared as possible in the event of a natural disaster or terrorist attack against citizens and/or structures in our area. The following guidelines and procedures will be updated or implemented as necessary.

Let us be reminded of God's Word that expressly says, "We have not been given a spirit of fear, but of power, and of love, and of a sound mind." (II Timothy 1:7)

- I. Authority
 - A. Descending order of decision making authority:
 - Headmaster
 - Principal
 - Academic Dean
 - ▼ Administrative Assistant
 - B. School decisions will be based upon direction given by LEMA and PEMA. Parents should check the schools website and listen to local media announcements concerning recommendations and/or directives from LEMA and/or PEMA.

- II. Communications
 - A. Public announcements specific to Dayspring Christian Academy will be made via our radio and television weather-related announcement procedure, if permitted.
 - B. Parents should NOT call the school for information so that phone lines may be kept open. Parents should listen to the Emergency Broadcast Network via local radio/television stations. The school will initiate contact if permitted, possible, and necessary.

- III. Transportation
 - A. If/when students are permitted to leave the facility, standard dismissal procedures will be followed if bussing is permitted, unless directed otherwise via public announcements.
 - B. If bussing is not permitted, standard early dismissal procedures will be followed, unless directed otherwise via public announcements.
 - C. Parents who are **unable** to pick up their child(ren) should make every attempt to contact the school with specific instructions as to who will pick up the child.
 - D. Persons picking up a student that is not their child **MUST** provide a signed written statement indicating that they are taking responsibility for the non-custodial child(ren) in their care, if prior verbal communication from the parent is not possible prior to pick-up.

- IV. In the event of a threatening situation while school is in session:
 - A. Students and associated staff shall report to the auditorium.
 - B. Staff not assigned to a specific grade level should report to the auditorium for deployment where needed.
 - C. The receptionist or designee should remain at post if at all possible or take cell phone and radio into the auditorium.
 - D. Students and staff will remain in designated area until given the all-clear signal or other instructions.
 - E. The school will maintain a supply of water that would serve the needs of the students and staff for a limited time should the public water supply be compromised.

Epidemic and Pandemic Response

A pandemic is a global outbreak of disease that occurs when a new virus appears or “emerges” in the human population, causes serious illness, and then spreads easily from person to person worldwide. Pandemics are different from seasonal outbreaks or “epidemics” of influenza. Seasonal outbreaks are caused by subtypes of influenza viruses that already circulate among people, whereas pandemic outbreaks are caused by new subtypes, by subtypes that have never circulated among people, or by subtypes that have not circulated among people for a long time. Past pandemics have led to high levels of illness, death, social disruption, and economic loss.

Epidemic: A disease occurring suddenly in a community, region or country in numbers clearly in excess of normal.

Pandemic: The worldwide outbreak of a disease in numbers clearly in excess of normal.

In dealing with an epidemic or pandemic the school’s response can only be to assist in disseminating health information, planning for staff and student absences, and maintaining a learning environment. To those ends the following procedures will be followed.

Dissemination of Health Information

Department of Agriculture:

Department of Agriculture (PDA) is the lead on the impact on Avian Influenza on flock/bird populations. To contact the Department of Agriculture about Avian Influenza, call 717-783-3577.

Department of Health

The Department of Health is the lead on the human impact of any outbreak of Avian Influenza. To contact the Department of Health about influenza and pandemic preparedness, call 1-877-PA-HEALTH (1-877-724-3258).

Symptoms of Avian Influenza in Humans

The reported symptoms of avian influenza in humans have ranged from typical influenza-like symptoms (e.g., fever, cough, sore throat, and muscle aches) to eye infections (conjunctivitis), pneumonia, acute respiratory distress, viral pneumonia, and other severe and life-threatening complications.

Planning for Staff and Student Absences

Whether you are a parent, student, teacher, or administrator, you can help prepare your school for an influenza pandemic. Preparing will take the effort of schools and communities planning together for a large number of absent students, staff shortages and emergency closings.

Most importantly, it will take the common sense advice your mother taught you – washing your hands, covering your nose and mouth when you cough or sneeze, and staying home when you’re sick – to keep the school safe and healthy.

Maintaining a Learning Environment

Notification of Parents

We will choose to use the same methods (radio, television) that are used to notify staff and parents about school closings that occur because of inclement weather events or other emergencies.

1. An epidemic or pandemic must first be identified by state and/or local government officials.
2. Absenteeism will be monitored daily to note if there are increases related to flu-like symptoms.

For more information

On the internet at www.pandemicflu.state.pa.us or www.pandemicflu.gov

Call 1-877-PA HEALTH (1-877-724-3258)

Call the CDC hotline at 1-800-CDC-INFO

Head Lice

Students who get head lice are not permitted to return to school without clearance from a physician who has been qualified to examine for head lice. If there is an outbreak of head lice at the school, the school will inform parents of children requiring attention.

Immunizations

It is a requirement of the Pennsylvania Department of Health that all children enrolled in public, private, or parochial schools, including pre-school, be immunized against the following diseases:

Measles, Mumps, and Rubella – Two (2) immunizations

Polio – Three (3) immunizations

Diphtheria, Tetanus – Four doses of vaccine

Varicella – Chicken pox – One dose of the vaccine for new students grades K-4. One dose, possibly two, for new students entering grades 7-10.

***Please Note:** All students entering Developmental Kindergarten and Academic Kindergarten are required to have three (3) properly spaced doses of Hepatitis B vaccine. The third dose of the Hepatitis B vaccine must be given by April 1st of the current school year. Parents desiring moral/religious exemption should present a letter to the school office.

Medication Policy

It is the policy of Dayspring Christian Academy to administer medications during school hours only when absolutely necessary. Administration of medications falls under two categories. Parents are required to read and follow school guidelines for the appropriate category.

Category 1. Prescription Medications

1. Medications **will not** be administered by the school until the Physician Statement of Need and parental Request for Medication Administration forms are completed and filed in the office. This must be done at the beginning of each school year even if medications are the same as the prior year.

Note: A separate set of forms must be filled out for each different kind of medication to be administered. A separate set of forms must also be filled out whenever changes are made in the medication, dose, or child's reaction.

2. All medications **must** be sent to school in the **original container** with the prescription labeled by the pharmacist or physician. **Do not** send unlabeled bottles or medication in any container other than the original. All medications must be administered through the school office. **Students are not permitted to keep medications in their lockers, purses or book bags. Students doing so are subject to disciplinary action.**

Note: The school reserves the right to decline the administration of drugs that are beyond the ability of unqualified school personnel. (e.g., injections)

3. Any medication that can be administered at home **must** be administered at home. (e.g., Many antibiotics require three doses per day. One dose should be given in the morning before school, one dose at home when the child gets home, and one dose before bedtime.)

Category 2. Non-prescription, Over-the-Counter Medications

1. Parents must complete a parental Request for Medication Administration form and file it with the office before any medication can be administered.
2. Students are not permitted to carry non-prescription medications with them. All medications must be kept in the office. (This does not include cough drops.)
3. As many of these medications require a judgment as to the student's need, parents must indicate the following on the Request for Medication Administration form:
 - Permission for student to self administer non-prescription medication independently, deciding on the dosage as long as it is within the limit specified on the label.
 - Needs for which medication may be administered

The school will ensure the following in relation to the administration of medications:

1. Medications will be kept in a safe location that is inaccessible to students.
2. A Medication Administration Log will be kept, recording each administration of medication by the person handing out the medication.

Physical Examinations

The School Health Law requires medical examinations for children in grades Kindergarten, 6 and 11. Dental examinations are required for those in grades Kindergarten or 1, 2, 4, 6, and 8. Students who wish to participate in sports must be sure to get a special sports physical form from the athletic director. The physical for the upcoming year may not be performed before June 15. A sports physical is required once per year. The school will offer one over the summer at no cost to the students. The physical for subsequent sports may not be performed more than 6 weeks prior to the first practice day of that sport.

***Please Note:** Upon school entrance, all previously home schooled children are required to have a recent physical report on file. Please submit to the school office by the first day of school.

Screening Procedures

Each year, the school nurse comes to Dayspring to check the height, weight, vision, and hearing of students. Parents are notified when this will happen. Record of your child's test results will be sent home.

Student Accident Insurance

Dayspring Christian Academy provides school accident coverage for injuries that occur at school or during school activities.

School time Coverage

- Provides protection for students for covered injuries which occur
- in or on the school grounds or premises during a period of regular attendance when school is in session.
 - while traveling to or from a school activity, with a school sponsored group, or in transportation arranged by the school.
 - while participating in or attending activities directly sponsored by the school and continuously supervised by a school designated official or employee.

Blanket Sports Coverage

- Provides protection for students, managers and coaches for covered injuries which occur:
- while practicing or playing interscholastic sports.
 - while traveling to or from the game

Note: The benefits shall be payable only for that portion of such expenses which are not recoverable under any other insurance policy or service contract. Eligible medical expenses payable under other coverage will be used to satisfy or reduce the medical deductible.

Parents should note that there might be some out-of-pocket expenses. Also, there are some exclusions and limitations stated in the policy. If you wish to review the policy please contact the office staff.

Student Safety Issues

Alcohol, drugs and tobacco

Use of alcohol, drugs and tobacco is a suspendable offense that could lead to expulsion.

Bullying

Bullying can take the form of verbal, physical or internet harassment, or any form of intimidation or threats. Students engaging in any form of bullying will be subject to suspension that could lead to expulsion. Please refer to the Expulsion Policy for greater discussion of bullying.

Pregnancy

In the event that a Dayspring Christian Academy student becomes pregnant she will be required to take a leave of absence from enrollment. In the event that a Dayspring Christian Academy male student is known to have fathered a child his enrollment status will be discussed with administration. The school will not take punitive measures but instead deal with the health of the student body in relation to the pregnancy. The role of the school is in dealing with education, it should be the job of the home and church to address the emotional and spiritual implications for the individuals involved.

Self abuse

Students known to be engaging in acts of self abuse such as cutting, bulimia, anorexia or attempted suicide will be required to receive professional help. Enrollment status will be determined by school administration.

Sexual Harassment

Sexual harassment or toward any students or adults is a suspendable offense that could lead to expulsion. Sexual harassment involves any action or comment that conveys a sexual message and is intended to intimidate, embarrass, or provoke another person.

Student Marital Status

The Dayspring Christian Academy high school experience is designed to minister to unmarried students. Therefore, married students are not considered for enrollment.

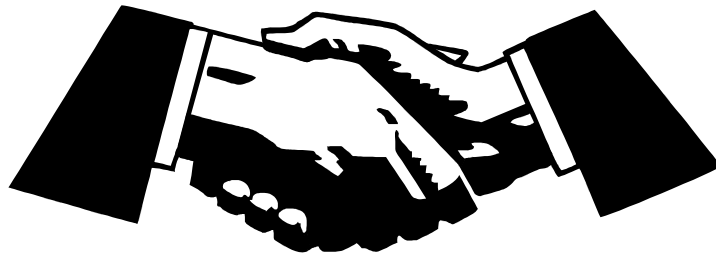
Student Visitation Policy

Non-Dayspring students may visit under the following conditions:

- a. Prior permission is obtained from the principal.*
- b. The visiting student has not been expelled from DCA and was a student in good standing while at DCA.
- c. The visitation takes place during lunchtime.

*Student visitors considering future enrollment must go through the admissions office.

Parental Involvement



Basic Responsibilities
Fundraising Activities
Parent Teacher Guild (PTG)
Teacher Partners

Parent Involvement

Basic Responsibilities of all DCA Families

There are certain responsibilities expected of all parents just by virtue of being part of the school. Without parents being involved in these basic ways, DCA would not be able to uphold its commitment to provide a Christian education of highest quality:

1. Attend the Welcome Back Family Orientation or the make-up session.
2. At least one parent of all DK-3rd grade students must attend the Literacy Program Orientation.
3. Participate actively in at least one school-wide fundraiser and sell/buy/donate at all school-wide fundraisers.
4. Attend the January Towne Meeting.

Fundraising Activities

School-wide

In keeping with the spirit of the covenant that exists between the parent and the school, all families are expected to participate with school fundraisers. This can include, but is not limited to, your gifts of **time, talent, and/or materials**.

Fundraisers are necessary for the maintenance and well being of the school. There are several big fundraisers that you will become involved with during the year to help keep tuition costs and other related expenses to a minimum. These include the Annual Fund, the Serve for Education, the sale of our famous 12" Dayspring subs, the Springfest Auction and the Golf Tournament.

Individual and Class

Fundraising by an individual student on school premises is neither encouraged nor permitted. Fundraising by an entire class for a class project or trip will be limited to one onsite event per school year and only with prior approval no later than 60 days prior to the fundraising event.

Parent-Teacher Guild

Description/Philosophy

The Dayspring Parent Teacher Guild (PTG) is what many schools would call the PTO or PTA. Noah Webster defines *guild* as a society, fraternity or company of people associated for some purpose or like interest. The PTG is called a guild because of a "like interest" in the equipping of students. While similar to a PTO or PTA, the PTG focuses on actively engaging all DCA families in the life of the school. This is done through a variety of activities (see below).

Mission

The mission of the DCA PTG is to be a liaison between the board, administration, faculty and parents in a manner that promotes open, constructive and honest dialogue that supports the vision of DCA and glorifies God for the benefit of our children.

Vision

The vision for the partnering process at DCA is to facilitate fun and creative ways to link school needs with parent gifts. By communicating and sharing the work among all families a sense of community and of service to the school will naturally develop. This partnering process will be an opportunity for the students to see Christian servant hood in practice from those who have authority over them so that they will want to model this virtue also.

Activities

Enlists parent partner support for the school
Provides peer encouragement and accountability in partnering with the school
Facilitates healthy forums of dialogue between parents and school personnel
Provides continuing education opportunities for parents
Hosts key meetings throughout the year (as needed)
Oversees a coordinated parent prayer effort for the school

Membership

Every parent or guardian, who has a child in Dayspring Christian Academy, as well as every teacher, is automatically a member of the guild.

Involvement

Dayspring depends on the generous gifts of time, talents and treasure given by friends and families. There are many ways to be involved in making Dayspring Christian Academy the best school it can be.

Individual families, as members of the larger DCA family, are responsible to fulfill these basic requirements:

- Participate in at least two fundraising events each school year.
- Attend the *Back-to-School Orientation* at the start of school each year
- Attend parent-teacher conference in the fall (and others as needed) each year
- Attend the Towne Meeting in January each year

Remember, *we* are Dayspring!

Miscellaneous Information



**Alma Mater
Pledges
RenWeb
Standards**

Miscellaneous Information

Alma Mater

Let's Keep Our Eyes On Him

From the founding of the nation,
We have put our trust in God.
And He gave this land protection,
Through the wars and battles fought.
God has blessed this country's people;
We've become a strong free land.
But this freedom that we live by,
Only comes from God's own hand.

Let's keep our eyes on Him,
Let's put our trust in Him.
It's only God who makes us strong.
Let's keep our eyes on Him.

So let's take a stand for Jesus,
And we'll never back away;
We'll keep God as our foundation,
As we come to Him each day.
For in faith our country started,
And in faith we've been made strong;
So let's keep our eyes on Jesus,
And in faith we will go on!

Let's keep our eyes on Him,
Let's put our trust in Him.
It's only God who makes us strong.
Let's keep our eyes on Him.
Let's keep our eyes on Him!

Words and music by Peter and Hanneke Jacobs

Pledges

To the Bible

I pledge allegiance to the Bible,
God's Holy Word.
I will make it a lamp unto my feet,
And a light unto my path.
I will hide its words in my heart,
That I might not sin against God.

To the Christian Flag

I pledge allegiance to the Christian flag,
And to the Savior for whose kingdom it stands.
One Savior,
Crucified, risen and coming again,
With life and liberty to all who believe.

To the American Flag

I pledge allegiance to the flag,
Of the United States of America.
And to the republic for which it stands,
One nation under God,
Indivisible, with liberty and justice for all.



Parent's Web Site

Our school database is RenWeb.com. We will be using this Internet based program to post homework, weekly goals and grades from child's teachers. In addition, you will access the Beacon, Family Handbook, and family/staff directories online.

To access the Parent's Web Site:

- Go to Internet Explorer and type in the address www.RenWeb.com
- Click on Parent's Web sign in area.
- Log in as follows: School ID is **DCA-PA** then, **type in the email address that you provided to the school.**
- Click new parent login if you have not logged into RenWeb before.
- You will be emailed a new password within 3 minutes (to the email address you typed in, which must be the same email address that you provided to the school).
- Go back to the first screen and type in your password to log in.
- Select "Parent log-in."
- To access grades, click Classrooms.
- This will bring up all classes that each of your children are enrolled in at the school.
- Click on Homework Summary or Grade book Summary at the top of the column for each child.
- You will be able to find other school information available about your child on this site as well as the ability to email the teachers directly!

Please call the office if you have any problems or questions.

Reports Cards - RenWeb

Log onto www.RenWeb.com
Click on Parent's web login link
Enter the school ID - DCA-PA
Enter your email address
Enter your password
Click the parent login button

The report cards are listed under the Report Card link.
Click on this link

Your student's name(s) will appear.
Click on each one to view their report card.

To Print:
While you are viewing the report card click the printer icon on the top of the tool bar or go to File, then print.

If you have any questions on the report card please contact the teacher if it's regarding their grade or Kim Cranmer if it's regarding RenWeb.

Please call the office if you have any problems or questions.

Standards

Acceptable Computer-Use Policy

- I. Responsibility of students
 - A. Dayspring Christian Academy believes that students should honor the Lord while advancing their education through the acquisition of computer knowledge and skills. Therefore, each student bears the responsibility of self-government in accordance with biblical standards when using the computer. The use of a computer is a **privilege**, not a right; thus, the student who uses the computer inappropriately will incur consequences.
 - B. *“Do what is right and good in the sight of the Lord” (Deuteronomy 6:18).*
- II. Approval of computers
 - A. Laptops and other computer devices may be used in classroom with teacher permission, only.
 - B. All laptop and other computer devices must be approved by the Technology Coordinator before they can be used in school. Each must have an anti-virus program and must bear only those programs that have been properly and legally loaded on the computer.
 1. The Technology Coordinator will provide a laptop-usage pass after inspection. This pass will contain the service tag number that is attached to the bottom of the computer.
 2. The Technology Coordinator must approve the downloading of programs, music, and other material.
- III. Monitoring of computers
 - A. Any DCA staff member has the right to examine any computer used at DCA. This includes all programs, applications, and files. Further, the parent of any given student has this same right.
 - B. Only students who have submitted a signed AUP may use the computers.
 - C. Students may use computers only when there is a staff member present who has given permission and will provide oversight of such use. This includes Internet use. *“Watch and pray so that you will not fall into temptation. The spirit is willing, but the body is weak” (Matthew 26:41).*
 - D. DCA staff will monitor all computer use through a variety of checking systems, including random checks through electronic recording by the filtering system.
- IV. Netiquette, privacy, and procedures for computer use
 - A. Netiquette and privacy
 1. E-mail is allowed for teacher-directed exercises, only. Personal e-mail may not be checked without teacher permission. E-mail provider software may only be installed by the Technology Coordinator.
 2. Students may not use instant messenger or blogs or visit any sites such as My Space, Xanga, or Facebook.
 3. Inappropriate e-mail behavior such as “flaming” (e-mail in all capital letters), “spamming” (sending e-mails to an excessive number of people at once), or bullying will not be tolerated, even if occurring during non-school hours.
 4. When using the Internet for research, students are to vigilantly refrain from visiting inappropriate sites (i.e., those that do not meet biblical standards).
 5. Students must not enter, change, or duplicate anyone else’s personal files. *“Thou shalt not steal” (Exodus 20:15).*
 6. Students must adhere to virus protocol required by DCA.
 - B. Procedures for computer use
 1. Students must not change software or hardware configurations without specific permission and direction of the Technology Coordinator. *“Now we ask you, brothers, to respect those who work hard among you in the Lord and who admonish you” (1 Thessalonians 5:12).*
 2. Students must not have food or drink in any computer area.
 3. Students must use non-distractive, quiet voices if allowed to talk in a computer area.
 4. Students are responsible for saving their work properly.
 5. Students must obtain permission from the Technology Coordinator in order to move or borrow computer equipment.
 6. Students must log off or shut down computers properly, when finished.
- V. Vandalism and damage
 - A. Students must use all school equipment with care and respect. *“Show proper respect to everyone” (1 Peter 2:17).*
 - B. Students are responsible for damage done to the computer hardware or software.

- VI. Consequences
 - A. Violations of this policy may result in the following:
 1. Lunch detention
 2. Locking of passwords on personal or assigned computers
 3. Home contact, early morning detention, one-month suspension of computer use
 4. Library computer check-out for class-time, only, with no privilege for overnight use
 5. Suspension of all computer privileges for the duration of the school year
 - B. *“Do not be deceived, God is not mocked; for whatever a man sows, this he will also reap”*
(Galatians 6:7).
- VII. Senior laptop policy: see the designated policy.

Assignment Standard

I. Submission of Assignments

- A. All assignments are to be handed in during the class period on the day due. For each day that an assignment is late, up to 10% will be deducted from the earned grade.
- B. Homework assigned during a legal absence will be due within 2 school days, except in the case of a partial day absence. If a student is absent for a partial day the work is still due on that day upon return to school. It is the student’s responsibility to find out work that is missed when they are absent. If work is not made up the student will receive a zero. Students anticipating absences must submit assignments given before the absence prior to the absence.

*upon their return to school in the case of absences of a full day or longer. Students who are absent for an extended period should make special arrangements with each teacher. It is beneficial in a prolonged absence for the student to check daily on class work and assignments.

II. Handwriting

- A. All assignments are to be written in cursive using dark blue or black ink, unless otherwise stated and are to be neat and clean. Assignments may be type-written with permission.
- B. When underlining is required, a straight edge is to be used.
- C. Errors should be marked out with a single straight line and corrected. White-out must be approved by the individual teacher.
- D. Work that is not clean and neat must be redone.
- E. Assignments are to be corrected or recopied, when necessary, before being placed in the notebook.

III. Format

- A. All assignments are to have the following heading:

Full Name - Grade	Date
Instructor	Subject/Subsection
Title	
- B. The assignment title should be centered on the title line. The next line should be left blank. The last three lines at the bottom of the page are to be left blank for the teacher. Writing is to remain within the red margin lines of the paper. Words must not crowd or run over margins.

“The Philosophy of Education in the Classroom
Becomes the Philosophy of Government
Of the Next Generation.”

- Abraham Lincoln

Backpack Standard

The use of backpacks is a privilege that comes with responsibility for their use. Backpacks can be a great blessing when used as a tool to assist in the learning process. Backpack rules will be established by individual teachers in grades 6-12. Aisles must still remain open for teacher circulation.

Book Report Format

In completing a book report students may not use any other source other than the book itself and scripture.

Enter the **title** of your book at the top of the page. (If you are not typing, write in your finest hand.)

Your **first sentence** must be as follows: I, _____ (your name) _____, read the unabridged, original English version of _____ (title underlined or *italicized*) _____ by _____ (author's full name) _____ in its entirety.

Introductory paragraph: Explain in one or two sentences why you chose this particular book to read.

Provide the following information in paragraph form:

Describe two of the **significant characters** in the book. Write two paragraphs (a total of four) on each. In the first, describe the external characteristics; in the second, specify internal (emotional, mental and spiritual) characteristics. Include quotes from the book for each paragraph to substantiate your description.

Beginning with the **setting** of the story, retell the essence of its plot. Exclude trivial details; incorporate pivotal decisions, and actions. The final sentence of this paragraph should encapsulate the actual conclusion of the story.

Identify and elaborate on **two aspects** (characters, actions, attitudes, and/or the author's tone/purpose/belief) of the book, which clearly **contradict Christian/biblical principles**. Base your opinions upon Scriptural evidence (provide biblical references and quotes, but avoid using the Ten Commandments). Your discussion must be thoughtful and must show your understanding of the material read.

Define which **aspect**, event or character in the book **best reflects God's guidelines** for the Christian life. Describe it in at least two or three sentences, in addition to giving Scriptural evidence for your opinions (biblical references and quotes).

Explain in two or three sentences what **new insights** you have gained by reading this book. In a final sentence, give a recommendation (either positive or negative) to others who may be considering reading it and give your **rationale**.

Capitalization Standard

Section 1: Capitalize the first word.

1. The first word of a sentence: *We love God because he first loved us.*
2. The first word in the greeting and closing of letters: *Dear, Yours truly*
3. The first and last words and important words in titles of literary works
(books, songs, short stories, poems, articles, movie titles, magazines)
(note: *Conjunctions, articles, and prepositions with fewer than five letters are not capitalized unless they are the first or last word.*) *One Day in the Life of Ivan Denisovitch*
4. The first word of a direct quotation: *Paul says, "Do not be yoked with unbelievers."*
5. The first word in each line of a topic outline

Section 2: Capitalize names, initials, and titles of people.

6. The pronoun I: *May I join you?*
7. The names and nicknames of people: *Abraham, Paul, Smith, Abe, Smitty*
8. Family names when used in place of, or with, the person's name:
Grandfather, Aunt, Uncle Joe, Mother – Do NOT capitalize my mother.
9. Titles used with, or in place of, people's names:
Mr., Ms., Miss, Dr. Myers, Doctor, Captain, President, Sir
10. People's initials: *T.J., C. Bower*

Section 3: Capitalize names of time.

11. The days of the weeks and months of the year: *Wednesday, February*
12. The names of holidays: *Christmas, Thanksgiving, Easter*
13. The names of historical events, periods, laws, documents, conflicts and distinguished awards:
Civil War, Middle Ages, Medal of Honor

Section 4: Capitalize names of places.

14. The names and abbreviations of cities, towns, states, countries, and nations:
Lancaster, Pennsylvania, Lebanon County, Europe, Canada, DE, NY
15. The names of avenues, streets, roads, highways, routes, and post offices boxes:
Pine Street, Bean Hill Road, Highway 81, Rt. 3, Box 7, P.O. Box 40
16. The names of lakes, rivers, oceans, mountain ranges, deserts, parks, stars, planets, and constellations:
Lake Otsego, Appalachian Mountains, Mars
17. The names of schools and specific school courses:
Dayspring Christian Academy, Mathematics II, World History
18. North, south, east, and west when they refer to sections of the country:
down South, live out West, in the East

Section 5: Capitalize names of other nouns and proper adjectives.

19. The names of pets: *Bruno, Black Beauty*
20. The names of products: *Campbell's soup, Kellogg's cereal, Ford cars*
21. The names of companies, buildings, ships, planes, space ships:
Empire State Building, Titanic, IBM
22. Proper adjectives: *the English language, Chinese restaurant, French toast*
23. The names of political parties, religious preferences, nationalities, and races:
Republican party, Jewish synagogue, American, Hispanic

Adapted from Shurley Instructional Materials

Map Standard

A map is a geographical essay. Much time and care will be spent in the making of a readable, unblemished map. The student will need to know what is required before beginning a map; patience and concentration will also be required, from student and teacher alike. Enjoy!

- I. Objective: to produce a map in which all physical and political features are clearly distinguished, well-delineated and accurately placed.
- II. Tools:
 - A. Black pen (ball-point or fine line felt tip)
 - B. Colored pencils
 - C. Ruler or straight edge
- III. General
 - A. All maps must have a title – printed and centered at the top of the page and underlined with the straight edge.
 - B. Physical features are delineated as follows:
 1. Rivers are outlined along the course of the river in blue colored pencil – on one side only.
 2. Mountains are drawn as inverted V's, used in proportion to the size of the map.
 - a). V's should be loosely joined, evenly dispensed, not huddled or overlapped.
 - b). V's should be drawn with brown colored pencil.
 3. Desert areas are colored / outlined with yellow colored pencil.
 4. Plains are colored / outlined with green colored pencil.

C. Outlining

1. Map work is mainly outlining and lettering.
2. Areas may be lightly shaded with colored pencil as long as the coloring does not interfere with labeling / lettering of the map. Straight, horizontal (parallel) lines (striping) may also be used to fill in areas as long as they do not interfere with the labeling of the map. Stippling (filling an area with dots made with a pencil tip) may also be used.
3. All shorelines of lakes, coastlines of seas and oceans, and rivers are always outlined with blue colored pencil by cater pillaring them.
4. Lands along oceans and around lakes are always outlined. Borders between nations or territories are drawn with black ink or fine tip felt pen, in either solid or dashed lines (if not already printed on the map), then outlined with color on both sides along the course of the printed lines.

D. Labeling

1. All labeling must be printed and legible.
 2. Printing is done with black ink or fine tip felt pen. Lead pencil is allowed to be used in elementary classrooms.
 3. All printing is to be straight and even, horizontal, never crowded.
 4. Most printing on the map is in upper case littering. (Small cities, towns, etc. may be labeled using lower case letters, as appropriate.)
 5. The print of the title is enlarged in proportion to all other lettering on the map.
 6. The size and style of lettering should be consistent throughout the map (i.e. all countries labeled with the same type and size letters, etc.)
- E. The key is used to delineate certain markings on the map. Use a box made of 4 straight lines, even with the page. Never use the edge of the paper as part of the key box.
- F. The map grade is based on the following:
1. neatness, readability, artistic composition (including color coordination),
 2. accuracy in labeling,
 3. accuracy in identification of places and the spelling of them,
 4. and compliance with the map standard.

Notebook Standard

The notebook is a reflection of the student’s character and their learning. The following is a standard by which to measure the notebook.

1. Each notebook should have a title page designed by the student. The following information should be prominently displayed: student’s name and grade, school name and date, and the names of subjects contained in that notebook. Furthermore, each subject must have a title page, located behind the first tab.
 2. Each subject section of the notebook will be separated by dividers designated by each teacher. The tabs of the dividers will bear the following information: Subject (dash) subsection.
Example: History-Evaluations
- A. Within the Research subsection of each subject, each unit is to have its own title page; for example, in Literature, each work would have its own title page.
- B. The *Glossary* subsection of each subject is to be set up as follows:
1. The word or term to be defined is written, starting at the red margin line.
 2. The definition is to contain the part of speech and is to be preceded by a hyphen. If requiring more than one line, the definition will have a left margin set by the position of the hyphen.
 3. A space of one line is to be left between terms being defined.
Example: History (n.) - An account of facts, particularly of facts relating to nations or states;
Science (n.) - In a general sense, knowledge, or certain knowledge;

II. Handwriting

- A. All notes are to be written in cursive using dark blue or black ink, unless otherwise stated, and are to be neat and clean.
- B. When underlining is required, a straight edge is to be used.
- C. Errors should be marked out with a single straight line and corrected. White-out must be approved by the individual teacher.
- D. Assignments are to be corrected or recopied, when necessary, before being placed in the notebook.

III. Format

- A. All notebook pages are to have the following heading:

Full Name - Grade	Date
Instructor	Subject/Subsection
Title	

Punctuation Standard

Section 6: End mark punctuation

1. Use a (.) for the end punctuation of a sentence that makes a statement.
God is love.
2. Use a (?) for the end punctuation of a sentence that asks a question.
Where will you spend eternity?
3. Use a (!) for the end punctuation of a sentence that expresses strong feeling.
There is no one like our God!
4. Use a (.) for the end punctuation of a sentence that gives a command or makes a request.
Give Him thanks.

Section 7: Commas to separate time words

5. Use a comma between the day of the week and the month. *Saturday, August 9*
Use a comma between the day and year. *August 9, 1986*
6. Use a comma to separate the year from the rest of the sentence when the year follows the month or the month and the day.
*We spent **July 23, 1985**, at a family reunion. We prayed for rain in **August 1, 1999**, with the drought at its worst.*

Section 8: Commas to separate place words

7. Use a comma to separate the city from the state or country.
*I will go to **Plymouth, Massachusetts**. He is from **London, England**.*
8. Use a comma to separate the state or country from the rest of the sentence when the name of the state or country follows the name of a city.
*We flew to **Dallas, Texas**, to visit a friend. We toured **London, England**, and its surrounding villages.*

Section 9: Commas to make meanings clear

9. Use a comma to separate words or phrases in a series.
*Jesus is the **Way, the Truth, and the Life**.*
10. Use a comma to separate two or more adjectives in a list before a noun (to test if it is needed, replace it with an “and”).
*Abraham was a **faithful, righteous** man.*
*Jacob limped because of his **broken right hip broken and right hip** is not correct, so **no comma should be used**.*

11. Use commas to separate introductory words or phrases from the rest of the sentence.
 - a. introductory words such as Yes, Well, Oh and No
Yes, God will supply all your needs.
 - b. introductory participial phrase
Seeing his folly and weakness, the prodigal son returned home.
 - c. introductory adverbial clause
If you are wise, your wisdom will reward you.
12. Use commas to set off most appositives. An appositive is a word, phrase, title, or degree used directly after another word or name to explain it or rename it.
Moses, the man slow of speech, was used mightily by God.
13. Use commas to separate a noun of direct address (the name of a person directly spoken to) from the rest of the sentence.
Lord, **must I go to the mission field now?**
14. Use a comma before coordinating conjunctions *and, but, or, nor, for, so, and yet* when they join independent clauses.
A kind man benefits himself, but a cruel man brings himself harm.
15. Use commas to set off nonessential (not necessary for the meaning of the sentence) clauses and participial phrases.
Adam, who sinned and fell short of the glory of God, was banished. Adam, having sinned and fallen short of the glory of God, was banished.
Essential: The man who sins and falls short of the glory of God needs Christ's redemption.

Section 10: Punctuation in greetings and closings of letters

16. Use a comma (,) after the salutation (greeting) of a friendly letter. *Dear Andrew,*
17. Use a comma (,) after the closing of any letter. *Sincerely,*
18. Use a colon (:) after the salutation (greeting) of a business letter. *Dear Sirs:*

Section 11: Periods

19. Use a period after most abbreviations or titles that are accepted in formal writing.
Mr., Ms., Dr., Capt., St., Ave., St. Louis (Note: These abbreviations cannot be used by themselves. They must always be used with a proper noun.)
In the abbreviations of many well-known organizations or words, periods are not required. *USA, GM, TWA, GTE, AT&T, TV, AM, FM, GI* Use only one period after an abbreviation at the end of a statement. Do not put an extra period for end mark punctuation.
20. Use a period after initials. A person's initials should not be separated from the name.
M. Myers, A. R. Adams, Jackie O. Smith
21. Place a period after Roman numerals, Arabic numbers, and letters of the alphabet in an outline.
II., IV., 5., 25., A., B.

Section 12: Apostrophes

22. Form a contraction by using an apostrophe in place of a letter or letters that have been left out. *we'll, I'm, she's, won't, shouldn't*
23. Form the possessive of singular and plural nouns by using an apostrophe.
boy's book, boys' books, children's books
24. Form the plurals of letters, symbols, numbers, and signs with the apostrophe plus s ('s).
7's, 6's, d's

Section 13: Underlining vs. quotation marks

25. Use underlining or italics for titles of books, magazines, works of art, ships, newspapers, motion pictures, etc. *An excellent movie is Chariots of Fire. Our newspaper is the Intelligencer Journal. Mayflower The Scarlet Letter*
Use quotation marks to set off the titles of songs, short stories, short poems, articles, essays, short plays, and book chapters. *Will you sing Handel's "Hallelujah Chorus" this year?*
Use quotation marks to enclose slang words, technical terms and other expressions that are unusual in standard English.

Section 14: Semicolons

26. Use a semicolon in a series if the items contain commas.
Matthew, a tax collector; Mark, a man inspired by Peter's testimony; Luke, a detail-oriented physician; and John, the beloved disciple, all gave unique accounts of Christ's life which reflect their individuality.
27. Use a semicolon between independent clauses, if they are not joined by a coordinating conjunction *and*, *but*, *or*, *nor*, *for*, *so*, and *yet*, or if they are joined by a coordinating conjunction, but they contain commas.
Listen to my instruction; do not ignore it.
*Listen, dear child, to my instruction, which is necessary for a godly, fruitful life; **and** do not ignore it.*
28. Use a semicolon between independent clauses joined by adverbial connectors and follow with a comma. (Adverbial connectors: *for example*, *for instance*, *that is*, *besides*, *accordingly*, *moreover*, *nevertheless*, *furthermore*, *otherwise*, *however*, *consequently*)
*He who walks with the Lord grows wise; **however**, a companion of fools suffers harm.*

Section 15: Colons

29. Use a colon for conventional purposes, such as separating hour and minute (7:15 p.m.) and chapter and verse in a biblical reference (Hebrews 10:19-22).
30. Use a colon to mean "note what follows."
There are nine fruits of the Spirit as listed in Galatians: love, joy, peace, etc.
Do not use after a verb! *The fruits of the Spirit are: love, joy, peace, etc.* INCORRECT!
31. Use a colon before a long, formal statement or quote.
and he began to teach them saying:
"Blessed are the poor in spirit,
for theirs is the kingdom of heaven, etc."

Section 16: Quotation marks

32. Use quotation marks to enclose a direct quotation - a person's exact words.
Jesus said, "I am the way, the truth and the life."
Indirect quotation (do **not** use quotes!): Jesus said that He is the way, the truth and the life.
33. Use quotation marks when a quotation is divided by explanatory words. Do not capitalize if the second part is continued.
"Teacher," he asked, "what must I do to inherit eternal life?"
"What is written in the Law?" Jesus replied. "How do you read it?"
- *Note: A new paragraph is used to indicate each change of speaker. When a speaker's speech is longer than one paragraph, quotation marks are used at the beginning of each paragraph and at the end of the last paragraph in the speech.
"...The Samaritan said that he would reimburse the innkeeper for any extra expense he may have.
"Which of the three do you think was a neighbor to the man who fell into the hands of robbers?"
34. Use single quotation marks to enclose a quotation within a quotation.
"You heard me say, 'I am going away, and I am coming back to you.' If you loved me...."
35. Commas and periods are **always** placed inside the closing quotation marks.
(See Rule #30: "note what follows." and examples for Rule #32.)
36. Semicolons and colons are **always** placed outside the closing quotation marks.
Say to wisdom, "You are my sister"; call understanding your kinsman.
The following are known as "the fruits of the Spirit": love, joy, peace, etc.
37. Question marks and exclamation points are placed inside the closing quotation marks if the quotation is a question or exclamation. Otherwise, they are placed outside the quotation marks.
God called to the man, "Adam, where are you?"
Why did Adam say, "The woman you put here with me- she gave me some fruit... and I ate it"?

Study Hall Standard

1. Students are not allowed to talk or have any form of communication with one another.
2. Students must come to the study core prepared with all materials, books, etc.
3. Students may not leave their seats without permission.
4. Students must have a proper pass to go from one room to another. The pass must originate with the teacher to be visited and must be obtained by the student prior to coming to study core.
5. Students who come unprepared may be given “extra” work as incentive to be prepared for study.

Do what is most necessary and valuable first.

(The study options below are listed in general order of priority.)

Regular Course Work

- Do homework due today.
- Do homework due tomorrow.
- Do homework with any due date this week.
- Do past-due work, including that missed during an absence. (See your teacher for catch-up work if you have been absent or out of class.)
- Do test corrections, even if not required.
- Work on long-term assignments. If you cannot proceed with the next step in the assignment, you might look ahead and find other steps of the assignments you can work
- Do housekeeping chores. (See *Organization* section.)

Regular All-School Work

- Write your weekly or monthly letter.
- Learn your Bible memory; write out.
- Read your book or having read it-do your next book report.
- Work on this year’s science fair project.
- Work on next year’s science fair project.
- Write your next Headmaster’s Oration.

Anticipatory Course Work

- Read ahead in your math book; do problems if you know what will be assigned.
- Read ahead in your literature book, or other course book.
- Star or otherwise mark papers you intend to keep after the course is done.

Study for Courses

- Read your course notes, and any other course materials.
- Recopy notes (in order to familiarize yourself with the material).
- Make an outline or summary based on your notes.
- Reorganize and paraphrase information from handouts or in textbooks.
- Implement personal quizzing methods.

Study for Further Edification

- Read the Bible.
- Memorize verses.
- Paraphrase Bible memory; write an application to your life.
- Read the dictionary.
- Read another edifying book of your choice. Consider fiction and non-fiction, poetry and prose.
- Memorize a poem or soliloquy (a soliloquy is a one-character passage

Creative Projects

- Write a poem, play or story.
- Draw a picture.
- Plan a city; design a building or other structure.
- Create a crossword or other puzzle.

Organization, Maintenance and Beautification

- Write a priorities list for school work you intend to complete during your present study time, or in the near future.
- Organize your notebooks.
- Redo dividers and title pages, or embellish them where helpful.
- Add dividers for needs that arise: a *Personal* or *Miscellaneous* divider, or some more specific divider(s) for sheets that don't yet fit into your notebook system.
- File the unfiled; re-file the misfiled; label the unlabeled and mislabeled. Be sure to check the pockets of your notebooks, and your backpack for papers. Next time you are at your locker, reclaim any papers that have been misfiled there. Make notes of missing material.
- Discard unnecessary papers.
- Add hole reinforcements to pages.
- Recopy notes (in order to increase neatness and organization). This especially applies to sloppy or torn pages.
- Illustrate your notes for classes where this is allowed.
- Highlight or otherwise mark your notes to identify key information; OR, if you want to go further...
- Color-code your notes with a highlighter, so you can easily find information on key topics you choose. (For instance, in your Bible notes, yellow-highlight material on *purity* if you intend to write an essay on that topic and blue-highlight material on which you know you will be tested.)
- Create new notebooks to store old course work—a general *Literature* notebook, a *Science* notebook, etc.—to house those reference materials that will continue to benefit you.
- Coordinate your calendars. If you have a personal calendar, add to it dates from the *Beacon*, RenWeb and your assignment cahier. To your assignment cahier, add notes of events (whether Dayspring Christian Academy or personal) that will compete with homework, so you can plan ahead. You might also note holidays and early dismissals.

Non-Academic School Work

- Brainstorm ideas for class fundraisers. Outline all aspects to present to your class.
- Do any Student Senate or committee work.
- Choir and band members, study your music.
- Ask your teacher whether they have a task for you to do that would be helpful to them.

Word Study – The 4 R Process of Biblical Reasoning

The Principle Approach

“It is the glory of God to conceal a matter, but the glory of kings is to search out a matter.” Proverbs 25:2

When used diligently and seriously, this method will produce superior understanding of any subject or word from a Godly, biblical perspective.

Tools needed:
The Bible
Webster's 1828 Dictionary
Exhaustive Concordance
Optional: Bible Commentary

Procedure

Research

1. Choose a **word or term** that you would like to understand from a biblical perspective. Write out the definition of the word using Webster's 1828 Dictionary. If the word is not in the Webster's 1828, choose a synonym. A thesaurus may be helpful.
2. Write out a few **Scripture references** that **illuminate** the meaning of the word. Don't just pick a verse because the word is in it.
3. Underline the **key words** in the definition of the main word. Key words are words that are important in helping to explain the main word. Pick as many key words as you like. The more extensive your study, the greater the biblical perspective you will gain. (You can even go to the next level and define key words of the key words!)

Reason

4. Write out the definition of each underlined key word from Webster's 1828 Dictionary.
5. Write out a few **Scripture references** for each key word underlined. Again, be sure that the references present the word (or a synonym) in the proper context. Don't just find a verse that uses the word if they don't fit your study.

Relate

6. **Reflect** on the definitions and Scriptures you've written down concerning the main word and its key words. **List the truths or principles** you can now identify as you reason from God's perspective on the subject.

Record

7. Based upon your research and reasoning in the above six steps, write **your own definition** of the main word. Be sure to say it so that you fully understand the definition and can use it! This is called an "operational definition." It should demonstrate your **biblical world view**.
8. Write a summary paragraph which demonstrates how you can **apply** the main word to your own study or life. This also will express your **biblical world view**.

Writing Standard

Homework Assignments

Grading:

Assignments will be graded on this basis:

Content, composition, and all other requirements, including MLA citations: 100%

Points may be deducted:

Grammar and spelling up to 10% of the grade

Neatness: up to 5% of the grade

Content and Composition: Has the student met the full requirements of the assignment and organized well (including paragraph divisions, introduction, body, and conclusion)?

Grammar and Spelling: Has the student used punctuation, capitalization, spelling, and complete sentences correctly?

Typically, ½ point is deducted for each:

- use of fragment or run-on sentence,
- misspelling of any word,
- missing end mark,
- not capitalizing the first letter of the first word in each sentence.

Typically, ½ point is deducted for all other errors

Neatness: Is the work legible and indicative of good effort in presentation, with capital letters clearly distinguished from lower case letters? Is it written in cursive?

Rewriting Assignments:

Penmanship: All illegible or barely legible work **MUST** be rewritten within three days.

Errors per page:

September: Errors will be circled by teacher. [Note: Teachers may require students to keep an ongoing “Correctory” page for each subject, to be filed in the HWNB. The student will date and record corrections that the teacher has noted. He will then turn this page in with each assignment, giving the teacher an opportunity to look for recurring errors. This may be a year-long process.]

October: The student must rewrite any page with **7** or more errors.

November: The student must rewrite any page with **5** or more errors.

Thereafter: The student must rewrite any page with **3** or more errors.

The original and the rewritten work must be turned in within three school days. If not, lunch detention may be issued and grade-lowering may occur, in accordance with the Homework Assignment Standard.

Tests

Answers must be written in complete sentences, unless otherwise indicated. Other test requirements will be noted by the teacher.