

**Dayspring
Christian Academy**



**2011-2012
Student Handbook**

Table of Contents

Arrival	- 3 -
Attendance.....	- 3 -
Backpacks.....	- 3 -
Computer Technology.....	- 4 -
Daily Schedule - Upper School.....	- 4 -
Detention.....	- 4 -
Dismissal.....	- 5 -
Drop-Add Period.....	- 6 -
Emergency Procedures.....	- 7 -
Expulsion Policy.....	- 7 -
Social Networking Policy.....	- 8 -
Extracurricular Activities.....	- 9 -
Fundraising.....	- 10 -
Grades.....	- 10 -
Hall Passes.....	- 10 -
Honor Roll.....	- 10 -
Leaving the Building.....	- 10 -
Library/Media Center.....	- 10 -
Lockers.....	- 11 -
Medication Policy.....	- 11 -
Music.....	- 12 -
Plagiarism Policy.....	- 12 -
Preparedness for Class.....	- 12 -
School Bus Policy.....	- 12 -
Standards.....	- 13 -
Acceptable Use Policy.....	- 13 -
Assignment Standard.....	- 14 -
Backpack Standard.....	- 14 -
Book Report Format.....	- 14 -
Capitalization Standard.....	- 15 -
Map Standard.....	- 16 -
Notebook Standard.....	- 16 -
Punctuation Standard.....	- 17 -
Study Hall Standard.....	- 19 -
Word Study – The 4 R Process of Biblical Reasoning.....	- 21 -
Student Driver Policy.....	- 22 -
Student Visitation.....	- 22 -
Stewardship of our Building and Property.....	- 23 -
Suspension Policy.....	- 23 -
Tardiness.....	- 23 -
Telephone Use Policy.....	- 23 -
Uniform Policy.....	- 24 -
Alma Mater.....	- 30 -
Pledges.....	- 30 -

Dear Students,

For those of you who are returning students, welcome back! I hope that the Lord has renewed you during this summer and fixed upon your hearts a fresh vision for this school year. For those of you who are new students, it's exciting to have you join the family here at Dayspring Christian Academy.

I am pleased to be able to place this Student Handbook in your hands for several reasons. First, it is our desire to keep you informed rather than in the dark concerning those things to which you will be held accountable. It is also a quick and ready reference that will help answer many of your questions.

Every civilized society has rules which govern its citizens. Our hope is that the policies contained in this handbook will point you to a clear path concerning the ordering of your days here at school so that you may enjoy the greatest liberty available to a self-governing individual. Of course, the best government exists only when it is based on the consent of the governed. That's you! Your consent is vital to the success of your school year and to the overall atmosphere of the entire school.

I pray God's richest blessings on you this year as you face the many challenges that the Lord has laid out for you. As the year goes on, remember that we are not directed by circumstances, but by the spirit of the Living God . . . if we allow Him to direct us. Let this year be a walk of faith for you, knowing that God is in control.

Serving You in Christ,

Mr. Keith Felizzi
Principal

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. A verbal or written excuse is required within three (3) days of each absence or the absence will be considered unexcused. After three (3) days it will be marked unexcused unless there is a written excuse or phone call. 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.

Backpacks

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. With that in mind, backpacks are used within the following framework:

Hallway Usage

1. Be aware of space limitations in the hallway while wearing backpacks. Be careful not to hit others with your backpack.
2. Respect others' backpacks.
3. Be good stewards of your backpack.
4. Backpacks must be stored inside the locker assigned to the student.

Classroom Usage

1. Backpacks should not hinder anyone from circulating within the classroom.
2. In keeping with our Biblical standards of purity, backpacks should be a reflection of Christ's standard for each of us. (Philippians 4:8)
3. Classroom guidelines are established by individual teachers.

Chapel

Students should enter chapel with an attitude of expectancy and reverence. Therefore, upon entering, students should end all conversations and either join into worship or sit quietly in prayer until all students have arrived. Students should come prepared with their Bibles.

Computer Technology

Students at Dayspring have access to computers during classes as long as they have read and signed the Acceptable Use Policy.

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

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. Three 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.
- **Lunch Detention takes precedence over any other activity.**

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.**

Discipline Policy

The following guidelines will be followed at Dayspring Christian Academy to promote and maintain good discipline and self-control within the student body.

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.”

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.

Proverbs 10:9 regards our actions:

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

Class Conduct

At DCA the teacher governs a class under the direction and leading of the Holy Spirit. Students are expected to submit themselves to the governing authority in their classes operating under the principle of Christian self-government.

Dayspring Christian Academy Constitution

We, the students of Dayspring Christian Academy, in order to encourage unity throughout the school, maintain order, reflect the light of Christ in our community, and foster an environment of learning, do ordain and establish this constitution. This document demonstrates our agreement to strive for the mastery of the following principles through the power of the Holy Spirit.

1. In striving towards godly character, we will
 - act in a manner worthy of the Gospel of Christ (Philippians 1:27)
 - pursue excellence in every area of school, work, and life in general (Ecclesiastes 9:10, 1 Thessalonians 5:22, 23)
 - demonstrate self-government in consideration of others (Titus 3:2)
 - develop the Fruit of the Spirit in our hearts and lives (Galatians 5:22, 23)
2. In regard to authority, we will
 - respect the authority granted to the Dayspring staff by God and our parents (Romans 13:1-7)
 - submit to those in authority over us (Hebrews 13:17)
3. Concerning our brothers and sisters in Christ, we will
 - honor our fellow students, considering others more important than ourselves (Philippians 2:3, 4)
 - encourage one another in sincere love (Hebrews 3:13)
 - keep peace with one another at all times (2 Corinthians 13:11)
 - use our individual gifts to serve one another in love (Romans 12:6-8)
5. Grateful for the property we are stewards of, we will
 - maintain our personal belongings
 - treat the possessions of others with respect

Dismissal

At 3:00 p.m., all students will be dismissed. All students are required to move quickly to their dismissal area and leave the building at dismissal time.

Drop-Add Period

Upper school students may drop or add a course to their schedule prior to the third Wednesday in September. Parental and Administrative permission is required. A form is available from the office. Withdrawal from a course after this date will result in a “Withdraw Passing or Failing” grade on report card and transcript.

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 players, 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 naive 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, MP3 players 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 office area, and then return it immediately to their locker. Cell phones will not be permitted to be used anywhere in the school other than the office area 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, MP3 players 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-Pods 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.

Emergency Procedures

In order for us to be ready to evacuate all students and school personnel from the school buildings because of fire or some other emergency, the following plan guarantees complete evacuation of the school buildings in a matter of minutes. Teachers will discuss the role of the students in case of an emergency.

- The fire alarm is a continuously ringing bell.
- Upon the sounding of the bell, the class will be directed to immediately exit the building according to the mapped out route posted in each classroom.
- Students will regroup in the designated area outside the building.
- Students are to exit and re-enter the building in a silent, orderly fashion.
- Drills will be conducted periodically throughout the year.
- Tornado drills will be announced over the PA system.
- Fire and Hazardous Material drills will be by alarm.
- Intruder drills will be announced over the PA system.

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.

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.
- Bullying and verbal, physical, or internet threats are suspendable offenses that could lead to expulsion.
- Possession of or using alcohol, drugs, or weapons on school property or at school-sponsored functions are suspendable offenses 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.

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 Policy

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.

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. Negative evaluations of effort or attitude will result in continued ineligibility for participation.

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, while students in grades 6-8 may join the middle school choir. Students in grades 9-12 who excel in musicianship will have the opportunity to audition for 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.

The 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.

Fundraising

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 on-site event per school year and only with prior approval no later than 60 days prior to the fundraising event.

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.

Grading Scale

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

Hall Passes

All students are issued their own discretionary hall pass at the beginning of each trimester. This pass should be primarily used as a bathroom pass during class. This pass should not be used to cover up a character flaw such as forgetfulness. Students should know that it is at the teacher's discretion to allow a student to use his/her pass. During study halls, students do not need to use their own pass for bathroom or locker use – the classroom passes may be used. Passes must be filled out using ink. Passes are not to be shared with other students. If you lose your pass, replacements **will not** be given. Students must have a pass whenever they are in the hallway during a class period. The pass must come from the originating teacher. Students may not ask their study hall teacher to go to another teacher to get a pass. They must obtain the pass before entering study hall. Students will be issued library and computer passes at the beginning of each trimester to be used during a study hall to give them access to the library and computer lab for research. Students will have their study hall teacher sign the pass. Upon entering the library and computer lab, students will give their pass to the teacher. Students must have their pass signed by the librarian before they leave the library unless it is the end of the period. **The librarian may not allow a student to use the library, for a limited period of time, if the student does not follow the rules of the library.**

Honor Roll

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

Leaving the Building

Students must remain in the space that has been leased by Dayspring unless there is a staff escort or specific written permission has been given. Students may not leave the school building grounds without express permission from the principal or his designee.

Library/Media Center

The library exists for the purpose of expanding a student's love for reading and one's knowledge base and for quiet research. It can also be a place where one can find quiet in a busy school. With this in mind, it is important to establish guidelines for students while using the library.

- The library is a silent place, one that is conducive to reading, research and study.
- The library is not a substitute for study hall.
- Students are to come with a purpose, i.e. research, book selection, reading of periodicals, use of the computers, or for an assigned study hall.
- Study halls assigned to the library will follow the study hall standard.
- Students, on occasion, will be allowed to work quietly in groups providing they have a pass from the assigning teacher of the project and permission of the librarian.

The library will observe the following guidelines concerning checkout and return of books.

- Students will be issued a library pass at the beginning of each trimester to be used during a study hall to give them access to the library. Students will have their study hall teacher sign the pass before going to the library. Upon entering the library, students will give their pass to the librarian. Students must have their pass signed by the librarian before they leave the library unless it is the end of the period. **The librarian may not allow a student to use the library, for a limited period of time, if the student does not follow the rules of the library.**
- No books or materials may be taken from the library without being checked out.
- Any monies paid for lost library books will not be reimbursed once the book has been replaced.

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.**

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 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.

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 and students 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

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 of performance or music are suitable. Parents and students 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

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, that will honor and glorify God, edify believers, and hold to the highest standards of musical achievement.

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 a 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 student’s cumulative 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.

Preparedness for Class

Students are expected to come to all classes prepared with all supplies, ready to work. Each student is expected to have the contents of the supply list that was sent home over the summer in every class.

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 or his designee 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.

Standards

Acceptable 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 that 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.
 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.

- 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

- 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.
- The *Glossary* subsection of each subject is to be set up as follows:
 - The word or term to be defined is written, starting at the red margin line.
 - 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.
 - 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

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

III. Format

- All notebook pages are to have the following heading:
Full Name - Grade
Instructor

Date
Subject/Subsection

Title

Punctuation Standard

Section 6: End mark punctuation

- Use a (.) for the end punctuation of a sentence that makes a statement.
God is love.
- Use a (?) for the end punctuation of a sentence that asks a question.
Where will you spend eternity?
- Use a (!) for the end punctuation of a sentence that expresses strong feeling.
There is no one like our God!
- 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

- 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*
- 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

- Use a comma to separate the city from the state or country.
I will go to Plymouth, Massachusetts. He is from London, England.
- 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

- Use a comma to separate words or phrases in a series.
Jesus is the Way, the Truth, and the Life.
- 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”?

Adapted from Shurley Instructional Materials and Warriner’s English Composition and Grammar

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 hall 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 maybe 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 on which 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

Record Relate Reason 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!)
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.
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.
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 lowercase 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.

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 parking lot. Students will be required to park in a designated area.

Student Visitation

Non-Dayspring students may visit under the following conditions:

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

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

Stewardship of our Building and Property

God calls each of us to manage well the things He has given for our use. Students should care for the facility in such a way as to bring glory to God. Therefore,

- Lockers should be kept neat, clean and orderly.
- Bathrooms and hallways should be kept clean and free from obstructions.
- Defacing or abusing property in any way is unacceptable.
- No gum chewing.

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. This is considered as an **unexcused absence**; therefore, no credit is given for work, unless waived by 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.**

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).**

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.

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: *And whatever you do or say, do it as a representative of the Lord Jesus, giving thanks through him to God the Father. (NLT)*

Purpose for a Dress Policy 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:

- 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 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...

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); and
4. 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.

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.