

# Dayspring Christian Academy

## Family and Student Handbook



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

120 College Avenue  
Mountville, PA 17554  
(717) 285-2000

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## A Letter from the Headmaster

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

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

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

You might wonder what all of that has to do with a school in the 21<sup>st</sup> century. It has everything to do with it because we have so much to lose. In fact, we’ve already lost so much. Over thirty years ago the Lord planted the vision to found this Principle Approach school in my heart. Those early years were spent in re-educating myself and Dayspring’s founding staff in America’s Christian history--something we had never learned growing up in our public schools. The more we studied, the more we began to uncover and realize the beautiful pattern of classical, Biblical education that so characterized our past. How can we accept anything less for our own children and grandchildren?

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

We, as American Christians, must repair the breach that has grown in public and private morality, if we do not restore the ability to think and reason Biblically, we will not be able to lead others out of the darkness that results from human philosophy. I’m so glad you have thrown down the gauntlet with us here at Dayspring Christian Academy. Together, we can reclaim what the enemy has stolen in the education arena. Thank you for allowing us to partner with you in raising your children to be effective leaders for Christ. Be strong and of good courage!

God bless you and God bless America!

A handwritten signature in cursive script that reads "Mike Myers".

Dr. Michael R. Myers, Headmaster

## The Dayspring Logo and School Emblem

### The Scripture

“...whereby the Dayspring from on high has visited us, to give light to them that sit in darkness and in the shadow of death, to guide our feet into the way of peace.” Luke 1:78-79

Dayspring Christian Academy is named in honor of the Lord Jesus Christ. Through a unique confirmation, it became apparent that Luke 1:78-79, and the name of Dayspring, were to identify this school publicly. Jesus came to give light and guidance. In like manner, it is the ministry of this school to restore the light of Biblical reasoning, guiding a generation back to the godly path.

### The Dayspring Christian Academy Logo

The Dayspring Christian Academy logo was designed to reflect the mission of our school. The symbol of the sun at the center of the logo was retained from the school’s original logo. It represents the Dayspring from on High (Luke 1.78)

This symbol is also designed to bear additional meaning, including:

- A compass that points to our one True North, Jesus Christ.
- Additionally, it is designed to bear the image of the crown of the Statue of Liberty reflecting our mission of restoration.

Each ray of the sun, each point of the compass, or each point on the crown represents an element of our mission.

- The first and central point: Develop the Lordship of Jesus Christ in every area of life
- Develop a biblical worldview
- Excellence in scholarship
- Excellence in character
- Restore the biblical foundation of America
- 



## The Warrior

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

# Profile of



# DAYSPRING

CHRISTIAN ACADEMY

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

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

*Luke 1:78-79*



## Introduction

Learning is commanded by God to be a full-time spiritual discipline where something of value is produced by the learner<sup>1</sup>. In addition, learning must be of Biblical origin<sup>2</sup>; accomplish a Biblical purpose with all diligence<sup>3</sup>; and use a Biblical methodology<sup>4</sup>. Furthermore, parents are ultimately responsible for educating their children. In delegating authority to teachers to assist in this process, there must be shared ownership and unity of purpose<sup>5</sup>. To that end, it is the purpose of Dayspring Christian Academy to provide a sound academic education within the framework of the Christian view of God and the world.

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

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

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<sup>1</sup> Romans 12:2; Joshua 1:7-8; Luke 19:11-27

<sup>2</sup> Proverbs 2:1-6

<sup>3</sup> II Timothy 2:15-21; 3:16-17

<sup>4</sup> Psalm 1:1-2

<sup>5</sup> Proverbs 22:6; 6:20--23; Deuteronomy 6:1-9

## Statement of Faith

We believe that there is one triune God eternally manifested in the person of God the Father, God the Son, and God the Holy Spirit<sup>6</sup>.

We believe the Bible is the absolute Word of God and the final authority of the believer<sup>7</sup>.

We believe in Jesus Christ, the only begotten Son of God<sup>8</sup>, who was born of a virgin<sup>9</sup>, lived a totally blameless life<sup>10</sup>, died for our sins<sup>11</sup>, rose victorious over Satan<sup>12</sup>, and now sits at the right hand of the Father until His imminent return<sup>13</sup>.  
Luke 1:27

## Philosophy of Education – The Principle Approach

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

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

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<sup>6</sup> Matthew 28:19

<sup>7</sup> II Timothy 3:15-17

<sup>8</sup> John 3:16

<sup>9</sup> Matthew 1:23

<sup>10</sup> II Corinthians 5:21

<sup>11</sup> Philippians 2:8

<sup>12</sup> Colossians 2:15; Mark 16:6

<sup>13</sup> Acts 1:11; Revelation 22:20

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

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

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

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

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

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

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

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

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

## Dayspring Commitment

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

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

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

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

## History and Vision of Dayspring Christian Academy

Dayspring Christian Academy was established in 1987. The purpose was to fill a need for quality Biblical Christian education with a classical emphasis. Dayspring Christian Academy began with a combined 4-year old and 5-year old kindergarten program with a total of 10 students. Over the years, the school has expanded through the elementary grades, completing the high school grades in the fall of 1995.

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

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

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

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

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

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

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

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

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

### The Christian History of Dayspring Christian Academy

1984	1987	1990	1992	1996	1997	2000
Principle Approach Seed Planted in Mr. Myers.	Founding of Dayspring	Association with Stonebridge Schools/ Christian Academy.	Expansion to N. Duke St.	1st Graduating Class F.A.C.E.	Acquisition of Pearl Street Building.	Role as a Demonstration School Expands. 50 staff members.
2001		2003		2004		2005
Dayspring incorporates as an independent educational institution. Expands to East Campus located at Burle Business Park Grades 5-12.		DCA consolidates Grades DK-12 in East Campus at Burle Business Park.		Sale of our Pearl St building.		Expansion into old Thompson area.
2006-07	2007		2010		2016-17	
Dayspring celebrates its 20 <sup>th</sup> year. Expansion into former Credit Union area	Land Search and Capital Campaign Committees Established		Dayspring moves to Mountville, PA		Dayspring celebrates 30 <sup>th</sup> School Year! School Board Facilities Committee reinvigorated	

## **Structure of the School**

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

### **The Corporate Structure**

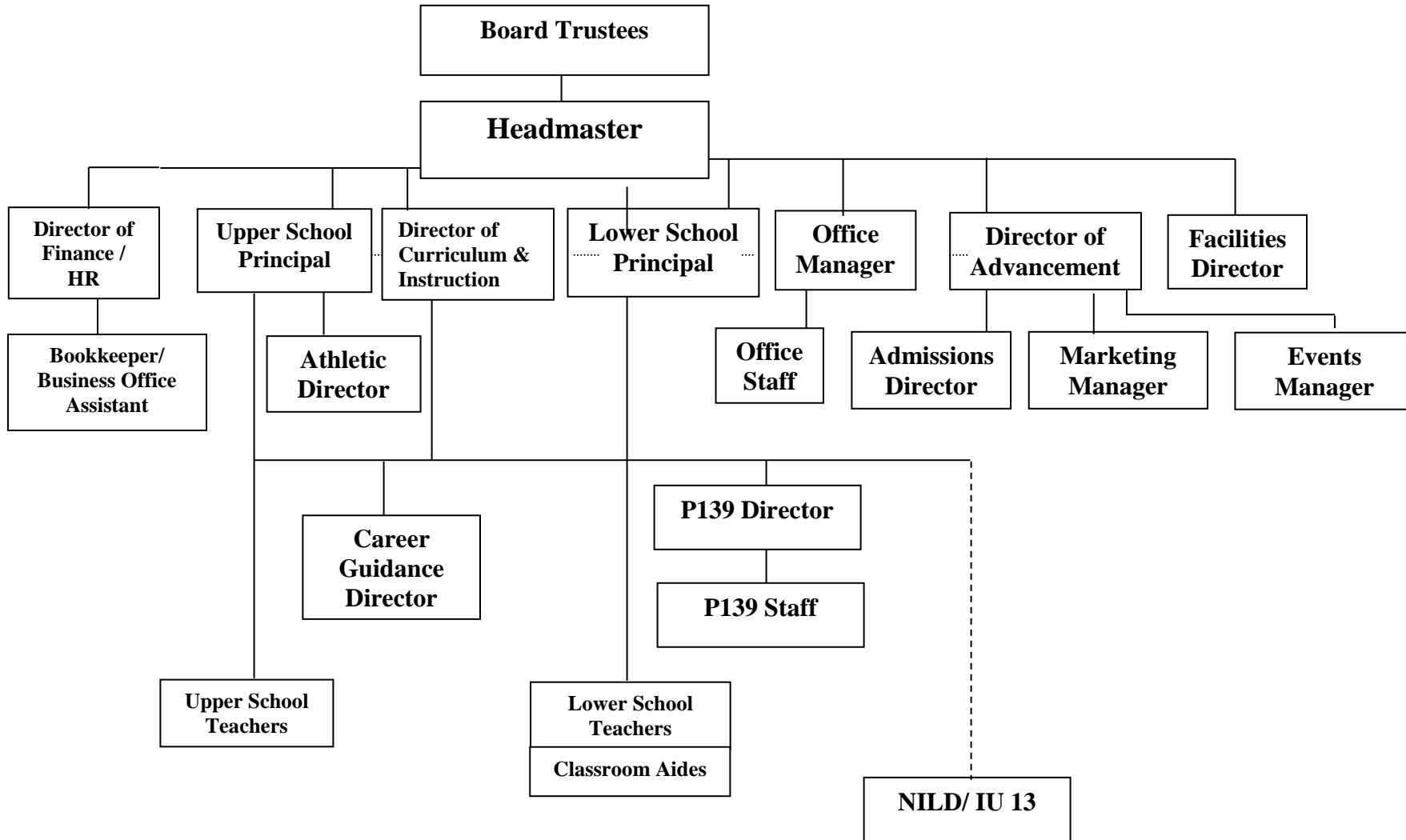
Dayspring Christian Academy exists as a 501(c)(3) organization and is incorporated as an educational institution under the governance of its Board of Trustees and administered by the Headmaster.

### **The Board of Trustees**

The Board of Trustees is the primary governing body of Dayspring Christian Academy. The board sets policies for the governance of the school, which are implemented by the Headmaster.

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

# Organizational Structure





## **Faculty**

### **Qualifications:**

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

**Primary Roles of Administration and Office Personnel**

Admissions Director Mrs. Karol Hasting	Student Enrollment/Open Houses/Visitation and Tours/Maintains Enrollment –Related Statistics
Athletic Director Mr. Kody Godsey and Mr. Caleb Onasch	Oversight of athletic program to include facilities management, athlete eligibility, coaches, and scheduling.
Bookkeeper/Business Office Assistant Mrs. Cheryl Eberly	Tuition Management/Accounts Payable/Accounts Receivable
Career Guidance Director Mrs. Maria Russo	Student Career Guidance/College Admissions/College Entrance Exam Preparation/Scholarship Research/Apprenticeship Program/Study Skills
Director of Advancement Mrs. Joanne Martin	Supervises Activities and Personnel associated with Admissions, Public Relations, Marketing, Fund Development, Friend Raising, Donor Cultivation/Database-and Gift Records/Grant Writing/ Alumni Relations
Director of Curriculum and Instruction Mrs. Donna Hurley	Academic Affairs/Teacher Supervision/Oversee Transcripts/Graduation Credits/Student Course Selection/Student Testing/IU and School District Liaison/Placement
Director of Finance and Human Resources, Technology Oversight Mr. John Riddell	Financial Records/Business Activities/Tuition Scholarship Program/School Budget with Headmaster/Human Resources / Technology Liaison
Events Manager Mrs. Lisa Becker	RASS Coordinator/PCD Coordinator/Awaken Magazine
Headmaster Dr. Michael Myers	Spiritual and Instructional Leader of the School/Chief School Administrator/Teacher Supervision/Budget Management/Requisitions
Lower School Principal Mrs. Delinda Henry	Lower School Student Discipline/Teacher Supervision/Grade Level Meetings/Schedules and Duties/
Marketing Manager Mrs. Jillian Diffenderfer	Public Relations/Marketing /Website/Social Media
Office Manager Mrs. Karen Johnson	Incoming to Office from Faculty/Supervision of Office Personnel/Headmaster Schedule/General School and Office Procedures/Leave of Absence Management/Cumulative Records/Bus Transportation Coordination / Renweb oversight
P139 Director Mrs. Leslie Schmucker	Oversight of Individualized Academic Support for Students and Faculty/Prepares Program Parameters for Students Involved in the Program/Supervises Support Faculty/Maintains Program Records/Communicates with Parents
Upper School Principal Mr. Dan Stone	Upper School Student Discipline/Teacher Supervision/Schedules/Duty Assignments/Oversees Athletic Director

# Admissions

## Policies and Procedures



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

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

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

## Enrollment

### Enrollment Procedures

1. **An application for enrollment is to be completed by the parent(s) or guardian(s) of all pupils who want to attend Dayspring Christian Academy.** Additionally, students applying for acceptance into the Upper School (grades 6-12) for the first time must complete a student application.
2. **Upon receipt of an application for enrollment, immunization records, and the appropriate registration fee, a personal interview will be held with both parents, single parent, or guardian(s) and the Upper School student(s) to be enrolled.** This interview will be conducted by an Admissions Committee established by the Admissions Director. Additionally, parents are required to attend an orientation.
3. **Parents will be informed of tentative approval upon conclusion of the interview.** Enrollment is completed only when all of the requirements listed in item four (following) have been met. A formal letter from the Headmaster will confirm final enrollment status.
4. **When entering Dayspring Christian Academy for the first time, the following are required:**
  - a. Enrollment Application
  - b. Registration Fee
  - c. Official documentation of all required immunizations or Letter of Exemption
  - d. Placement test for all students enrolling in grades 1 through 12 (completed at the school)
  - e. School Readiness Test (only for first time Kindergarten students)
  - f. Student Application (grades 6-12), which is completed by the student as part of the online application process, or after the school receives a paper application.
  - g. Copy of the child's most recent report card, standardized achievement tests, and any specialized testing (i.e., psychological and speech testing).
  - h. Physical examination by a physician of your choice for all students entering PreK or Kindergarten, sixth grade, and eleventh grade, and all homeschooled students.
  - i. Homeschoolers must provide most recent evaluation and achievement test scores
5. **Only families who have completely finished the enrollment process are eligible for tuition assistance.** Upon completion of enrollment, contact the business office for tuition assistance application information. Tuition assistance scholarships are based upon the availability of funds and need.
6. **When parents receive their acceptance letter from the headmaster, their children are enrolled into the school.**

## Enrollment Requirements

### Enrollment Requirements

#### 1. Spiritual

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

#### 2. Academic

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

#### 3. Age

- a. A child must be four (4) years old on or before September 1 to be enrolled in the Pre-Kindergarten for that year. A PreK student must be potty-trained and able to communicate in English.
- b. A child must be five (5) years old on or before September 1 to be enrolled in the Kindergarten for that year.
- c. The age of an enrolling student shall be within two (2) years of the typical age of his designated class.
- d. Exceptions to the age specifications will be made by the Headmaster only when readiness scores and academic records indicate the need.

#### 4. Placement

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

## 5. Parental

By joining the Dayspring Christian Academy family, each parent accepts certain responsibilities. Without parental involvement in the following basic ways, DCA would not be able to uphold its commitment to provide a quality learning environment:

1. Attend the Welcome Back Family Orientation.
2. Attend the Meet the Teacher Night (K-fifth graders).
3. Attend the fall Parent-Teacher Conference.
4. Participate actively in the all-school fundraisers (e.g., sub sales, Serve for Education).
5. Engage in the annual Towne Meeting (online).
6. Attend high school Guidance meetings.

### **Upper School Enrollment (grades 6-12)**

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

\* Exceptions to this requirement may be granted by the School Board and Headmaster.

### **Late Enrollment**

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

Enroll before November 1 = full tuition

November 1 – end of second marking period = 80%

Parents may not enroll students after the beginning of the third marking period without approval from the School Administration. Tuition will be prorated should enrollment be approved.

## Withdrawal from Enrollment

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

### **Withdrawal Policy**

<u>WITHDRAWAL DATE</u>	<u>TOTAL TUITION DUE</u>
March 1 through May 31	\$150 withdrawal fee
June 1 until the first day of school	25% of full tuition
During the First Quarter	50% of full tuition
After the First Quarter	100% of full tuition

IMPORTANT: The Withdrawal Policy applies to all newly-enrolled families that completed the enrollment process (received their acceptance letter from the Headmaster) and to all returning families. The early withdrawal penalty is based on full tuition.

## **Continuous Enrollment**

Dayspring Christian Academy is a Continuous Enrollment school, meaning that, after acceptance, children return to Dayspring year after year without completing lengthy re-enrollment forms and paying a re-enrollment fee. Your child will return to Dayspring year after year unless parents communicate otherwise to the school.

If parents decide that their child's time at Dayspring has come to an end before graduation, please note the following:

- Send an e-mail to the admissions office ([khasting@dayspringchristian.com](mailto:khasting@dayspringchristian.com)) that you are withdrawing your child or children for the coming year.
- Communicate to the admissions office by the last day of February to avoid the withdrawal penalty.
- If you withdraw your child or children after March 1, understand that the school's Withdrawal Policy will be enacted.

Dayspring recognizes that family plans change. For unique circumstances, such as the following, families disenrolling after the deadline will be exempt from the tuition penalty:

- Moving/relocating 40+ miles from Dayspring Christian Academy.
- Educational needs for the child can no longer be met at Dayspring Christian Academy as determined by Dayspring's Administrative Student Services Team.
- Disenrollment at the request of Dayspring Christian Academy.
- Other circumstances as approved by the Board of Trustees.

## **Delinquent Tuition Policy**

- A. Tuition payments are due on the assigned due date. If your tuition account becomes 10 days in arrears, you incur a **\$30.00** late fee. In addition, you will incur a charge of **\$30.00** for every check or payment returned due to insufficient funds or cancellation. Dayspring will send a statement or notice to the responsible party. **(Important: Reckoning begins on the selected assigned due date.)**
- B. If your tuition an account becomes thirty (30) days in arrears, you (the parent or responsible party) must contact the Business Office to explain the delinquency and submit in writing your plan to repay the delinquent tuition amount. If you (the parent or responsible party) do not contact the Business Office and setup a payment plan approved by the Business Office, parent and student access to Renweb will be withdrawn, including access to report cards.
- C. If your tuition account becomes sixty (60) days in arrears, you (the parent or responsible party) must submit a payment plan to the Tuition Assistance Committee for the delinquent tuition amount, as well as your payment plan for tuition payments for the remainder of the school year. The payment plan must be approved by the Business Office. Parent and student access to Renweb will be maintained as long as the approved plan is followed. If the plan is not followed, the student(s) will be removed from the school's enrollment.
- D. If your tuition account becomes 60 days in arrears or older *and* the conditions of Article C have not been met, your student(s) will be removed from the school's enrollment.
- E. Any enrolled student whose outstanding balance has not been paid in full by June 15 will forfeit his or her enrollment in the event that the space is needed by a new enrolling student.
- F. You (parent or responsible party) must pay any and all past due tuition by mid-August, before the Welcome Back Family Orientation. If you do not, your child(ren) will be removed from the school rolls.
- G. With the exception of health records, no other school records, transcripts, or diplomas will be released to the family or any institution until all tuition, fees, and charges have been paid in full.
- H. Families that withdraw early forfeit their tuition assistance (TA). The early withdrawal penalty requires that you pay the remaining tuition without the TA discount applied. Full payment is due.

## **Financial Aid Policy**

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

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

1. Request the financial aid link from the Business Office.
2. Fill out the Financial Aid Application online for the current school year.
3. Mail a complete copy of your W-2 forms and any other tax information. A family must be completely verified, having submitted all of their completed paperwork in, before they can be eligible for financial assistance.



4. Submit completed forms, with the application fee, to FACTS Tuition Aid online.
5. A family will be contacted regarding the amount of financial aid awarded after the results of FACTS analysis are reviewed by the Tuition Assistance Committee.
6. Any family with a delinquent account and has not submitted a payment plan, is not eligible for Tuition Assistance.
7. Any family with a delinquent account that has a payment schedule, but is not current with that plan, will not be eligible for Tuition Assistance.
8. Parents who receive tuition assistance and elect to pay the remaining balance in full are not eligible for prepayment discounts.
9. If a family withdraws, they are then responsible for the entire tuition, not just the tuition discounted amount.

Please be assured that personal financial information will be kept strictly confidential. Only the school's Director of Finance and the Tuition Assistance Committee will have access to parental financial information

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

## Family Referral Discount Policy

Dayspring's family referral policy is available to any enrolled family who successfully recruits another family for enrollment into the school. The referral discount is **\$300** for every new family enrolled as a direct result of your efforts, applied to your current year's tuition. You can recruit any number of families. Our goal is to attain full enrollment in all classes.

### Guidelines:

1. The current Dayspring family **must** have a Family Referral Form on file in the school office.
2. The name and address of the family that is being recruited for enrollment into the school **must be listed** on the Family Referral Form **before** the new family enrolls.
3. You can add names to the list at any time throughout the school year by calling the Business Office with the information. DCA's Preschool Program is not eligible for the tuition referral.
4. If more than one Dayspring family refers a new family, the tuition discount will be equally divided among the referring families.
5. The new family must remain enrolled until the close of the first quarter for the \$300 payment to be disbursed. Tuition discounts will be applied in November. The new family and the referring family must be enrolled at time of disbursement.

### How credit is applied for a referral:

1. When a new family enrolls before the beginning of the school year, credit will be applied to your November tuition payment. If your monthly payment is less than \$300.00 per month, the discount will be divided in half and applied to both November and December. You will receive a payment notice informing you of the adjusted tuition amounts. If you paid your tuition in full, Dayspring will send a refund to you for the entire referral amount.
2. When a new family enrolls after the beginning of the school year, a discount will be given toward the following school year; the referral discount is given only if the new family re-enrolls for the next school year.

# Educational Program



President Lincoln reading to his son, Tad.

**Achievement Tests**  
**Courses: Middle and High School**  
**Curriculum**  
**Career-Tech Center (Vo-Tech)**  
**College Credit Policy**  
**Daily Schedule**  
**Outside-Classroom Activities**  
**Field Studies**  
**Goals/Lesson Plans**  
**Grades**  
**Grading Scale**  
**Graduation Requirements**  
**High School Summer Credit Policy**  
**Homework Policy**  
**Honor Roll**  
**P139 Program**  
**Library/Media Center**  
**Notebook Method**  
**Parent/Teacher Conferences**  
**Report Cards**  
**Retention**

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

## **Educational Program**

### **Achievement Tests**

Standardized achievement tests are administered annually each spring to evaluate student progress and the effectiveness of curriculum and instruction. A copy of the test results is provided to parents along with the final report card at the end of the school year.

### **Community Service Hours**

Matthew 5:14-16: *"You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven"* (NIV).

Beginning with the class of 2016, students have been required required to log a minimum of twenty-five (25) hours of community service between their entry into high school and the end of the second trimester of their senior year. Note: 8 hours of the 25 service hours may be for approved school-related activities.

Dayspring Christian Academy seeks to develop the servant character of Christ within the students by including a community service requirement for graduation. This requirement serves to encourage students to take part in restoring America to her Gospel purpose as they open their eyes, hearts, and hands to the needs and opportunities that are all around them and volunteer to assist community organizations and/or civil institutions or agencies (i.e., governmental or political) for at least twenty-five hours during their high school careers.

The objective is that the young people interact within their communities; therefore, activities that are designed specifically to impact the church community only, such as teaching Sunday school classes, helping in the nursery, leading worship in church, setting up chairs for the service, etc., while greatly appreciated and needful, are not included in the number of service hours required. Church-related outreaches into the community or world at large (e.g., missions trips) are eligible.

Students are responsible to document these hours and write a summary of their experiences on their community volunteer log sheets. Their service(s) must be acknowledged by the signature of the organization's supervisor, as well as by their parents and the Director of Curriculum and Instruction. Students may begin accumulating these service hours the summer after their 8th grade graduation. The required number of hours for high school graduation must be fulfilled by the end of the third quarter of the senior year.

**Course of Study**  
**Grades 6-12**

**Middle School**

<b><u>Grade 6</u></b>	<b><u>Grade 7</u></b>	<b><u>Grade 8</u></b>
Bible	Bible	Bible
Math	Math	Math
English and Literature	English and Literature	English and Literature
Latin	Latin	Latin
Earth Science	Life Science	Physical Science/STEM
Geography	Geography	Geography
American History (1800-WWI)	History of Civilization	PA History-Civics
Physical Education	Physical Education	Physical Education
Music	Art	Music/Art
Choir	Choir	Choir
Study Skills	Health	

## High School

Ninth Grade Courses	Credits
<b>Required Courses:</b>	
Bible: Christology	1.0
Biology	1.0
America Literature	1.0
Rudiments of America's History	1.0
Mathematics	1.0
Spanish Language: Level I	1.0
Physical Education	1.0
<b>Electives:</b>	
Choir	1.0
Computer Science I	0.5
Yearbook	0.25
Required Credits	7.0

Tenth Grade Courses	Credits
<b>Required Courses:</b>	
Bible: Christian Doctrines	1.0
Chemistry or Honors Chemistry	1.0 1.3
Literature and Composition or Honors Literature and Comp.	1.0 1.3
Spanish: Level II	1.0
World History or Honors World History	1.0 1.3
Mathematics	1.0
Logic	0.5
Rhetoric	0.5
<b>Electives:</b>	
Choir	1.0
Performance Choir	0.25
Computer Science I	1.0
Introduction to Art	0.5
Introduction to Music	0.5
Yearbook	0.25
Required Credits	7.0

Eleventh Grade Courses	Credits
<b>Required Courses:</b>	
Anatomy and Physiology or AP Biology	1.0 1.3
Apprenticeship	1.0
Bible: Hermeneutics	1.0
English Language Composition or AP Eng. Lang. Composition	1.0 1.3
US History or AP US History	1.0 1.3
<b>Electives:</b>	
Math (1.3 for AP math)	1.0
Art I or Music I or Spanish III	1.0
Choir	1.0
Performance Choir	0.25
Computer Science I	1.0
Required Credits	7.0

Twelfth Grade Courses	Credits
<b>Required Courses:</b>	
Bible: Worldviews	1.0
History: Economics	0.5
History of Christianity	0.5
Literature and Composition or AP Literature and Composition	1.0 1.3
Bible: New Testament Greek	1.0
Senior Thesis	0.5
<b>Electives:</b>	
Math (1.3 for AP Math)	1.0
AP Psychology-	1.3
Science: AP Biology	1.3
Honors Physics	1.3
STEAM	1.0
Music II	1.0
Art II	1.0
AP Art*	1.3
Choir	1.0
Performance Choir	0.25
Yearbook	0.25
Computer Science I	1.0
Computer Science Principles (Honors)	1.3
Required Credits	5.5 min.

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

**Note: To take an Honors or AP course, student must have received an 88% or higher on the previously related subject-specific course of study. For example, to take 11<sup>th</sup> Grade AP US History, you must have earned an 88% or higher in 10<sup>th</sup> Grade World History.**

### **Drop-Add Period**

Upper school students may drop or add a course to their schedule before the **second** 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 Withdrawal Failing grade on report card and transcript.

## **The Dayspring Honors High School Pilot Program** **Overview**

The **purpose** of the Dayspring High School Honors Program is to provide a specialized educational track for students of high scholastic achievement and motivation for learning.

The **goal** of the Dayspring High School Honors Program is to attract, retain, and develop academically capable students, equipping them with a biblical worldview and the leadership skills that will prepare them to “stand before kings, not before obscure men” (Proverbs 22:29).

The **result** of the Dayspring Honors High School Program will be to decrease class size for many of the high school courses—both the general college prep courses as well as the honors level courses. This will enhance the Dayspring mission to provide a handcrafted education suited to the students’ individuality as they pursue “fitness for their future stations” (Webster, 1828).

### **Honors High School: Final Pilot Phase** **2019-2020**

The Honors High School Program will enter year three of the pilot phase with these initiatives and stipulations:

- Additional honors level courses will be added to the high school course offerings over time in order to continue broadening and enriching the educational content and experience available to qualifying\* students.
- **Rising seniors (Class of 2020)** are required to take a minimum of 2 designated HHS courses in their senior year to receive the Honors High School Diploma.
- **Beginning with the Class of 2021**, a minimum of 8 designated HHS courses will be required for the Honors High School Diploma.

\*See “Requirements for Enrollment” below.

At the completion of the 2019-2020 school year, the Dayspring Honors High School Program will become a distinct entity within Dayspring Christian Academy. At that time

- a performance-based scholarship program will be in place for the highest achieving students in the Dayspring Honors High School.
- additional requirements, benefits, and costs may apply.

## Requirements for Honors High School Enrollment

- I. **Proven Academic Record**, as determined by a combination of
  - the GPA (target of 3.5 or higher).
  - recent standardized test scores (target upper quintile).
  - the most recent “ability/achievement ratio” as determined by standardized testing (must be positive)
- II. **Consent, as evidenced by**
  - attendance at the “Information Meeting” by student and parent.
  - signed affirmation of consent by student and parent.
- III. **References**
  - Evaluation by two upper school faculty members
  - Student essay

## Expectations

### Students will

- demonstrate a passion for learning;
- be self-motivated as a learner;
- take initiative in their learning;
- demonstrate a strong work ethic;
- abide by the Dayspring Code of Conduct with integrity;
- accept instruction and correction with grace and appreciation;
- show respect and honor to their teachers;
- engage in discussion and debate in a respectful, humble manner;
- seek learning opportunities outside of the classroom and the regular school year;
- display a Christ-like attitude and behaviors.

## Student Profile

### Honors High School Students

- understand the principle that “unto whom much is given, much is required” (Luke 12:48); are respectful of authority, honoring their parents and teachers (Lev. 19:32; Eph. 6:2);
- apply the standard of servant-leadership in their dealings with others (Rom. 12:10; Gal. 5:13);
- are humble and teachable, recognizing their own limitations and lifelong need for education and growth (James 4:6; 2 Tim 2:15);
- complete their course requirements on time and without complaint (Phil. 2:14);
- are self-disciplined and self-motivated, exceeding expectations in their pursuit of excellence in character and scholarship (I Thess. 4:1)



## Distinguishing Qualities of the Honors High School Classroom

- A culture of respect and learning in the classroom
- A spirit of joy in learning and discovery
- High academic standards and expectations
- Best practices utilized in teaching-learning methodology, based on current research and training of faculty
- Academic work beyond class time
- Off-site field studies and learning opportunities (during the school year as well as summer opportunities)
- High level intellectual discourse
- A student portfolio verifying a fully developed application of the Principle Approach Notebook Method
- Career emphasis in the context of seeking God's calling
- Maximum student-teacher ratio is 12:1

### Graduation Requirements

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

#### Class of 2020

Dayspring Diploma	Dayspring Honors High School Diploma
GPA 1.5 or higher	GPA 3.5 or higher
Minimum Credits 26	Minimum Credits 29
Community Service Hours	Minimum Honors/AP Courses 6 Community Service Hours
PA State Requirements: 4 credits in English/Literature and History, 3 credits in Math and in Science, and 1 credit in PE during grades 9-12.	PA State Requirements: 4 credits in English/Literature and History, 3 credits in Math and in Science, and 1 credit in PE during grades 9-12.

#### Beginning with Class of 2021

Dayspring Diploma	Dayspring Honors High School Diploma
GPA 1.5 or higher	GPA 3.75 or higher
Minimum Credits 28	Minimum Credits 31
Community Service Hours	Minimum Honors/AP Courses 8 Community Service Hours
PA State Requirements: 4 credits in English/Literature and History, 3 credits in Math, 3 credits in Science, and 1 PE credit during grades 9-12.  DCA also requires 4 credits in Bible.	PA State Requirements apply. Required in grades 10-11: minimum of 2 credits in each of Honors/AP English, Science, and History Required in grade 12: minimum of 2 Honors/AP courses  DCA also requires 4 credits in Bible.

**GPA:** All courses are used to determine a student's grade point average (GPA) with few exceptions, including pass/fail courses and some independent studies. **Beginning with the Class of 2021**, AP/Honors courses will be weighted in the following manner: A=5.0, B=4.0, C=3.0, D=2.0. The Class of 2021 will be the first to graduate under the weighted 4.0 GPA, which will give students who take Honors/AP courses the ability to earn a GPA higher than 4.0; thus, the minimum GPA for an Honors High School diploma will increase from 3.50 to 3.75.

**General Notes:**

1. Not all courses are offered every year.
2. Lancaster County Career and Technology Center (LCCTC) and Thaddeus Stevens Early Enrollment Program (TSEE):
  - Grade 12 students must fulfill Dayspring Bible and Senior Thesis requirements, as well as meeting LCCTC or TSEE requirements. The students will receive 5.0 credits after the successful completion of requirements in addition to the Dayspring required credits.
  - Note: Generally, grade 11 students considered under special needs policy may attend the LCCTC Half-Day Program. The students receive 3 credits for a half-day program after the successful completion of LCCTC requirements.

**Valedictorian and Salutatorian Award Criteria**

**Guidelines and Procedures for the Selection of Valedictorian and Salutatorian  
Class of 2020**

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

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

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

1. The student must be able to meet all the requirements for an honors diploma by graduation.
2. The student has been a full-time student at Dayspring Christian Academy for at least two school years.

3. The student has the second highest weighted percentage at the end of the third quarter of the senior year.
4. In the event of a tie at this level, the student with the greater number of honors level course (grades 9-12) while enrolled at Dayspring Christian Academy will be designated.
5. In the event of a tie at this level, the student with the greater number of years (grades 9-12) enrolled at Dayspring Christian Academy will be designated.
6. If the students have been enrolled the same number of years (grades 9-12) at Dayspring Christian Academy, the designation of salutatorian will be shared.

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

### **Guidelines and Procedures for the Selection of Valedictorian and Salutatorian Beginning with the Class of 2021**

The designation of **valedictorian** is conferred upon the Honors High School student with the highest academic standing at the end of the third quarter of the senior year. It is determined according to the following prioritized steps:

1. The student must be able to meet all the requirements for a Dayspring Honors High School Diploma by graduation.
2. The student has been a full time student at Dayspring Christian Academy for at least two school years.
3. The student has the highest weighted grade point average at the end of the third quarter of the senior year.
4. In the event of a tie at this level, the student with the greater number of honors/AP-level courses(grades 9-12) while enrolled at Dayspring Christian Academy will be designated.
5. In the event of a tie at this level, the student with the highest weighted average (grades 9-12) enrolled at Dayspring Christian Academy will be designated.
6. In the event of a tie at this level, the student with the greater number of years (grades 9-12) enrolled at Dayspring Christian Academy will be designated.
7. If the students have been enrolled the same number of years (grades 9-12) at Dayspring Christian Academy, the designation of valedictorian will be shared.

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

1. The student must be able to meet all the requirements for an Honors High School Diploma by graduation.
2. The student has been a full-time student at Dayspring Christian Academy for at least two school years.
3. The student has the second highest weighted grade point average at the end of the third quarter of the senior year.
4. In the event of a tie at this level, the student with the greater number of honors level course (grades 9-12) while enrolled at Dayspring Christian Academy will be designated.
5. In the event of a tie at this level, the student with the higher weighted average (grades 9-12) enrolled at Dayspring Christian Academy will be designated.
6. In the event of a tie at this level, the student with the greater number of years (grades 9-12) enrolled at Dayspring Christian Academy will be designated.

7. If the students have been enrolled the same number of years (grades 9-12) at Dayspring Christian Academy, the designation of salutatorian will be shared.

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

#### **Commencement Attire**

Students graduating from Dayspring Christian Academy may only wear graduation regalia provided by Dayspring. This includes the traditional cap, tassel, and gown. This also includes cords, pins, medallions and other recognition items. Students may not decorate caps or any part of the graduation attire. Students must dress appropriately beneath the graduation gown, including modest attire; no jeans or shorts; buttoned, collared shirt with tie for boys; and dress shoes for boys and girls.

## College Credit Policy

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

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

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

Full-time student: Must take a minimum of 7.0 (junior year) or 5.5 (senior year) with no more than two of those credits coming from an approved educational alternative. Students in this category pay full tuition.

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

\*Individualized options may be available

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

### Minimum Requirements\* for Senior Year:

Bible	1 credit
English	1 credit
History	1 credit
NT Greek	1 credit
Electives	As needed
Thesis	.50 credit
Total	5.5 minimum credits

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

## Credit Transfer for Incoming Students

### **GRADES PREK-8**

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

### **HIGH SCHOOL CREDIT POLICY**

1. Students Coming from an Officially Registered Institution (Public, Cyber, or Private)
  - An official transcript must be submitted to Dayspring from the institution.
  - Earned credits will be applied to the student's graduation requirements.
  - Earned grades will not be calculated into the student's grade point average (GPA).

## 2. . Students Coming from a Home School

- Students receive credits toward graduation for high school classes that were completed and passed in a home school and are documented in the portfolio.
- Courses/grades from a home school are so designated and recorded on the student transcript upon request but are not calculated into the student's weighted percentage nor grade point average (GPA).
- Courses/grades from a home school are not considered when determining the valedictorian and salutatorian awards.

## 3. Current students seeking credit from independent study

- Credentials of the independent source must be approved by Director of Curriculum and Instruction (DCI) by the 2<sup>nd</sup> Monday of May for the upcoming year.
- Curriculum must be approved by the DCI.
- Courses/grades from the independent study are so designated and recorded on the student transcript upon request but are not calculated into the student's weighted percentage nor grade point average (GPA). These are also not considered when determining the valedictorian and salutatorian awards.

### **SUMMER SCHOOL**

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

### **COLLEGE COURSES**

Approved courses taken at a college may be counted toward graduation credits and will be recorded on the student's transcript upon request but will not be calculated into the student's weighted percentage nor included in the grade point average (GPA). These courses are not considered when determining the valedictorian and salutatorian awards. A one-semester college course (3-4 credits) counts as 1.0 of a Dayspring High School credit.

### **DISCLAIMER**

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

## **Curriculum**

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

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

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

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

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

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

- Use of the *Notebook Method* rather than a dependence on workbooks and textbooks. Students and faculty record their learning on the pages of a notebook or in digital form, thereby demonstrating mastery of the complete subject.



## **Career-Technology Options**

1. Dayspring Christian Academy offers Vocational-Technical training for senior students through the Lancaster County Career and Technology Center (LCCTC) schools and through Thaddeus Stevens Early Enrollment (TSEE) program under the following conditions:
  - A. The student is a student in good standing at Dayspring Christian Academy.
  - B. The student has met all DCA course requirements before the beginning of the senior year.
  - C. The student arranges for Pennsylvania State academic requirements for graduation to be met through the LCCTC school or TSEE program.
  - D. The student meets the senior Bible class requirement through DCA.
  - E. The student participates in and completes all requirements associated with the Senior Thesis Project and any other special graduation requirements.
2. The student with joint enrollment is eligible to participate in the DCA athletic, music, drama, and other outside-classroom activities.
3. The student with joint enrollment must maintain the same attitude and standard of conduct that is expected of full-time DCA students both on and off campus.
4. Upon graduation, the student with joint enrollment shall receive a certificate of completion for his/her LCCTC or TSEE training and a diploma from Dayspring Christian Academy.
5. The tuition for a student with joint enrollment will be 25% of the full tuition for the school year, plus graduation fee.
6. A student attending DCA and an alternative senior year program on a half-time basis will be charged 50% tuition.

## Daily Schedule

### Lower School

While the start and end times for each day are the same for Lower and Upper School (see below), Lower School schedules are unique to each self-contained classroom. Lower School student schedules and cycle days are available on Renweb.

**Preschool** - If Dayspring is operating on a two-hour delay schedule, preschool students should be picked up at 12 noon.

**Pre-Kindergarten** - If Dayspring is operating on a two-hour delay schedule, half-day pre-kindergarten students should be picked up at 12:45 p.m. with the student needing to pack a lunch.

### Daily Schedule - Upper School

Below are the daily class schedules for Upper School.

<b>6 Day</b>			
1st	7:55	9:00	60 min
Break	9:00	9:10	10 min
2nd	9:10	10:30	80 min
3rd	10:34	11:16	42 min
Lunch	11:16	11:56	40 min
4th	11:58	1:18	80 min
Break	1:18	1:28	10 min
5th	1:28	2:10	42 min
6th	2:14	2:56	42 min
Closing Time	2:56	3:00	

<b>Early Dismissal</b>		
1st	7:55	8:30
2nd	8:33	9:03
3rd	9:06	9:36
4th	9:39	10:09
5th	10:12	10:42
6th	10:45	11:15

<b>Chapel (Weds.) 2019-2020</b>			
Chapel	7:55	8:45	50 min
1st	8:48	9:44	56 min
2nd	9:48	10:58	70 min
Lunch	10:58	11:28	30 min
3rd	11:32	12:14	42 min
4th	12:18	1:28	70 min
5th	1:33	2:15	42 min
6th	2:18	3:00	42 min

<b>2 Hour Delay</b>			
1st	9:55	10:50	50 min
2nd	10:53	11:53	60 min
3rd	11:55	12:25	30 min
Lunch	12:25	12:50	25 min
4th	12:53	1:53	60 min
5th	1:57	2:27	30 min
6th	2:30	3:00	30 min

## **Non-classroom Activities**

All students who want to participate in non-classroom activities (often referred to as "extra-curricular") must maintain acceptable grades, demonstrate an acceptable effort, and exhibit a positive attitude in their school obligations. The regular classroom teachers will evaluate grades, effort, and attitude on a weekly basis. If any classroom teacher indicates that a student has not met his/her obligations, that student may not be eligible for participation in any non-classroom activities for the following week. This policy includes all activities outside the classroom. Specifically regarding athletics, student participation is governed by the constitution and by-laws of the PIAA. We cannot field students who do not meet the minimum standards set forth by the PIAA. If, at the end of a week of ineligibility, such obligations are evaluated positively, the student may resume participation.

### **Athletics**

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

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

Parents are an integral part of the athletic program at Dayspring. It is expected that parents who have athletes involved in sports at Dayspring will volunteer their time as members of the Dayspring Booster Club.

### **The Dayspring Booster Club**

See the Athletic handbook for information.

### **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 may join the high school choir. Students in grades 6-8 may join the middle school choir. Students in grades 3-5 may join the Joyful Noise choir. Students in grades 9-12 who excel in musicianship have the opportunity to audition for the Performance Choir. The choirs may be combined for performance and ministry purposes; however, the Performance Choir performs on some select occasions alone, such as the Patriots Celebration Dinner, the Remember America Speakers Series, and the ACSI music festival.

Each choir consists of a select group of musicians (by audition) who desire to glorify God and minister to others through song. To reach excellence as a choir, there is 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 is also opportunity for those with special gifting to present solo or small ensemble work. Choir members will be graded based upon participation, attitude, effort, and knowledge of the music.

### **The Instrumental Music Program:**

In addition to the introduction to musical instruments in the elementary music curriculum (e.g., recorder, violin, viola, cello, and ukulele) thirty-minute lessons are offered weekly throughout the school year in various instruments for a fee. Parents can choose group or individual lessons. Both individual and group lessons study music basics, such as technique and musicianship. Students have many performance opportunities throughout the year to display their musical talent and skills and give glory to God.

### **Drama**

Students have opportunities during the year to demonstrate and practice their theatrical talents through dramatic productions or clubs. Occasionally, the upper school drama is a student-written production, which demonstrates the excellence in literacy that the students gain in the classroom.

### **Other Outside-Classroom Activities**

Other activities include student government, yearbook, or clubs. Students may inquire with their homeroom teacher about any of these activities.

### **Field Studies**

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

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

Each individual classroom teacher plans field studies throughout the course of the school year. Parents must sign and return permission slips to the classroom teacher before each trip. Fees for the majority of field studies are included in tuition. Teachers may also contact parents to help share in the transportation for each trip.

**Parent Requirements:** Any parent wishing to accompany a child on an overnight field study must have all their federal and state-required clearances. Please inquire at the business office to get the proper paperwork.

Also, field studies are limited to the children enrolled in the respective course and a parent(s) or other designee who is an immediate relative. Siblings who are not also enrolled in the class are not eligible to attend the field study. Exceptions may be granted by a teacher with administrative approval.

## Goals – Homework

Lower School and Upper School goals and homework will be posted on the Renweb parent website by 8:00 a.m on the first day of each week school is in session. Any changes will be made by 4:30 p.m. the day the change is made. Parents should check Renweb daily with this in mind.

## Grades

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

## Grading Scale

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

**AK-5 Academic Key:** **O** = Outstanding; working above grade level  
**G** = Grade level; within the expected range of performance  
**SP** = Slow Progress; but below grade level  
**NI** = Needs Improvement; below grade level, but little or no evidence of progress.

## High School Summer Credit Policy

- I. Credit shall be granted in approved courses based upon the following criteria for the stated purposes (All course work must be approved by the Director of Curriculum and Instruction.)
  - A. Remedial
    1. Students may take summer courses for credit in order to make-up for lost credit due to failing a course or coming to Dayspring after the course was offered in its normal sequence.
    2. The student shall complete the course syllabus established by the approved course teacher.
    3. The student shall complete the prescribed work, including any written or oral presentation and final tests no later than two weeks before the first day of school of the new school year.
    4. To obtain credit, a student must finish the course with a minimum grade of 66%.
  - B. Advancement
    1. Students may take summer courses to advance in a subject discipline provided the previous coursework was at an 95% level and the teacher of record gives recommendation.
    2. A student may not take a class for advancement unless there is a subsequent course offered in that discipline the next school year and the student enrolls in and completes that course.
    3. The student shall complete the course syllabus established by the approved course teacher.
    4. The student shall complete the prescribed work, including any written or oral presentation and final tests no later than two weeks before the first day of school of the new school year.
    5. To obtain credit for the course, the student must finish the course with a grade of 66%.
    6. To be able to advance to the next course level, the student must finish the course with a grade of 84% and have a letter of recommendation from the instructor.

## II. Fees

- A. Summer school tuition must be paid in advance of the start of the course. Current tuition is \$450 per course (both in-class and digital) and is subject to change. Make payable to Dayspring Christian Academy.
- B. Early withdrawal schedule:
  - Before June 15 -- 50% refund of tuition. No refunds beyond June 15.
  - Withdrawal shall be in writing with parent signature and is in effect on the day received in the school office.

## III. Non-Dayspring Courses

- A. Only courses from an approved secondary educational institution or provider will be accepted by Dayspring Christian Academy for graduation credit and/or advancement.
- B. Approved courses taken at a college may be counted toward graduation credits, but will not be included in the GPA. A one semester (3.0-4.0-credit) college course counts as one half (1/2) Dayspring credit.

## IV. Disclaimer

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

**Course offerings change from year to year.**

Requests for specific courses should be submitted to the office by April 1.

## Homework Policy

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

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

- To provide **preparation** for the next day
- To allow **practice** for mastery
- To provide **extension** that challenges the student to go beyond
- To develop **creative** skills through application and synthesis

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

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

For the **Middle School and High School** students, assignment standards are located on the school website, under Parent Resources, Forms, in the Standards Packet. Due to the six-day rotating schedule, some teachers may still assign somewhat limited homework on a Wednesday evening.

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

### Honor Roll

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

## **N.I.L.D. Discovery Center**

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

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

NILD therapy has a fee separate from Dayspring tuition. Contact the school office for information on how to access this program.

## **Search and Teach**

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

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

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

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



## **P139 Program**

"I praise you because I am fearfully and wonderfully made."

Psalm 139:14

### **OVERVIEW**

Dayspring Christian Academy strives to provide each student with a Principle Approach education that points each child to Christ. At Dayspring, we see each child as a unique individual, created by a loving Creator, and valued as such. It is because of this that Dayspring created the P139 program, named for Psalm 139:14, and designed to teach students at all levels who require alternative or differentiated methods of instruction so they can work to their potential.

### **ELIGIBILITY CRITERIA**

Entry into the P139 program is determined by the P139 Director, Principal, DCI, Classroom Teacher(s), and available space in the program. To be eligible for entry into the Daybreak program, a student must meet at least one of the following criteria:

1. The student is at least two grade levels behind in reading or math.
2. The student is identified with a disability and it is determined through a formal evaluation that his learning is impaired due to the disability.
3. After standard interventions within the regular educational setting are implemented, the student continues to display difficulty with organizational or social skills that are determined by the P139 staff to be hindering his progress.\*
4. After standard interventions within the regular educational setting are implemented, the student fails to make significant progress within the general educational curriculum.\*

\*Failing to make significant progress is described as falling below 70% in any subject after it is determined that the student is demonstrating adequate effort but is still not responding to standard interventions.

### **REFERRAL PROCESS**

Students will be referred to the P139 program either by parents or by teachers. If a parent or teacher feels his or her student may require specialized intervention, a referral form will be completed and sent to the P139 director. The student will undergo informal testing, and the teachers and parents will be interviewed. If necessary, an official evaluation will be requested from the student's home school district, the IU13 (free of charge options), or a private service, which may carry a fee. The level of programming will be determined after all of the assessment results are gathered. If it is determined that the student is eligible for services, a P139 plan will be written and a meeting will be held. If it is determined that a student is eligible for the P139 program, a fee will be charged based on the level or type of intervention that is being recommended. Dayspring reserves the right to determine whether or not a child who is referred for P139 can be accommodated if the family declines the recommended services.

### **P139 PLANS**

Students enrolled in the P139 program will receive a P139 plan, which will specifically outline their unique educational track. P139 plans will give an overview of the students' strengths, needs, present levels of performance, and annual goals based on their current performance and a projection of their potential performance. P139 plans will also list specific interventions used to achieve the yearly goals. Progress will be monitored regularly and reported to parents at report card time. New P139 programs will be written yearly and reviewed in the spring at a P139 parent conference. To speak with our P139 director, please contact Leslie Schmucker at 717.285.2000 or email her at [lschmucker@dayspringchristian.com](mailto:lschmucker@dayspringchristian.com).

## LEARNING PROGRAMS

### ILLUMINE

Students who receive services in this program have been identified through a formal evaluation as academically gifted, or who consistently maintain a 98% or higher grade average. Students in this program must also demonstrate a work ethic that is commensurate with success in the regular educational setting.

### DAYBREAK

Students who receive services in this program have mild to moderate learning needs. The focus of this program is to support and/or modify the regular educational curriculum, or to replace subjects within the regular educational curriculum to allow maximum success for the student. All students who receive P139 services in the Daybreak program receive support and monitoring for regular educational subjects, access to the P139 classroom during tests and any regular educational assignments for which they require assistance, access to the P139 classroom during study halls (upper school), and classroom modifications as applicable to their needs. All intervention is driven by the individualized P139 Plan. Replacement Subjects: Students who fall below a certain academic level, or who will benefit from an alternate method of instruction may qualify for receiving replacement instruction in any subject. Eligibility for replacement subjects is determined by the P139 Plan Team.

### NON-ACADEMIC INDIVIDUALIZED SUPPORT

On occasion, students may require support of a non-academic nature. This could include support for behavior, medical issues, or any non-academic need that would require time and intervention from P139 staff.

### BRIGHT HORIZONS

Students who receive services in this program have profound learning and functional needs. The focus of the Bright Horizons program is to provide students with training in social skills, fine and gross motor activities, functional skills, and to bring them to their full learning potential. Each student receives a learning plan and ongoing progress monitoring. This classroom is staffed with one special education teacher.

**Fees:** Please refer to the school website.

## Library/Media Center

Dayspring Christian Academy has partnered with the Lancaster County Public Library West Branch right here in our own facility. Lower school students will have their library program run through our partnership. A DCA staff member will accompany students into the Mountville library as part of the 6-day cycled curriculum. Upper School students are encouraged to obtain a membership at the library and utilize its wealth of resources, both here in Mountville and throughout the county.

In partnership with the Mountville branch of the Lancaster Library, the following will be guidelines concerning check out and return of books:

- Books should be returned to the circulation desk at the library. **A fine, set by the library** is charged per day 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.

## Notebook Method

In keeping with the ideals of a Principal Approach Education, the Notebook Method is a historical method of recording data, student achievement and learning. While America's founding generation certainly never used a three-ring binder, they also surely never would have envisioned all of the different electronic devices we now employ. The spirit of the notebook method though is the same, regardless of the actual look of the notebook. All uses of the term "Notebook" or "Notebook Method" should be understood to include both the three-ring binder and the organization of work via the use of technological devices

The notebook method employed in the Principle Approach is a restorative tool that enables the student to practice the art of Biblical reasoning. It allows the student to exercise his powers of response, memory, and reasoning. Each student creates his own notebook, and/or organizes his own digital portfolio, recording truths he has learned and discovered by way of reasoning, keeping track of individual achievements, and saving, reflections on learning throughout the subject. Each student's notebook has value because it has been produced with the expression of his own individuality. Its value is also seen because it provides a view of the progress of each student over time. It becomes an aid to the parent and the teacher as a tool of communication when reviewing the reflective writing that each student records in the notebook.

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

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

Notebook terminology with which each family should become familiar:

1. **The Family Notebook** is one in which each family keeps information about the school. This notebook may be a traditional three-ring binder or may be in digital folders kept on a computer. There are been suggested tabs, but most importantly, make and USE your family notebook so that you may be an informed parent. Information for the notebook can typically be found on the school's website or Renweb, such as:

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

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

- Office notices coming through your **youngest** child
- Homework that each child has as his or her responsibility (in separate divider sections).

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

1. Subject Notebooks are the notebooks that are created in the classes. They should be two and one half to three inch, plain cover, and three ring binders. Subject notebooks become the record of the student’s learning and reflect his or her growth and development. These notebooks do not normally come home, but please request that your child do this occasionally so that you may be an informed parent.
2. Digital Notebook: A digital notebook is strongly recommended for each high school student. The specific method of storage is up to each family to decide. It may be one of the following methods of digital storage:
  - a. Student folder on the DCA Network
  - b. Student’s email storage (OneDrive)
  - c. Student’s personal electronic device
  - d. USB Drive

## **Parent-Teacher Conferences**

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

## **Report Cards**

Dayspring Christian Academy uses the quarter system for evaluating academics and character. This means that report cards will be available online at the end of each nine-week quarter. Families who are delinquent with tuition, fees, or other obligations will not be issued report cards and will be blocked from Renweb until a formal written plan has been approved by the Director of Finance. Also, if a student has outstanding obligations, such as, fines, outstanding uniform returns, missing or damaged textbooks, etc., report cards will not be issued and families will be blocked from Renweb until the obligations have been met.

## **Retention**

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

# Discipline Program



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

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

-- John Locke--

“Thoughts on Education,” 1690

## Discipline Program

### Philosophy of Discipline

Noah Webster offered seven definitions of the word discipline. His first definition states that discipline is “education; instruction; cultivation and improvement, comprehending instruction in arts, sciences, correct sentiments, morals and manners, and due subordination to authority.” From this, we see that discipline is much more than punishment or chastisement. It involves instruction in life. The word discipline shares a common root with the word *disciple*. As Jesus spent time with the chosen twelve, He taught them, encouraged them, rebuked them, challenged them, and admonished them. But most of all, He loved them—so much so that He made the ultimate sacrifice for them by laying down His life. That is the heart of the approach to discipline at Dayspring Christian Academy. In fact, this policy could actually be called our “discipleship program.” Teachers represent the Lord Jesus Christ in a ministry of love and encouragement to their students. This is done primarily through modeling and instructing. Discipline involves working with the character of a student far more than merely with behaviors. The goal always is for the student’s well-being, “that the man of God may be adequate, equipped for every good work” (II Timothy 3:17).

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

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

## The Classroom Constitution

At the onset of the school year, Lower School teachers assist their students in drafting and adopting a classroom constitution that establishes the framework under which the class will function during the school year. Periodically, students in grades 6-12 draft a School Constitution at the student retreat that will serve the entire Upper School, much like our own U.S. Constitution is a federal document to govern all of the individual states. The School Constitution was developed by students and adopted with their consent. The purpose of the School Constitution is to establish justice, insure school tranquility, promote the general welfare, and secure the blessings of liberty for the individual. The School Constitution is periodically revisited and, possibly, amended to give current students an opportunity to speak into its formation and give their consent anew. A separate Class Constitution is developed for each subject class to address the specific needs of that particular class. This is representative of our own states, which have their own different constitutions, none of which violate the federal constitution.

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

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

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

## **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); and
  - 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); and
  - 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); and
  - use our individual gifts to serve one another in love (Romans 12:6-8).
  
4. Grateful for the property we are stewards of, we will...
  - maintain our personal belongings;
  - treat the possessions of others with respect; and
  - treat facilities with respect.



## General Discipline Policy

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

The school is responsible for...

1. ensuring that the classroom rules and guidelines are Biblical, clearly defined, and consistently applied;
2. defining the offenses and the plan of action, when this is required; and
3. informing parents of the problems and established procedures to correct them.

The following guidelines are based on the **Matthew 18** principle, which is followed at DCA:

1. The teacher discusses the situation with the pupil.
2. The teacher discusses the situation with the parent.
3. The teacher contacts the principal to meet with the student if there is a continued occurrence.
4. The principal or the teacher contacts the parent, if occurrence continues, to discuss proposed action.
5. If action is taken to correct a recurrent problem, the teacher or principal will include a notation in the student's file in Renweb.

The Lower School uses a standard classroom discipline system in all classes to teach self-government across the entire Lower School. The system includes a chart in each classroom with steps in both positive and negative directions. Each student starts at the ready to go position daily and have opportunities to move "up or down" based on choices. Each step has consequences, either positive or negative depending on the direction of the move. Below is an example:

Role Model (put in a drawing for a reward)  
Outstanding (keep up the great work)  
Ready to Learn (what kind of day are you going to have)  
Stop and Think (what choice can you make to improve your day)  
Teacher's Choice (first consequence level)  
Parent/Principal Contact (loss of privilege and a call home)

A typical sequence of teacher and administrative actions used in dealing with offenses includes but is not limited to the following:

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

## Code of Conduct

One of the goals of Dayspring Christian Academy is to be a Christian educational community within which students embrace a godly standard of living. By virtue of their enrollment at DCA, all students agree to strive to follow the standards for godly living, which are outlined and explained in this document.

### **Understanding the Purposes**

The purpose of these standards is to cultivate a healthy campus atmosphere, free of distractions that impede students from living a healthy Christian life. As a result, moral and spiritual growth can thrive as student lifestyles find a point of integration with Christian principles and devotion to Christ. These standards are based on conscious choices rather than mere acceptance of prevailing practices in society at large.

Godliness does not come from following a list of "do's and don'ts," but only as one accepts Christ as Savior and allows the Holy Spirit to control every aspect of life. Hence, the school is sensitive to the issue of perceived legalism whenever such a list of expectations is developed. As students follow the Holy Spirit's direction they will desire to model a Christian lifestyle, which honors God in their school and community.

The purpose of this policy is not to impose an impossible standard of perfection on our community, but to outline the Biblical ideal, keeping in mind that faculty, parents, and students will fall short of the ideal. Our desire is to encourage one another to strive toward maintaining high standards and to hold one another accountable for our responsibilities, while modeling the love and forgiveness of God when we fail.

### **General Conduct**

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

Ephesians 4:29 regards our speech:

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

2 Corinthians 4:2 and Hebrews 13:18 regards our integrity:

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

“Pray for us, for we are sure that we have a clear conscience, desiring to act honorably in all things.”

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.”

Proverbs 10:9 regards our actions

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

Students at Dayspring Christian Academy are expected to conduct themselves in accordance with God’s Word on all occasions, in all situations. Consistent with Dayspring teachings about a Christian worldview is the belief that Christian character is not compartmentalized into the different spheres of life. Therefore, the Code of Conduct is in effect whether in school, at home, or in public.

## Offenses

For the purpose of practicality, the following table will be used for student behavior:

Offense	Disciplinary Action
<p><i>Level 1 Offenses (Minor Offenses* are handled by the teacher at the teacher's discretion):</i></p> <ol style="list-style-type: none"> <li>1. *Tardiness/unexcused absence from class</li> <li>2. *Food/drink violation</li> <li>3. *Disruptive behavior (running, rough housing, excessive talking, etc.)</li> <li>4. Uniform violation</li> <li>5. AUP Violation</li> </ol>	<p>*Minor Offenses</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense – warning</li> <li>• 2<sup>nd</sup> Offense - parent and possibly principal notified</li> <li>• 3<sup>rd</sup> Offense—Parent notified and discipline administered at discretion of principal (loss of privilege, LS)</li> <li>• 4<sup>th</sup> Offense—Treated as a Level 2 violation</li> </ul> <p>4. Uniform Violation—see Uniform Policy Violations 5. AUP Violation—see Electronic Device Policy <i>(Offenses are documented in Renweb.)</i></p>
<p><b><i>Level 2 Offenses (representative list):</i></b></p> <ol style="list-style-type: none"> <li>1. Cheating</li> <li>2. Plagiarism</li> <li>3. Swearing/Vulgarity</li> <li>4. Taking the Lord’s name in vain</li> <li>5. Violation of Medication Policy</li> <li>6. Insubordination or disrespect</li> <li>7. Disrespecting the rights of others</li> <li>8. Fighting (pushing, slapping, punching, etc.)</li> <li>9. Bullying or Verbal abuse including text, social media or bullying (1st Offense)</li> <li>10. Racist or sexist comments</li> <li>11. Romantic physical contact</li> <li>12. Student Driver violation or school bus violation (see transportation policy)</li> </ol>	<p>These offenses are handled directly by the grade level Principal for appropriate consequences.  <i>(Offenses are documented in Renweb.)</i></p>
<p><b><i>Level 3 Offenses (representative list):</i></b></p> <ol style="list-style-type: none"> <li>1. Drug or alcohol possession/substance abuse</li> <li>2. Misuse of legal drugs (tobacco, prescription drugs)</li> <li>3. Physical abuse</li> <li>4. Bullying of any kind (beyond first offense)</li> <li>5. Arson</li> <li>6. Bomb threat</li> <li>7. Weapon possession</li> <li>8. Vandalism/graffiti</li> <li>9. False fire alarm</li> <li>10. Sexual activity (harassment, conduct, sexting, etc.)</li> </ol>	<p>These offenses are handled directly by the Headmaster, the grade level Principal, and the Police (if necessary)</p>

## Expulsion Policy

A student may be asked to withdraw or may be expelled from Dayspring Christian Academy because of a Level 3 offense 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.

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

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

## Suspension Policy

Students could receive an in-school (ISS) or out-of-school (OSS) 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 outside-classroom 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 (determined by administration). 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 quarter, the senior may be required to serve the suspension after graduation.

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

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

**Athletic and/or Non-Classroom Activities Suspension** - A student may be placed on athletic or activities suspension for failure to maintain a passing grade in any class or for failure to maintain acceptable attitude, effort or conduct in any class. Students who are suspended may not attend any athletic or other activities or school-related functions during this period. These suspensions last for a duration of one (1) week, during which time students have the opportunity to bring their grade up to a passing mark and/or make acceptable attitude changes. After one (1) week, if students has not earned a passing grade and/or corrected their attitude, they will continue on athletic/activity suspension until such time as the grade, attitude, effort, or conduct is acceptable.

**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 of policy, if deemed appropriate by the School Administration.**

## Detention

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

### **Lunch Detention**

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

### **Early Morning/After School Detention** (US only)

- Detention will be assigned by the grade level Principal.
- 24 hours' notice will be given, if possible.
- Transportation is the responsibility of the parents or student driver.
- Early Morning Detention is held daily from 7:00 a.m. to 7:47 a.m. After School Detention is held, when needed, from 3:00 p.m. to 4:00 p.m.
- Detention takes precedence over any other activity.
- Students who are tardy will serve an additional detention.
- Students who fail to attend detention will serve an additional detention. A second offense of this nature may result in suspension.
- Students are not 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.**

## Cheating/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.

Similarly, Webster defines “cheat” as: “To deceive by any artifice, trick or device, with a view to gain an advantage contrary to common honesty.” In short, the ability of the individual involved to exercise Christian self-government is being put to the test.

Serious consequences arise for the individual who does not deal with these 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.

1. Plagiarism on the Senior Thesis: The student receives 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 may 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. If there are repeated violations, they 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.

### **Bullying**

Dayspring is committed to being a bully-free zone. "Bullying" is defined as **one and/or both** of the following:

1. Bullying entails direct or indirect behaviors that systematically and/or repeatedly inflict physical, written (hand written or electronic communication), or verbal hurt or psychological distress on one or more students or employees. It occurs repeatedly over time and is perpetrated by an individual or a group against a target individual. It creates a sense of physical and/or psychological intimidation.
2. Bullying creates a hostile, threatening, humiliating or abusive environment due to a power differential between the bully and the target. 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

Parents should regularly speak to their children about bullying. Parents should not assume that their child is not bullying others. It is common for children who are bullied, who would not normally be bullies themselves, to bully others. Parents should ask their children, on a regular basis, whether or not they are being bullied or are bullying others. All bullying should be reported immediately to the principal or headmaster in writing.

Bullying can also occur on social media and through various methods of electronic communication. Both males and females are capable of bullying. Girl bullying is usually different than boy bullying and can include psychological abuse. Again, please be in regular contact with your children about this issue as Dayspring is committed to being a bully-free zone.

The Student Code of Conduct will be enforced for any **verified** act of bullying, as defined above, committed **in or out** of school against a Dayspring student if the principal determines that the act of bullying results in the following:

1. Interferes with the educational environment of another student, **and/or**
2. Causes a substantial or material disruption of the school environment.

**Students and/or Parents who become aware of any bullying should bring it to the attention of the grade-level Principal or Headmaster immediately.**

**Students who become aware of any bullying and do not report it to the Principal or Headmaster are complicit and will face disciplinary action.**

**Note:** Any person committing an act of reprisal, retaliation, or false accusation against a target, witness, or one with reliable information about an act of bullying will be subject to disciplinary action.

### **Bullying Discipline**

<p><b>First Violation Required (Level 2 Offense):</b>          Detention          Parent/legal guardian contact or conference          Referral for counseling          Behavior contract</p> <p><b>Optional:</b>          Suspension          Restitution of personal property          Recommendation for expulsion</p>	<p><b>Subsequent Violation Required (Level 3 Offense):</b>          Parent/legal guardian contact or conference          Suspension          Assignment to Anti-Bullying Program</p> <p><b>Optional:</b>          Parent and student conference with Headmaster          Restitution of personal property          Recommendation for expulsion</p>
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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

### **Examples of Bullying Behaviors (not an exhaustive list)**

(Including actions taken or words written electronically and/or on social media)

- Any internet-based taunting, ranking, degrading
- Blackmailing
- Challenging to take dangerous dares
- Destruction of personal property
- Enslavement (asked to do something to be “in”)
- Hitting, pushing, shoving, bumping
- Humiliating
- Mind games
- Name-calling, slurs
- Passing or any dissemination of demeaning photos
- Physical assaults
- Obscene gestures
- Ostracizing (rejecting, isolating)
- Rumoring
- Set-ups
- Sexual contact or harassment
- Scapegoating

- Stealing of personal property
- Threatening or derogatory notes/graffiti/electronic communication
- Verbal threats of harm (physical)

Dayspring takes a strict view on bullying in order to protect individual students and to promote a safe environment that honors Christ and nurtures the learning process.

### Sexual Harassment

Sexual harassment involves any action or comment that conveys a sexual message and may intimidate, embarrass, entice, or provoke another person. Sexual Harassment is a Level 3 offense and will be treated as such. **Students and/or parents who become aware of any sexual harassment are encouraged bring it to the attention of a teacher or administrator immediately.**

## Social Networking

### General

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

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

Any Dayspring Christian Academy 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.

Dayspring Christian Academy students should not consider social networking posts, e-mails, tweets, texts or blogs to be private communications. **The expectation is that the Christian standard of integrity is maintained at all times and through all media, whether in school or out.**

Violation of this policy is subject to disciplinary measures including suspension or expulsion from enrollment. **This is not limited to social networking activity that occurs at school.**

### Student 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,\*or seniors engaging in senior privileges (\*see Senior Privilege Program).
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.
6. **Students are held accountable for all social networking, regardless of when or where it is posted.**

# General Information

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

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

Ecclesiastes 3:1

## General Information

### Lower School Before and After School Program

The **LS Before School Program** will begin at 7:00 a.m. It is available for lower school students on all school days except delayed start days. Parents are asked to walk their student into the classroom (room 105) and sign them in. At 7:30 a.m. the students will join the other arriving students. Please note that a snack or breakfast is not provided during this time. All students attending the Before School Program are expected to adhere to the same guidelines listed below.

The **LS After School Program** will begin at 3:00 p.m. We are unable to provide this service on holidays, snow days or any early dismissal days, including unexpected early dismissals due to weather conditions. Please note that we may also need to cancel afterschool should it be snowing at or around normal dismissal time. A notification will be sent should this happen. There may be a minimal number of times where we may need to cancel the After School Program for other reasons, however, whenever possible, we will provide a few days' notice so families can plan accordingly.

**Please note:** Children in Grades 5 and below not picked up within 15 minutes of the dismissal time will be placed in the After School Program and an invoice will be issued.

While the After School Program is less formal and less structured than the regular school day, there is a basic daily schedule. The program will begin with some quiet time for homework, reading, etc., followed by playtime (outside, gym, or classroom), snack, and quiet play time.

#### **Before and After School Program Guidelines and Procedures:**

1. In cases of illness (i.e., fever, vomiting) parent may be called to pick up said child. There are not have enough staff to care for a sick child. If there are symptoms of fever or signs of a communicable illness, or an intestinal illness causing vomiting or diarrhea, it is requested that the child stay home.
2. Although the After School Program is less structured, children are expected to exercise discipline and self-control during activities. The activities are a privilege and children who need to be continually corrected during an activity will not be allowed to participate. Rules during study time are especially important and a disruptive child will be isolated from the group. Causes for dismissal are the following:
  - a) Persistent willful disobedience or disrespect
  - b) Violence or abuse towards other children or staff members
  - c) Destruction of school property
3. Parents will be kept informed if there are problems with their child's behavior.
4. The front entrance door is locked at 4:00 p.m. Parents picking up students after that time should ring the door bell inside the lobby.
5. Please pick up your child by **5:30 p.m.** Parents coming for their child after this time will be charged a *\$10.00 late fee in addition to the hourly fee.*
6. Call **717-285-2000** to contact the After School Program monitor.
7. **Any child using the Before and/or After School Program must be registered.**

## Annual Events

### A. All School Welcome Back Family Orientation – August

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

### B. Annual Fund Kick Off – August

The Annual Fund provides unrestricted financial support for Dayspring Christian Academy. These gifts enable the school to meet regular operating expenses and allow us to enhance the educational opportunities for our students. Annual Fund Support is requested through letters mailed in November and May as well as the Extra Ordinary Give in November.

### C. Sub Sale – October/February

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

### D. Grandparents and Special Friends Day – October

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

### E. Patriots Celebration Dinner – November

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

### F. Thanksgiving Exposed - November

Enjoy or participate in this presentation based upon the actual account of the Pilgrim Story as told by William Bradford, second governor of the Plymouth Colony. You will be transported back in time to the 17<sup>th</sup> century where you will experience the key events that laid the foundation for the birth of our nation. This event is performed as an outreach to Lancaster County.

### G. Christmas Program – December

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

### H. Pastor Appreciation Day—February

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

**I. The Serve for Education – Kickoff in the Towne Meeting/ Spring Service Project**

The Serve for Education fundraiser has developed out of the Race for Education. The basic structure of this fundraiser remains the same except for the change from having students run for one-hour to doing a school-wide service project in the community. It requires very little time from each family but has a proven track record for big results. Catch the vision!

**J. Upper School Project Fair – March**

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

**K. Open Houses—Spring**

We have a Preschool and Kindergarten open house to showcase the foundation of the Dayspring education.

We host Student Visitation Day where students can spend the entire day actually viewing the DCA education experience. The All School Prospective Family Open House is where the entire school comes together and opens our doors for new families to peek inside.

**L. Remember America Speaker Series – Spring**

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

**Arrival**

Students should not arrive before 7:30 a.m. unless they are registered in the Before School Program. 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. Students who arrive at the front desk at or after 7:55 a.m. are considered tardy to school.

## Attendance

### Absences

Each student is expected to be in attendance during regular school hours. If your child will be absent, a parent **must call the office (or email at [office@dayspringchristian.com](mailto:office@dayspringchristian.com)) by 8:15 a.m. that day.** Feel free to leave a message on the answering machine if you are calling before the beginning of the school day (717) 285-2000. Renweb will send electronic notification if your child is absent from school and we have not been notified by a parent by 8:15 a.m. The absence will remain unexcused until we hear from a parent.

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.

**Truancy Law Act 138** (see [www.elc-pa.org/truancy](http://www.elc-pa.org/truancy) for more information)

The law mandates all schools, public and private, adopt and follow the truancy standard as defined below.

Terms:

“**Truant**” a student having three (3) or more school days of **UNEXCUSED** absences during the current school year by a child subject to the compulsory school attendance. (school aged children)

“**Habitually truant**” having six(6) or more school days of **UNEXCUSED** absences during the current school year by a child subject to the compulsory school attendance.

**Excused absence** is any absence recorded for illness, family emergency, extenuating circumstances approved by the school administration or an approved Attendance Policy Exception. All other absences are considered **UNEXCUSED**.

**Unexcused absence** is an absence not listed as illness, family emergency, or circumstances approved by the school administration; also, the case of no response from parents on the reason for an absence.

When a child that is between 8 and 17 is absent without excuse for three days (**truant**) in any one school year the school **must** issue a warning letter within 10 days of the third absence and they **may** invite the parent to a school attendance improvement conference. When the child misses a fourth day the school **must** invite the family to a conference. (The family must be invited and the school must have the conference even if the parents do not attend.)

Once a child, who is younger than 15, becomes **habitually truant** (6 or more days) the school **must** either refer the child to a school or community-based school attendance program or refer the child to Children and Youth Association. The school **may** also file a truancy citation with the District Magistrate.

Once a child, who is 15 years of age or older, becomes **habitually truant** the school **must** either refer the child to school or community-based school attendance program or file truancy citation with the District Magistrate.

**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.**

1. An **Attendance Policy Exception (APE)** form must be completed **at least one week before** 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 of all prior absences and tardies is excessive;
  - e. If an APE is granted any work assigned before the absence and due during the absence should be submitted **before** the absence or the assignment may be considered late.
  - 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 toward meeting the standard and as such should be held more accountable. An accumulation of more than five (5) **excused or unexcused** absences per quarter may result in the student making up the time during non-school hours. If absences continue over the level stated above, there may be a hearing to determine the academic and/or enrollment status of the involved student. An accumulation of more than three (3) **unexcused** absences per school year will result, at the discretion of the Headmaster or his designee, in a decision to determine the enrollment status of the involved student.

### **Tardiness**

Any student who arrives to school late must report to the front desk to obtain a tardy pass 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 front desk at or 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. If there are continual tardies, students may be required to serve after school detentions to work in the school, as well possible suspension from extra-curricular activities.
- **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 and an accumulation of more than three (3) class tardies per quarter may result in a lunch detention.

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

## Building and Property Stewardship

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; and
- no gum chewing.

### Change of Address, Phone, etc.

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

### 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.

Parents should use the following as guidelines for pickup:

- 2:50 p.m. Car pool pick up for families that have **ONLY** PreK and/or Kindergarten children at the front of the building.
- 3:00 p.m. Bus pick up is at the side of the building
- 3:00 p.m. 1<sup>st</sup> through 12<sup>th</sup> grade non-bussed students will be dismissed from class to the front of the building. **No Parking** in the circle in front of the Library or the upper parking lot (except for handicap accessibility) during dismissal. **All children will be loaded into the car in the pick up line or parents** may park at the church and use the crosswalk to pick up children from the lines at the entrance of the library. **Please adjust your arrival time to avoid waiting in the street.**

**FOR SAFETY REASONS, WE WILL NOT RELEASE YOUR CHILD TO ANOTHER PERSON, CARPOOL, OR BUS WITHOUT YOUR EXPRESS PERMISSION!** Please call the school office with any **changes** in the dismissal transportation for your child **before** 1:00 p.m.

### Early Dismissal

- A. All school early dismissal - Students may be dismissed early due to weather conditions. In these instances, parents will be notified via Renweb update (text or email), and also may tune in to the local T.V., Dayspring's website, and radio stations listed in the **Weather Emergencies** section of this handbook.

Students are also dismissed at 11:15 a.m. on some Fridays due to various school events. Parents should check the school calendar for early dismissal dates.

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

***Parents must enter the building to pick up children for an appointment.  
We will not send your children out to meet you.***



## Building Security Procedures at Dismissal

### **Leaving the Building**

During the school day, 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/her designee.

At 3:00 p.m. students are dismissed and expected to go home.

-If there is a home sporting event or other extra-curricular activity and students want to remain at school, they must be under the direct supervision of a teacher, staff member or parent.

-Teachers may not allow students to re-enter the school unless they are willing to escort them to where they want to go. This also applies to the gate at the gymnasium.

At 3:30 p.m. (after bus dismissal), the gate by the gymnasium is locked.

At 4:00 p.m. the front door is locked.

## 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. Technological devices continue to evolve. Many technological capabilities are not needed in the school setting and can be, at the very least, distracting to the learning process. While technology can be and is used for many good things, we should not be naïve to believe it is not also used for many things that neither enhance the learning process nor honor God. However, some applications of these devices are needed in the school setting at prescribed times, therefore to “outlaw” such devices would not serve the purpose of preparing students to engage the technology in preparation for the future.

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. The school operates under a Google Chromebook 1:1 Policy for 8<sup>th</sup>-12<sup>th</sup> graders. School laptops and other computers will be available for use for other students, as teachers direct.
2. Students may use their cell phones to make a phone call after they have gotten permission from a teacher to retrieve the phone. It will then be taken to the front desk to make the call.
3. Parents who must contact their children during the day must see **Telephone Use Policy**.
4. No electronic devices should be used in school unless directly allowed by an individual teacher for a class assignment. Permission must be granted for each individual use.
5. Cameras and other recording devices can be used in school only with the only 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.

Violation of any of these rules will result in appropriate disciplinary action. For the upper school student, DCA operates on a three-strike policy for Electronic Device violations.

Strike 1: Device will be confiscated by staff member and given to the principal. Principal will return the device only to a parent.

Strike 2: “Strike 1” consequences will be followed. In addition, the student will face a technology suspension for a period of time to be determined by the principal. During this time, student will not be able to use any school or personal electronic devices at school. All digital work will either be done by hand or completed away from school.

Strike 3: Student will lose all electronic device privileges for the remainder of the \*school year. (\*If the third strike is reached in the last month of school, the principal may extend the time of suspension into the following school year).

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

## Hall Passes

All upper school students are issued their own discretionary hall pass at the beginning of each quarter. 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.

- When a student runs out of space on his pass, he or she must request a new one from the principal.
- If a student loses his pass, replacements may be given at principal's discretion.
- Students must have a pass whenever they are in the hallway during a class period. The pass must come from the originating teacher.

## Home Communication Tools

The school staff stands ready to answer questions and assist you in any way. Two tools that aid in our quest to better serve are the *Dayspring Beacon* and *Renweb*. Please carefully read these publications. Previous *Beacons* can be found on the school website. Together, they will keep you informed as to general school issues and specific academic progress.

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

**Goals:** The *Goals or Lesson Plans* are a tool published on *Renweb* by the classroom teacher to keep parents up to date with information from the classroom. Homework and goals will be published by 8:00 a.m. on the first day of the school week. Any corrections or updates will be posted by 4:30 p.m. each day.

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

## Lockers

Lockers are on loan to the student during the time that they attend Dayspring Christian Academy. Students have the opportunity to honor God as they grow in stewardship of their lockers. With this in mind, students should keep their lockers neat and orderly at all times. **Stickers, pictures, etc., of any kind are not allowed to be permanently affixed inside or outside the lockers.** Students should not leave food or dirty clothes in the lockers at any time. Also, no items should be kept on top of the lockers. Students leaving items outside of lockers in a disorderly fashion or at the end of the day will have those items confiscated. Students are not permitted to use or open another student's locker. The school reserves the right to inspect lockers at any time.

## Lost and Found

Lost and found items are kept in designated area at the building. Once per month, those items will be donated if they are not claimed. Students can check the lost and found upon request and with permission.

## Lunch Program

A different lunch option is offered each day of the week. Information and costs are located on the Dayspring website as well in the weekly Beacon. Many students bring their own lunch to school. A limited number of microwaves are available for student use at lunch.

## 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 type or performance of music is acceptable. Parents are encouraged to prayerfully consider factors such as:

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

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

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.

### School Hours

Tardy	7:55 a.m. – students should be in class at this time
Dismissal	2:50 p.m. – carpool pick up for families with PreK and/or Kindergarten children
	3:00 p.m. – bus students
	3:00 p.m. – car pool families, student drivers, walkers
Early Dismissal	11:05 a.m. – families with only PreK and/or Kindergarten children
	11:15 a.m. – all other families

### School Pictures

Fall Picture Day is considered a special dress day, where parents determine what their students will wear for the picture in accordance with the special dress guidelines. Picture packages may be purchased online prior to picture day or turned in on picture day. All students must have their picture taken for the yearbook, even if they are not buying a package. Make-up picture day, approximately two months after the original day, is for those who were absent or are displeased with their pictures. All students must wear their uniform on make-up day but may bring a different shirt to change into for the individual pictures.

### School Supplies

Each year, a supply list is available on the school website in Parent Resources, Forms, Form Library. Students are expected to have all supplies on the first day of school. Students are also expected to keep their supplies current during the year. Parents are reminded to check with their students to see if any of the consumable items need replenishing as the year progresses.

### Telephone Use Policy

Students needing to call home should report to the front desk and will be asked to give the reason for the call to determine if the student or a staff member will contact the parent. Students may use the front desk phone or their own phone by permission only. Parents should refrain from requesting to speak with their child during class time unless there is an emergency.

**Dayspring recognizes the value of how technology has revolutionized communication. Dayspring wants to be a technology-friendly environment. However, for the purpose of educational integrity and allowing the teacher to govern the classroom without unneeded interruptions, Dayspring requests that parents avoid sending text messages to their children during the school day. Please rely on the school office personnel to relay a necessary message from home to the student.**

## Transportation

### **School Bus Policy**

1. Students and children may not be on any bus without direct adult supervision.
2. All Dayspring students will abide by the rules and regulations established by the school bus driver without question.
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. Parents must notify the office by 2:00 p.m. of the affected day.

**Failure to comply with these standards will result in the following disciplinary action (Note: each school district may also have its own standards and protocol):**

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

### **Student Driver Policy**

Students must have written permission from their parents to drive to school. No student may leave or arrive at school with another student driving, unless there is written permission from both the driving student's parents and the riding student's parents. This may be a blanket permission or specific to the occasion. Student Driver Permission Forms are available on the school website. Students who do not follow safe driving standards on school property may lose the privilege of driving to school or parking in the school lot. Students will be required to park in a designated area and must display the provided student placard.

### **Transportation to Athletic Events**

1. When teams are traveling to athletic events, parents and/or relatives may ride the Dayspring bus on a first come, first served basis, pending availability. Students who are not athletes will not be dismissed early from a class to ride a team bus to an athletic event. Parents must make other arrangements.
2. Students may not ride a team bus without their parent or other adult chaperone. The coach may not also be the chaperone.

# 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.

**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 exaggerated by choices in attire. Dayspring sees 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 parents are the God-given authority in the lives of their children and that parental 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.

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

## **General Guidelines**

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).
  - 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 in into pants or skirts. (Exception: tapered shirts for girls)
  - Clothes worn under the Dress Policy shirt must be plain, white (middle and high school), gray (middle school only), or navy (high school only) shirts, such as turtlenecks or long-sleeved t-shirts, with no printing or pictures.
  - Piercings are not permitted for boys and may not be covered by Band-Aids. Girls may have only their ears pierced. (Other visible piercings and gauges are not permitted)
  - Students may not display tattoos.
  - Girls' skirt length may not be shorter than the top of the kneecap. Girls' skirts must rest at the top of the kneecap.
  - 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, such as bleach, will not be permitted. Changes to a student's hair color must be a natural hair color. Pink or purple, for example, are not permitted.
    - 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 Dress Policy Violation

1. Parents will be notified immediately and asked to bring the proper dress policy item to school. If the parent cannot bring in the needed dress policy item, the notification will be considered a warning.
2. In the event of another infraction, the parent will be notified by e-mail of a repeated violation and the student will be placed on in-school suspension. If the parent can bring in the needed dress policy item the violation will be considered a warning.
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.
4. If violations continue, a school administrator will meet with both the parents and the student.

### Improper Application of the Dress Policy

1. Student will be asked to make the appropriate change.
  2. A dress policy violation slip will be noted in the student's file.
  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.
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**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.

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**Physical  
Education  
Attire**

Attire for all grades must consist of the following:

- Navy or black shorts that reach the middle of the thigh.
- Sneakers or as specified by the teacher
- White, navy blue, or black athletic socks
- Students in 6<sup>th</sup>-12<sup>th</sup> grades, red, white, blue, or gray Dayspring t-shirt purchased from the Athletic Office or Spirit Store.
- Students in 2<sup>nd</sup> -5<sup>th</sup> grades, t-shirts in solid white or solid navy (no logo required). Shirts from the Spirit Store are permitted but not required.
- Sweatshirt and/or sweatpants (optional for warmth) purchased at the Dayspring website **or** plain, navy or black sweatshirt or sweatpants.

Important: On physical education days, students in grades 2-5 may come to school in their physical education attire.

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**Lower School Dress Policy** Please use the following tables to determine what your female student may wear to school.

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, skinny, form-fitting, 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
Girls	<ul style="list-style-type: none"> <li>▪ Navy or khaki jumper with logo (length not shorter than the top of the knee cap)</li> <li>▪ Navy or khaki uniform-style pants, capris (below the knee) or shorts</li> </ul>	<ul style="list-style-type: none"> <li>▪ White, light blue or red knit polo shirt</li> <li>▪ Red or white mock turtleneck</li> <li>▪ Red or white turtleneck</li> <li>▪ Light blue or white Peter Pan collar blouse</li> </ul>	Solid navy blue or red cardigan, v-neck or crew-neck, vest or sweater	Tights or socks in white, navy blue, or black	Shoes, sneakers, or boots. No sandals, flip flops, slippers, or Heelys.
Boys	Navy or khaki uniform-style pants or shorts	<ul style="list-style-type: none"> <li>▪ White, light blue or red knit polo shirt</li> <li>▪ Red, white, or blue mock turtleneck</li> <li>▪ Red, white, or blue turtleneck</li> </ul>	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.

**Upper School Uniform Changes for 2020-21**

For the coming school year, Dayspring Upper School students will be given some new flexibility in their dress standards. Our school week will be divided into Business Casual days and Professional dress days.

In general, on most days, students will dress in Business Casual attire. Middle School students will wear navy pants or skirts and gray polo shirts with the Dayspring logo. High School students will wear khaki pants or skirts and navy polo shirts with the Dayspring logo. On Wednesdays, students will wear their Professional attire. Business Casual attire is worn on Mondays, Tuesdays, Thursdays, and Fridays. Professional attire is worn on Wednesdays, to coincide with chapel. Occasionally, students will be asked to wear specific attire for a special event, such as Grandparents Day. Parents and students will be notified at least one week in advance through school announcements and *The Beacon*.

**Grandfather phase:** For the 2020-2021 AND 2021-2022 school years, any previously purchased loeox oxford may be worn on any day of the week. Polos do not need to be purchased for the first year, but no new oxford shirts, beyond what is needed for business professional days, need be purchased.

Additional, for 2020-2021 school year only, middle school students may wear previously-purchased khaki pants or skirts, and high school students may wear previously-purchased navy pants or skirts.

**Upper School  
Dress Policy for  
Girls**

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

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

Note: For additional warmth, students may wear inconspicuous articles of plain white (middle and high school), gray (middle school only), or navy (high school only) shirts, such as turtlenecks or long-sleeved t-shirts, with no printing or pictures.

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

Grade	Skirts or Pants	Tops (all with logo)	Sweaters (all with logo)	Hosiery	Shoes
6-8 Business Casual	<ul style="list-style-type: none"> <li>▪ Navy skirt or skort (length not shorter than the top of the knee cap)</li> <li>▪ Navy uniform-style pants</li> </ul>	Gray polo shirt, tucked in. All buttons, except the top, must be buttoned.	Solid navy blue or red cardigan, v-neck or crew-neck sweater; navy or red fleece (half or full-zip)	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 or flip flops.
6-8 Professional	<ul style="list-style-type: none"> <li>▪ Navy skirt or skort (length not shorter than the top of the knee cap)</li> <li>▪ Shin-length chino skirt in navy</li> </ul>	French blue button down oxford shirt	Solid navy blue or red cardigan, v-neck or crew-neck sweater; navy or red fleece (half or full-zip)  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.	Shoes, sneakers, or boots. All shoes must have a non-skid sole, and enclosed heel and toe. No sandals or flip flops.
9-12 Business Casual	<ul style="list-style-type: none"> <li>▪ Khaki skirt or skort (length not shorter than the top of the knee cap)</li> <li>▪ Khaki uniform-style pants</li> </ul>	Navy polo shirt, tucked in. All buttons, except the top, must be buttoned.	Solid navy blue or red cardigan, v-neck or crew-neck sweater; navy or red fleece (half or full-zip)	Tights or socks in solid white, navy blue, or black; nylons in flesh-tone, solid white, navy blue, or black.	Leather or faux leather dress shoe, mostly solid in dark color (with no shiny or metallic designs), with closed toe and heel.  Not permitted: any kind of casual footwear such as sneakers, boots, or any type of canvas shoe (such as TOMS), sandals, flip-flops, moccasins, work boots, etc.
9-12 Professional	<ul style="list-style-type: none"> <li>▪ Khaki skirt or skort (length not shorter than the top of the knee cap)</li> <li>▪ Shin-length chino skirt in khaki</li> </ul>	French blue button down oxford shirt	Solid navy blue or red cardigan, v-neck or crew-neck sweater; navy or red fleece (half or full-zip)  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.	

**Upper School  
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.

Note: For additional warmth, students may wear inconspicuous articles of plain white (middle and high school), gray (middle school only), or navy (high school only) shirts, such as turtlenecks or long-sleeved t-shirts, with no printing or pictures.

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

Grade	Pants	Tops (all with logo)	Sweaters (all with logo)	Hosiery	Shoes
6-8 Business Casual	Navy uniform-style pants	Gray polo shirt, tucked in. All buttons, except the top, must be buttoned.	Solid navy blue or red v-neck or crew-neck vest or sweater; navy or red fleece (half or full-zip)	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 or flip flops.
6-8 Professional	Navy uniform-style pants	French blue button down oxford shirt	Solid navy blue or red cardigan, v-neck or crew-neck sweater; navy or red fleece (half or full-zip)  Optional navy blue blazer (does not require logo).	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 or flip flops.
9-12 Business Casual	Khaki uniform-style pants	Navy polo shirt, tucked in. All buttons, except the top, must be buttoned.	Solid navy blue or red v-neck or crew-neck vest or sweater; navy or red fleece (half or full-zip)  Optional navy blue blazer (does not require logo).	Socks in solid navy, black, or brown	Leather or faux leather dress shoe, mostly solid in dark color (with no shiny or metallic designs), with closed toe and heel.
9-12 Professional	Khaki uniform-style pants	French blue button down oxford shirt with red/navy striped tie (from uniform provider)	Solid navy blue or red cardigan, v-neck or crew-neck sweater; navy or red fleece (half or full-zip)  Optional navy blue blazer (does not require logo).	Socks in solid navy, black, or brown.	<b>Not permitted: any kind of casual footwear such as sneakers, boots, or any type of canvas shoe (such as TOMS), sandals, flip-flops, moccasins, work boots, etc.</b>

**Upper School  
Special Dress  
Day  
Standards**

Dayspring students have regular opportunities to dress for school in items other than the typical uniform. 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, Upper School Retreat, Serve for Education Blessing Day (Upper School), Picture Day	<ul style="list-style-type: none"> <li>▪ Clean, neat clothes in good repair; no holes or frays (including jeans); skirts must reach the top of the kneecap</li> <li>▪ Jeans, pants, or loose-fitting track or athletic style pants</li> <li>▪ Shorts that are no shorter than a few inches above the knee. (For the retreat, shorts must reach mid-thigh.)</li> <li>▪ Modest clothes that follow a biblical standard.</li> <li>▪ Shoes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Short skirts or shorts that rise more than a few inches above the knee</li> <li>▪ Sleeveless shirts or tank tops</li> <li>▪ Flip-flops or slippers</li> <li>▪ Shirts that display objectionable material</li> <li>▪ Sweatpants, tight-fitting track (or athletic style) pants, yoga pants.</li> </ul>
Athletic Game Days (Upper School students)	<ul style="list-style-type: none"> <li>▪ Soccer: Game jersey or warmup shirt in place of the regular uniform shirt, tucked in.</li> <li>▪ Basketball, volleyball, or track: game jersey worn over a sleeved undershirt, tucked in.</li> <li>▪ Pants or skirt as identified in the uniform policy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Shorts</li> </ul>
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 **Parents and the Dress policy** section of this policy.

## Weather Emergencies

In case of inclement weather such as snow, ice, or fog, Dayspring's first notification will be an alert via Renweb (text or email). As a secondary measure, Dayspring will post delays and closings on our school website and broadcast on the following stations:

WDAC            94.5 FM  
WJTL            90.3 FM

WGAL-TV      Channel 8  
WHP-TV        Channel 21  
WPMT            FOX 43

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

# Health and Safety Program



Dental Health  
Emergencies  
Emergency Preparedness Plan  
Epidemic and Pandemic Response  
Head Lice Policy  
Immunizations  
Student Illnesses  
Medication Policy  
Physical Examinations  
Screening Procedures  
Student Accident Insurance  
Student Safety Issues  
Student Visitation

## Health and Safety Program

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

### Dental Health

Dental examinations are required for students in Kindergarten third and seventh grades. These grades were selected because they represent critical periods of growth and development in a child's life.

### Emergencies

All parents are required to fill out the emergency information when enrolling/reenrolling their student(s). Please be sure to keep information up to date. In case of emergencies involving your child, you will be contacted so that the appropriate action may be taken. If a parent or person to be notified in case of an emergency cannot be notified, the school will take appropriate action to ensure the safety of your child.

### Emergency Preparedness Plan

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

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

- I. Authority
  - A. Descending order of decision making authority:
    - Headmaster
    - Principals
    - Office Manager
  - B. School decisions will be based upon direction given by LEMA and PEMA. Parents should check the school's website and listen to local media announcements concerning recommendations and/or directives from LEMA and/or PEMA.
- II. Communications
  - A. Public announcements specific to Dayspring Christian Academy will be made via Renweb (text or email) and our radio and television weather-related announcement procedure, if permitted.
  - B. Parents should NOT call the school for information so that phone lines may be kept open. Parents should check for a Renweb alert and listen to the Emergency Broadcast Network via local radio/television stations. The school will initiate contact if permitted, possible, and necessary.



### III. Transportation

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

### IV. In the event of a threatening situation while school is in session:

- A. Students and associated staff shall follow instructions giving over the PA system.
- B. The receptionist or designee should remain at post if at all possible or take cell phone and radio into the auditorium.
- C. Students and staff will remain in designated area until given the all-clear signal or other instructions.
- D. The school will maintain a supply of water that would serve the needs of the students and staff for a limited time should the public water supply be compromised.

### **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.

### **Epidemic and Pandemic Response**

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

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

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

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

### **Dissemination of Health Information**

#### **Department of Agriculture:**

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

#### **Department of Health**

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

#### **Symptoms of Avian Influenza in Humans**

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

### **Planning for Staff and Student Absences**

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

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

### **Maintaining a Learning Environment**

#### **Notification of Parents**

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

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

#### **For more information**

On the internet at [www.pandemicflu.state.pa.us](http://www.pandemicflu.state.pa.us) or [www.pandemicflu.gov](http://www.pandemicflu.gov)

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

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

## Head Lice

If an incidence of head lice are found in a particular class, the parents of that class will be informed. A child who has been infected and treated appropriately for lice must stop in the Lower School Principal's office for a head check before returning to their class. Students will not be permitted to return to the classroom if live lice are found.

## Immunizations

It is a requirement of the Pennsylvania Department of Health that all children enrolled in public, private, or parochial schools, including preschool, be immunized against certain diseases. Please go to the school website, Parent Resources, and see the Form Library for a list of required immunizations:

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

## Student Illnesses

In the case of a student becoming ill while at school, (i.e., fever, vomiting) a parent will be called to pick up said child. If there are symptoms of fever or signs of a communicable illness, or an intestinal illness causing vomiting or diarrhea, it is requested that the child stay home from school. A child should be fever free for at least 24 hours (without medication) before returning to school.

## Medication Policy

It is the policy of Dayspring Christian Academy to administer medications during school hours only when absolutely necessary. Administration of medications falls under two categories. Parents are required to read and follow school guidelines for the appropriate category. Please note that all medications (prescription or over the counter) should be brought to school by a parent or legal guardian, in the original container clearly marked with the student's name. Some school districts have strict policies against students carrying any medications onto the school bus.

### **Category 1. Prescription Medications**

1. Medications will not be administered by the school until the Administration of Prescription Medication form is 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 form must be filled out for each different kind of medication to be administered.** A separate form must also be completed whenever changes are made in the medication, dosage, 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 as a Level 2 Offense.**

**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.) Violation of this rule is a Level 2 Offense.
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. (Medication must be taken at the front desk)
  - Needs for which medication may be administered

The school ensures the following in relation to the administration of medications:

1. Medications will be kept in a safe location that is inaccessible to students.
2. Any medication given will be recorded in the student's Renweb account.

### **Physical Examinations**

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

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

### **Screening Procedures**

Each year, the district school nurse comes to Dayspring to check the height, weight, vision, and hearing of students. Parents are notified when this will happen.

## Student Safety Issues

### **Alcohol, drugs and tobacco**

Use or possession of alcohol, drugs, and tobacco is a Level 3 offense that could lead to expulsion.

### **Bullying**

See Bullying Policy

### **Pregnancy**

In the event that a Dayspring Christian Academy student becomes pregnant or is known to have fathered a child, it will be considered a Level 3 offense and treated as such.

### **Self-abuse**

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

### **Sexual Harassment**

See Sexual Harassment policy.

### **Student Accident Insurance**

Dayspring Christian Academy does not provide student accident insurance for injuries which occur while at school or at any school sponsored activities. Parents are responsible to provide medical insurance for their children enrolled at Dayspring Christian Academy.

### **Student Marital Status**

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

## Student Visitation Policy

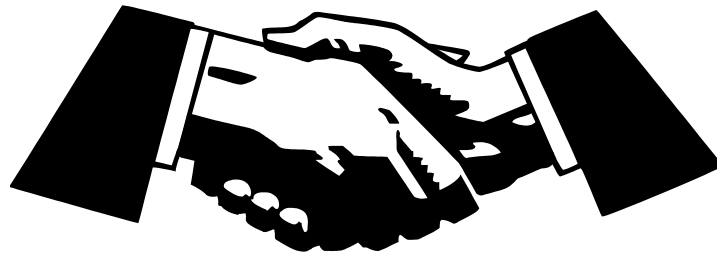
Non-Dayspring students\* may visit under the following conditions:

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

\*A non-Dayspring student is considered any student not currently enrolled.

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

# Parental Involvement



**Basic Responsibilities**  
**Fundraising Activities**  
**Parent Teacher Guild Committee (PTG)/Parent Information Network**  
**Teacher Partners**

## **Parent Involvement**

In his book, *Learning from the Best: Growing Greatness in the Christian School*, Dr. Gene Frost highlighted the importance of strong parent organization in building greatness into any school: “Perhaps the greatest accelerator of all, however, is a healthy, positive parent involvement. This flies in the face of what some perceive as the public school mentality: Keep the parents out of the schools and leave the teaching to the professionals.... Because the administration has demonstrated confidence in the parents, the parents have stepped up and are able to promote many of the successful programs of the school....Every campus I visited had enthusiastic, involved parents telling success stories about their school. This parent involvement not only helps with the work of the school but also elicits scores of enthusiastic boosters for the school in the larger community” (Pp. 53-54).

### **Basic Responsibilities of all DCA Families**

By joining the Dayspring Christian Academy family, each parent accepts certain responsibilities. Without parental involvement in the following basic ways, DCA would not be able to uphold its commitment to provide a quality learning environment:

7. Attend the Welcome Back Family Orientation.
8. Attend the Meet the Teacher Night (K-fifth graders).
9. Attend the fall Parent-Teacher Conference.
10. Participate actively in the all-school fundraisers (e.g., sub sales, Serve for Education).
11. Engage in the annual Towne Meeting (online).
12. Attend high school Guidance meetings.

### **Fundraising Activities**

#### **School-wide**

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

Fundraisers are necessary for the maintenance and well-being of the school. There are several big fundraisers that you are expected to become involved with during the year to help keep tuition costs and other related expenses to a minimum. These include the Annual Fund (The Extra Ordinary Give, Patriots Celebration Dinner, Remember America Speaker Series, Holiday Mail Appeals, and the Spring Mail Appeal), Serve for Education, and the sale of our famous 12” Dayspring subs.

#### **Individual and Class**

Fundraising by an individual student (or Dayspring family) on school premises must be approved by the Development Office and is restricted to the bulletin board located in the school lobby. Fundraising by an entire class for a class project or trip must be submitted to the development office and receive approval no later than 60 days before the fundraising event.

# Miscellaneous Information



Alma Mater  
Pledges  
Renweb



## Miscellaneous Information

### Alma Mater

#### **Let's Keep Our Eyes On Him**

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

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

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

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

Words and music by Peter and Hanneke Jacobs

## Pledges

### **To the Bible**

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

### **To the Christian Flag**

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

### **To the American Flag**

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

## Renweb: Parent's Web Site

Renweb is a tool used by Dayspring to help keep you up-to-the-minute with your students. On this Internet-based program, you can see homework assignments, grades, and lesson plan overviews. You can also access the family and staff directories.

### Setting Up Your Renweb Account

Step	Action
1	Open your Internet browser, such as Firefox, Chrome, or Internet Explorer.
2	Go to <a href="http://dayspringchristian.com">dayspringchristian.com</a> and scroll to Quick Links. Click ParentsWeb Access.
3	Click Create New ParentsWeb Account.
4	In the Email field, type in the e-mail address that you provided to the school, then click the Create Account button.
5	Renweb will e-mail a password to you (this may take a few minutes).
6	Go to the Renweb ParentsWeb Login screen that you accessed from Step 2. Log into Renweb using your e-mail address and password combination.
7	Search Renweb for grades, lesson plans, and more!

Please contact the office at [office@dayspringchristian.com](mailto:office@dayspringchristian.com) if you have any problems or questions.

### Viewing Reports Cards through Renweb

Step	Action
1	Sign into Renweb.
2	Click Student Information, located in the left column.
3	Click Report Card from the drop-down list. Renweb displays the report card on the right side of the screen.  <b>Important:</b> Print your child's report card to retain a permanent copy.

If you have any questions about...

- your child's grade, contact his or her teacher;
- issues with Renweb, contact the office at [office@dayspringchristian.com](mailto:office@dayspringchristian.com).