

Dayspring Christian Academy

Family and Student Handbook

Last Updated Summer 2026



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

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A Letter from the Founder and Vision Ambassador

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.

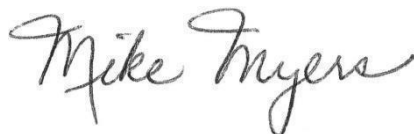
For more than three decades I have been involved in research that has taken me to the speeches, journals, and notebooks of our founding fathers. In fact, in the spring of 1999 a book reflecting these studies, based on my radio spot “Remember, America,” was published. In my studies, I have seen the indelible 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 21st 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". The ink is dark and the signature is fluid, with a large 'M' and a long, sweeping 'y'.

Dr. Michael R. Myers
Founder and Vision Ambassador

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

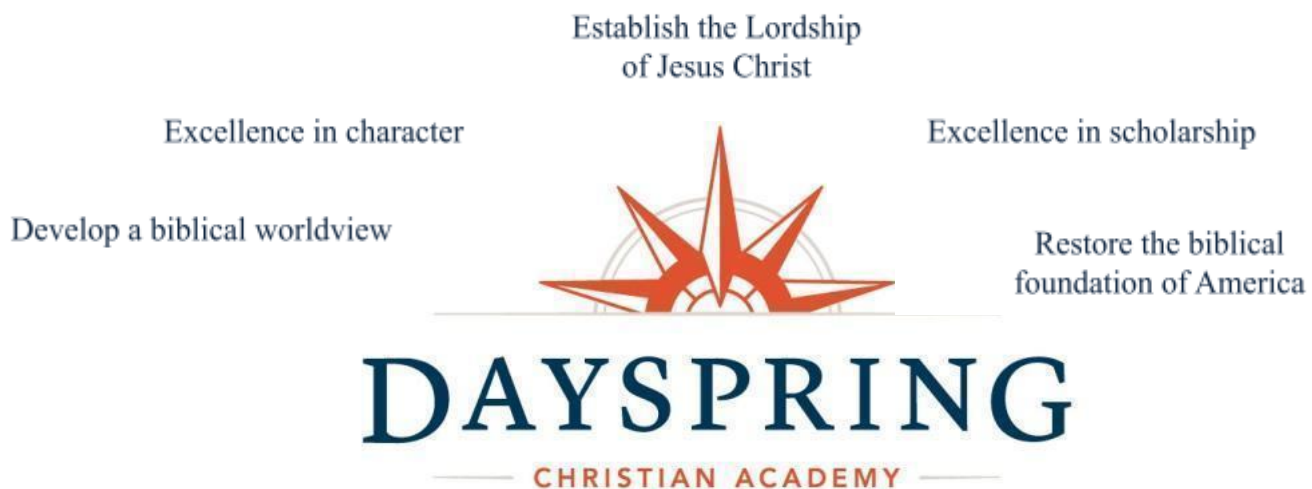
The Dayspring Christian Academy logo was designed to reflect the mission of our school. The symbol of the sun at the center of the logo was retained from the school's original logo. It represents the Dayspring from on High (Luke 1:78)

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



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

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

Luke 1:78-79

Introduction

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

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

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

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

² Proverbs 2:1-6

³ II Timothy 2:15-21; 3:16-17

⁴ Psalm 1:1-2

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

Statement of Faith and Doctrinal Beliefs

We believe that the Scriptures of the Old and New Testaments are inspired by God, inerrant in the original writings, and of supreme and final authority in faith and conduct. Accordingly, based on Scripture we believe...

1. In one God eternally existing in three persons: Father, Son, and Holy Spirit.
2. That Jesus Christ was conceived by the Holy Spirit, was born of the Virgin Mary, and is true God and true man (God-Man).
3. That the Holy Spirit is the third person of the Trinity, one with the Father and the Son, the indweller of every believer whereby each one is sealed unto the day of redemption of the body; that the Holy Spirit is active in the world today convicting the world concerning sin, righteousness, and judgment and is empowering the believer to be an overcoming witness of Christ.
4. In the existence and operating power of a real and personal being opposed to all righteousness and exalting himself against all that God is and has, the evil one called Satan or the Devil.
5. In a literal hell, the place of eternal punishment for the wicked dead.
6. In a literal place called heaven where God's immediate presence is manifested, where the angels are, and where the redeemed shall ultimately be, from where Christ descended and ascended again, where He makes intercession for the saints, and from where He shall come to judge the living and the dead.
7. That God created man in His own image and in a state of innocence, but that through temptation man willfully transgressed and became dead in trespasses and sins, whereby his posterity inherit a corrupt nature being born in sin and under condemnation.
8. That the Lord Jesus Christ died for our sins as according to the Scripture, as a representative and substitutionary sacrifice; that He arose from the dead in His glorified body, ascended into heaven, and as our great High Priest and Advocate, He ever lives to make intercession for us; that all who believe on His name are justified on the ground of His shed blood and receive the gift of eternal life by the grace of God.
9. That regeneration is a divine and instantaneous work of the Holy Spirit whereby God imparts life to one dead in trespasses and sin.
10. That sanctification is a divine and progressive work of the Holy Spirit whereby God, upon the ground of the finished work of Christ on the cross and His present intercessory ministry and His Divine Word, sets the believer apart and works out, in and through him by means of a submissive will, that which is well-pleasing to Himself through Jesus Christ. This work culminates in the redemption of the body.
11. In the one true church, the mystical body and bride of the Lord Jesus, composed of believers from Pentecost; that the local church is an organization composed of professing believers instituted for the purpose of fellowship, worship, and service; that in the matters of administration and policy, it is self-governing.

Philosophy of Education – The Principle Approach

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

Christian to the core. The home, church, and school were unified in purpose and practice, thereby producing the revolutionary results that amazed the Old World.

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

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 supporting a cause so vital and so worthy, and we are committed to lay our lives down for the sake of our brethren.

Dayspring Christian Academy Community Standards & Partnership Commitment

Introduction

At Dayspring Christian Academy, we believe that Christian education is built upon a partnership between the school, families, students, faculty, staff, administration, the governing board, and local churches. Our desire is to cultivate a Christ-centered community marked by grace, truth, respect, accountability, and unity.

Enrollment, employment, volunteer participation, and board service at Dayspring Christian Academy are privileges that require consent and a commitment to these standards.

Our Shared Commitment

Members of the Dayspring Christian Academy community commit to

- Treat one another with dignity, respect, and Christian charity.
- Support the mission, values, statement of faith, and leadership of the school.
- Contribute to a safe and healthy environment for students and staff.
- Seek reconciliation and biblical conflict resolution when disagreements arise.
- Communicate concerns appropriately and respectfully.
- Conduct themselves in ways that strengthen—not damage—the unity of the school community.

Community Standards

The following expectations apply to students, parents/guardians, faculty, staff, administrators, volunteers, and board members.

1. Respectful Conduct

All members of the school community are expected to:

- Treat others with kindness, respect, and professionalism
- Avoid conduct that is divisive, threatening, intimidating, or disruptive
- Demonstrate self-control and Christ-like behavior in both public and private interactions

2. Support of School Mission and Leadership

As a Christian school community, we expect members to support the mission and leadership of the school, even when disagreements arise.

While respectful questions and concerns are welcome, individuals who consistently engage in the following behaviors may no longer be considered aligned with the partnership expectations of the school:

- Undermine school leadership
- Create division within the community
- Refuse to follow established policies and procedures
- Engage in ongoing disruptive behavior

3. Appropriate Communication

Concerns or disagreements should be addressed respectfully and through appropriate school channels.

The following behaviors are inconsistent with the values of Dayspring Christian Academy:

- Disparaging, defamatory, or malicious statements about:
 - Students
 - Families
 - Faculty or staff
 - School leadership
 - Board members
 - The school itself
- Gossip, rumor-spreading, or attempts to undermine individuals or the school community
- Public attacks against the school or its representatives, including through:
 - Social media
 - Blogs
 - Online forums
 - Emails
 - Printed materials
 - Text messages or group chats

This expectation applies whether communication occurs on campus or off campus.

4. Conflict Resolution

Because Dayspring Christian Academy is a Christian ministry-centered community, we encourage disputes to be resolved biblically whenever possible.

Members of the school community are expected to pursue biblical and respectful conflict resolution.

Whenever possible, concerns should be addressed:

1. Directly with the appropriate individual
2. Through established school procedures (See Family Handbook)
3. In a spirit of grace, honesty, and reconciliation

We encourage all parties to seek resolution privately and constructively before escalating concerns publicly.

5. Safety and Well-Being

All members of the school community are expected to contribute to a physically, emotionally, and spiritually safe environment.

Conduct that threatens the safety, welfare, or emotional well-being of others may result in disciplinary action or removal from the school community.

Accountability

Failure to uphold these Community Standards may result in:

- Meetings with school leadership
- Restrictions on participation in school activities
- Behavioral or partnership agreements
- Disciplinary action
- Termination of enrollment
- Termination of employment or volunteer service
- Removal from board service or leadership positions

The school administration and/or board, where applicable, reserve the right to determine, at its discretion, whether conduct is inconsistent with the mission, values, and expectations of the school community.

Nothing in this policy is intended to limit legally protected rights or mandatory reporting obligations under applicable law.

Commitment to Christian Partnership

Our desire is to cultivate a Christ-centered community marked by grace, truth, respect, accountability, and unity-in other words, a healthy partnership. These standards are intended to ensure that all interactions occur in a manner that honors Christ and strengthens our community.

By participating in the life of Dayspring Christian Academy, members of the community affirm their commitment to uphold these standards and contribute positively to the mission and culture of the school.

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 worldview
- 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. Michael 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	2021
Dayspring celebrates its 20 th year. Expansion into former Credit Union area	Land Search and Capital Campaign Committees Established	Dayspring moves to Mountville, PA		Dayspring celebrates 30 th School Year! School Board Facilities Committee reinvigorated		Dr. Michael Myers becomes DCA's visionary ambassador. Mr. Dan Stone is instated as Dayspring headmaster.

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

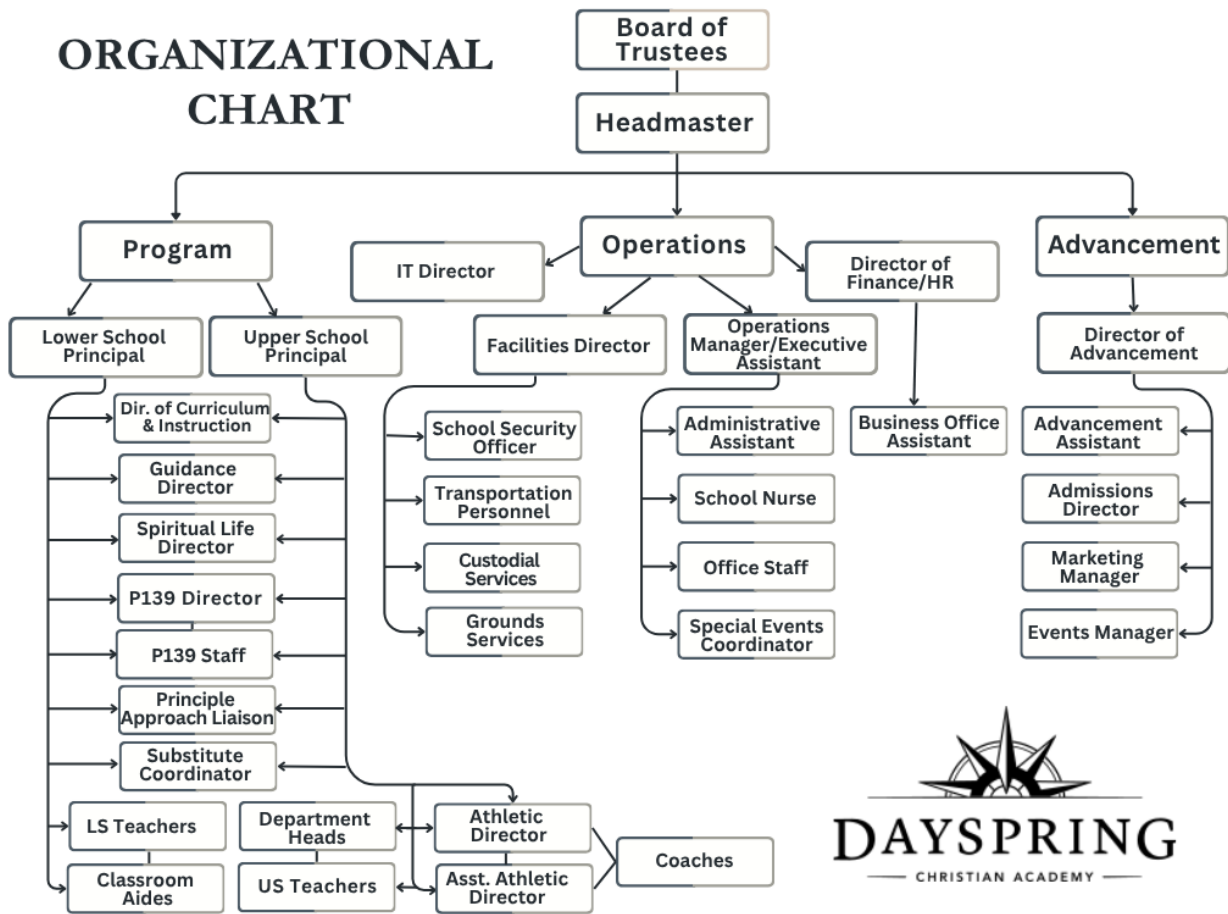
Dayspring Christian Academy exists as a 501(c)(3) organization and is incorporated as a Christian educational institution under the governance of its Board of Trustees and administered by the Headmaster.

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



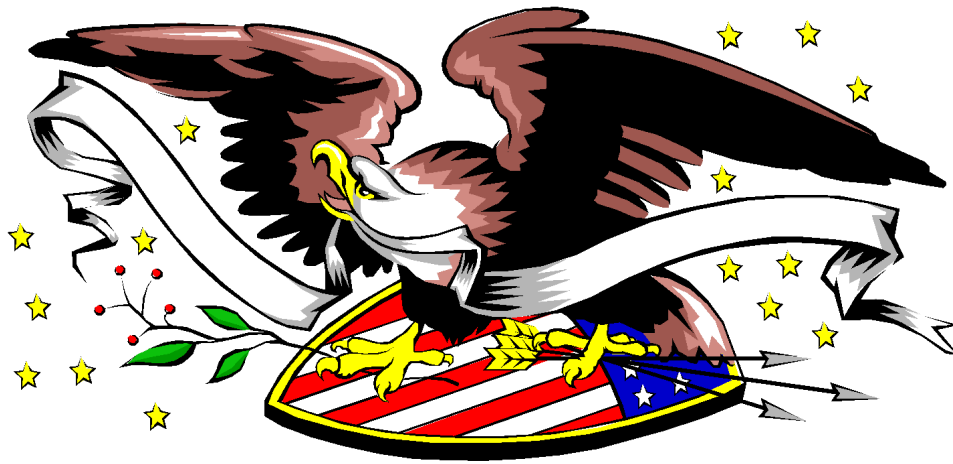
Faculty & Staff

Qualifications:

1. All Faculty and Staff must be born again Christians and attend a local Christian church.
2. Faculty and Staff 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 faculty and staff undergo extensive and ongoing in-service training in the Principle Approach, as well as best practices in education and all legal requirements.

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. **Financial aid assistance is available.** Financial aid awards are based upon the availability of funds and need. Parents may start the financial aid application when they start their student applications.
6. **When parents receive their acceptance letter from the headmaster and return the Parent Agreement, 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, policies, statement of faith, and biblical morality 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.
6. Attend high school Guidance meetings.
7. Be in agreement and compliance with the Dayspring Community Standards

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. This is included in the online application started by parents.
 - 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 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 14 through May 31	\$150 withdrawal fee
June 1 until the first day of school	One month 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.

Recognizing that students must take greater ownership of their Dayspring experience as they grow and mature, the school has established two thresholds for evaluation of continuous enrollment: the transitions from 5th to 6th grade and also from 8th to 9th grade.

During the Spring semester of a student's 5th and 8th grade years, the family and the school will come together to recommit to the partnership that exists. Students will complete a middle school/high school entry questionnaire, which will be reviewed together with their parents and signed in order to acknowledge their commitment to the Dayspring mission. The questionnaires will be evaluated by a faculty committee, and students will be notified of their admission into middle/high 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 (cvalverde@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 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 set up a payment plan approved by the Business Office, parent and student access to FACTS Family Portal 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 FACTS Family Portal 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. Financial Aid 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. Upload a complete copy of your 1040, 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 Financial Aid Committee.
6. Any family with a delinquent account and has not submitted a payment plan, is not eligible for Financial Aid.
7. Any family with a delinquent account that has a payment schedule, but is not current with that plan, will not be eligible for Financial Aid.
8. 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 Financial Aid 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 financial aid only after an opening occurs.

Educational Program



President Lincoln reading to his son Tad.

Achievement Tests
Community Service Hours
Courses: Middle and High School
Honors High School Program
Graduation Requirements
Valedictorian and Salutatorian
Commencement Award Criteria
College Credit Policy
Credit Transfer
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Curriculum
AP® and Dual Enrollment
Career-Technology
Daily Schedule
Outside-Classroom Activities; Field Studies
Homework Philosophy and Policy
Homework Posting
Grades; Grading Scale
Honor Roll
Parent-Teacher Conferences
Report Cards
Retention
Notebook Method
P139 Program

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

Educational Program

Achievement Tests

Standardized achievement tests are administered each spring as one of many ways to measure student progress. Upon request, a copy of the test results will be sent home to parents.

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 to log a minimum of twenty-five (25) hours of community service between their entry into high school and the end of the third quarter of their senior year. Note: 10 hours of the 25 service hours may be for approved school- and church-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

<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
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 Ancient Civilizations	PA History/Civics
Physical Education	Physical Education	Physical Education
Music	Art	Music/Art
Choir (elective)	Choir (elective)	Choir (elective)
Study Skills	Health	Orchestra (elective)
Orchestra (elective)	Orchestra (elective)	

High School*

Ninth Grade Courses		Credits		Tenth Grade Courses		Credits
Required Courses				Required Courses		
Bible: Christology		1.0		Bible: Hermeneutics		1.0
Biology		1.0		Chemistry or		1.0
American Literature I		1.0		Honors Chemistry		1.3
Rudiments of America’s History		1.0		American Literature II or		1.0
Mathematics		1.0		Honors American Literature II.		1.3
Language: Spanish or French Level I		1.0		Language: Spanish or French Level II		1.0
Physical Education		1.0		World History or		1.0
				Honors World History		1.3
				Mathematics		1.0
				Logic		0.5
				Rhetoric		0.5
Electives				Electives		
Choir		1.0		Choir		1.0
Worship		0.25		Performance Choir		0.2
Tech Team Member		0.50		Art (biennial rotation of <i>Culture, History, and Design</i> with <i>Artistry, Aesthetics, and Composition</i>)		1.0
Tech Team Leader		1.0		Music (biennial rotation of <i>Musicianship</i> with <i>Music Composition and Culture</i>)		1.0
				Yearbook, Worship, and Tech Teams		0.25-0.5
Required Credits		7.0		Required Credits		7.0
Eleventh Grade Courses		Credits		Twelfth Grade Courses		Credits
Required Courses				Required Courses		
Anatomy and Physiology (A&P) or		1.0		Bible: Worldviews		1.0
Honors: A&P, Physics, Biology		1.3		History: U.S. Government &		0.25
Apprenticeship		1.0		Economics		0.5
Bible: Doctrines		1.0		British Literature or		0.5
English Language and Composition or		1.0		Honors British Literature		1.0
Honors Eng. Lang. and Composition		1.3		New Testament Greek		1.3
U.S. History or		1.0		Senior Thesis		1.0
Honors U.S. History		1.3		Electives		0.5
Math (1.3 for AP Calculus AB, BC)		1.0		Math (1.3 for AP Calculus AB, BC and AP Statistics)		1.0
Electives				Honors Psychology		
Art (biennial rotation of <i>Culture, History, and Design</i> with <i>Artistry, Aesthetics, and Composition</i>)		1.0		Science: Honors Biology		1.3
				Honors Physics		1.3
				A&P (1.3 for Honors)		1.3
Music (biennial rotation of <i>Musicianship</i> with <i>Music Composition and Culture</i>)		1.0		STEAM		1.0
				Advanced Art (1.3 for AP Art)		1.0
Choir		1.0		Choir		1.0
Performance Choir		0.2		Performance Choir		1.0
Yearbook, Worship, and Tech Teams		0.25-1.0		Yearbook, Worship, and Tech Teams		0.2
						0.25-1.0
Required Credits		7.0		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. To take an Honors or AP course, a student must have received an 88% or higher on the previously related subject-specific honors/AP course of study or 90% in the previous college and career course.

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 Director of Curriculum and Instruction. 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 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 further develop academically-oriented 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 and career 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 usefulness in their future stations” (“Education.” Webster, 1828).

The Dayspring Honors High School (HHS) launched in the 2017-2018 school year. At the completion of the 2019-2020 school year it became a distinct entity within the school. From that time a minimum of eight (8) designated honors courses has been required for HHS students to earn an Honors High School diploma. **See Graduation Requirements.**

Requirements for Honors High School Enrollment

- I. Proven Academic Record**, as determined by a combination of
 - the GPA (target of 3.5 or higher)
 - minimum of 88% in key current course final grades
- II. Consent, as evidenced by**
 - participation at the “Information Meeting” at the onset of the school year
 - 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.

Honors High School 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
- Ideal maximum student-teacher ratio of 12:1

Graduation Requirements

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

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 apply. 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 Bible credits.	PA State Requirements apply. In addition to Dayspring diploma course requirements: a minimum of 2 honors/AP courses in each of English, Science, and History are required for grades 10 and 11 and a minimum of 2 honors/AP courses for grade 12. DCA also requires 4 Bible credits.

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. AP/Honors courses are weighted in the following manner: A=5.0, B=4.0, C=3.0, D=2.0. The Class of 2021 was the first to graduate under the

weighted 4.0 GPA on a 5.0-scale, which gives students who take Honors/AP courses the ability to earn a GPA higher than 4.0.

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 meet LCCTC or TSEE requirements. Such students will receive 5.5 credits after the successful completion of these program requirements.
 - Note: Generally, grade 11 students 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

The designation of **valedictorian** is conferred upon the Honors High School student with the highest academic standing at the end of the second 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 complete* high school years. *eight quarters/four semesters
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 remaining 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 yet remaining 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 tied 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 second 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 complete* school years. *eight quarters/four semesters
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 courses (grades 9-12) while enrolled at Dayspring Christian Academy will be designated.
5. In the event of a tie remaining 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 yet remaining 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 tied 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 be awarded a distinguishing medal, present an address during the commencement ceremony of their senior year, and be awarded a scholarship to their college of choice for the upcoming fall term.

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 received by Dayspring. 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	1.0 credit
English	1.0 credit
History	1.25 credits
NT Greek	1.0 credit
Electives	As needed
Thesis	0.50 credit
Total	5.5 minimum credits

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

Course 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 the Director of Curriculum and Instruction (DCI) by the 2nd 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. **See High School Summer Course Credit Policy for details.**

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) will count as a 1.0 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.

High School Summer Course 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 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 a 95% level and the teacher of record recommends advancement.
 2. A student may not take a class for advancement unless there is a subsequent course offered in that discipline the next school year.
 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%.

II. Fees

- A. Summer school tuition must be paid in advance of the start of the course. Current tuition is \$450 per course whether in-person or virtual. Tuition is subject to change. Checks are to be made 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 a 1.0 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.

Curriculum

The Principle Approach to Education

Dayspring uses America's historic, Biblical method of education and government called the Principle Approach. This uniquely Christian approach produced a level of scholarship that 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 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).
- Strongly emphasizing mastery of the English language through phonemic awareness, fluency, and comprehensive instruction. These instruction methods are implemented daily.
- Studying a rich classical literature program while emphasizing the masters and elevating each student's own ability to write, thus restoring the art of written expression in each student.
- Emphasizing the fundamentals and skills of mathematics as a tool for revealing the nature and character of the Creator while taking dominion over His creation.
- Within the science program, using the scientific method as a means of researching a topic thoroughly, reasoning from accurate observations, and deducing valid principles revealed through the study.
- Sowing of the seeds of the rudiments of every subject in the kindergarten and the elementary programs.
- Teaching a formal course in logic.
- Teaching a formal course in rhetoric.

- Providing formal instruction in Latin, thereby building a foundation and framework for learning and expression.
- Instructing in New Testament Greek at the high school level.
- Offering a career apprenticeship program for high school juniors.
- Poising seniors to present a written thesis with oral defense before a faculty committee.
- Relying on original and primary sources for research and study rather than popular, modern interpretations.
- Utilizing 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.

Advanced Placement and Dual Enrollment

Dayspring Christian Academy participates in the College Board's Advanced Placement® (AP) program. Taking an AP exam in the springtime is an opportunity by which our students may launch their college careers. Many of our students seek to accelerate their college placement by taking the exam in any of our four AP courses: Calculus AB, Calculus BC, Statistics, Studio Art: 2D Art and Design.

Additionally, Dayspring partners with Cairn University, Grand Canyon University, Harrisburg Area Community College, and Pennsylvania College of Health Sciences (PA College) to offer students additional opportunities to build their college transcript while completing high school. Students who take dual credit courses can earn college credits at a discount, so there is great potential for savings while further preparing themselves with college-level thinking and coursework. Cairn U, GCU, HACC, and PA College are fully accredited, so dual credits may be used there or transferred to other accredited colleges and universities. Dayspring dual credit courses include Honors Biology, Honors Chemistry, AP Calculus AB, AP Calculus BC, Honors English Language and Composition, Honors British Literature, Honors Psychology, Honors U.S. History, and AP Statistics. Dual credit and AP courses are so designated in the heading of those courses, along with the number of credits granted. Because not all colleges accept dual credit and/or AP scores, students should check with their colleges of choice to be certain of their policies.

Career-Technology

1. In recognition of God's Principle of Individuality, 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.
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 operates on a Monday through Friday schedule, not cycle days.

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.

6-Day Schedule			
Homeroom	7:55	8:06	11 min
1st Period	8:10	9:30	80 min
Break	9:30	9:36	6 min
2nd Period	9:36	10:56	80 min
Lunch	10:56	11:28	32 min
3rd Period	11:30	12:50	80 min
Break	12:50	12:56	6 min
4th Period	12:56	2:16	80 min
5th Period	2:20	3:00	40 min

3rd Period	12:00	1:10	70 min
4th Period	1:15	2:25	70 min
5th Period	2:30	3:00	30 min

Chapel (Mon.)			
Homeroom	7:55	8:06	11 min
1st Period	8:10	9:20	70 min
2nd Period	9:25	10:35	70 min
Chapel	10:40	11:25	45 min
Lunch	11:30	12:00	30 min

Early Dismissal			
Homeroom	7:55	8:06	11 min
1st Period	8:10	8:44	34 min
2nd Period	8:49	9:21	32 min
3rd Period	9:26	9:58	32 min
4th Period	10:03	10:35	32 min
5th Period	10:40	11:15	35 min

2-Hour Delay			
Homeroom	9:55	10:06	11 min
1st Period	10:10	11:05	55 min
2nd Period	11:10	12:05	55 min
3rd Period	12:10	1:05	55 min
Lunch	1:10	1:35	25 min
4th Period	1:40	2:35	55 min
5th Period	2:40	3:00	20 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. Classroom teachers will evaluate grades, effort, and attitude on a weekly basis. This policy will be governed in the DCA Athletic Handbook.

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.

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 are required to join the Joyful Noise choir. Students in grades 4 and 5 are encouraged to join the Joyful Noise choir; however, parents may opt their child out if desired. 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), private and group lessons are offered in a variety of formats from year to year. Parents are encouraged to inquire in the school office to receive more information.

Dramatic Arts

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, National Honor Society, worship or tech team, yearbook, or clubs. Students may inquire of 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 heritage, 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 mandatory 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 federal and state-required clearances. Please inquire in the office to obtain the proper paperwork.

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.

Homework Philosophy and 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 FACTS Family Portal 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 FACTS Family Portal 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 FACTS Family Portal 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.

In case of absences: Homework is not sent home on the day of an absence. Students are expected to follow the classwork- and homework-makeup procedure set by their teachers in the timeframe set by the school. Parents should contact the front desk to make other arrangements for classwork and homework during extended absences.

Homework Posting on FACTS Family Portal

Lower School and Upper School goals and homework will be posted on the FACTS Family Portal 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 FACTS Family Portal 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.

Honor Roll

Students who earn a cumulative average of 90-92% (all classes in a quarter) are recognized 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.

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 (required) and may be scheduled 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. 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 FACTS Family Portal until a formal written plan has been approved by the Director of Finance. Also, if a student has outstanding obligations, such as outstanding sports uniform returns, missing or damaged textbooks, etc., report cards will not be issued and families will be blocked from FACTS Family Portal 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.

Notebook Method

In keeping with the ideals of a Principle 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. **Homework Notebook** is in the hands of every child from PreK to 12th. It should be a one-inch, three-ring, plain cover binder. In it you will find the following items:
 - a. Office notices coming through your **youngest** child
 - b. Homework that each child has as his or her responsibility (in separate divider sections).Typically, homework sheets are to be removed daily 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.

2. **Subject Notebooks** are the notebooks that are created in the classes. They should be one to one and a half inch, plain cover, and three ring binders. (See supply list for specific details.) 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.

3. **Digital Notebook:** A digital notebook is strongly recommended for students and instructions are provided by the classroom teachers. Electronic organization, as well as reflective learning and a record of learning, are all important parts of a Principle Approach education.

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 has 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 in order for them to work to their potential.

P139 SERVICES

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.

Daybreak Levels

Support: Students who receive services at this level will spend 80- 99% of their instructional time in the regular educational setting, but be pulled into the P139 classroom for support in specific areas. Support could be provided for anything from organizational skills, to test taking and interventions for academic subjects.

Support with Replacement Subject(s): Students who receive services at this level will spend 40%-79% of their Instructional time in the regular educational setting, and be pulled into the P139 classroom for

more intensive interventions. Support could range from organizational skills to replacement instruction in reading, math, or other academic subjects.

Intensive Support: Students who receive services at this level will spend less than 40% of their day in the regular educational setting, and receive most, if not all, of their academic instruction in the P139 classroom. Inclusion in the regular educational setting will include specials subjects (physical education, art, music). Any academic inclusion in the regular educational setting will be supported by the P139 teacher.

Eligibility Criteria For Daybreak

Entry into the P139 program will be determined by the P139 staff (P139 Director and Classroom Teachers), as well on a first come, first-served basis, as there are limited slots available.

Referral Process For Daybreak

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.

Ignite

Students in grades three through eight who have an existing GIEP or who are identified as gifted, by demonstrating a full-scale IQ of 130 or above or a subtest of 130 or above* via testing by their home school district, may be enrolled in Dayspring's Ignite Program. Students in the program will have their curriculum, learning activities, and/or evaluations tailored to their specific learning needs, as appropriate, allowing them to be challenged at higher, more meaningful levels for a greater amount of classroom time than is afforded by regular instructional differentiation. The Ignite teacher also provides opportunities for similarly aged gifted students to work together on enrichment projects in a small group setting.

Ignite Plans

Students enrolled in the Ignite Program will receive an Ignite Plan, which will outline their unique educational track. Ignite Plans will give an overview of the students' strengths, needs, present levels of performance, and annual goals based on their current performance. Ignite plans will also list specific interventions to be used. Progress will be monitored regularly and reported to parents at report card time. Ignite plans will be reviewed yearly in the spring at an Ignite parent conference.

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.

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.

Fees: Please refer to the school website.

Discipline Program



Philosophy of Discipline
The Classroom Constitution
General Discipline Policy
Code of Conduct
Detention
Suspension Policy
Dismissal 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 Student 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 FACTS Family Portal.

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. Dismissal

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.

Students at Dayspring Christian Academy are expected to conduct themselves in accordance with the standards of God's Word on all occasions, in all situations. Therefore:

- Respectfulness towards all faculty, staff, and other students shall be observed.
- Talking back to one in authority with a degrading attitude, tone, or demeanor will not be tolerated.
- Gestures of a degrading nature are not permitted.
- Improper name or title usage in reference to anyone in authority is prohibited.
- Slandorous remarks or inappropriate actions behind the back of one in authority will not be tolerated.
- Speaking ill of the school, teachers, classes, or classmates will not be tolerated.
- Leaving the school building or grounds during school hours without prior permission, horseplay on school grounds before, during or after school hours, disrespectful remarks, gestures, or notes are acts from which Dayspring students shall refrain.
- Running, yelling, or raising their voices in hallways or classrooms is not permitted.
- Gossip and backbiting will not be permitted.

Class Conduct

Students should demonstrate the spirit of Christian conduct in class at Dayspring Christian Academy as exemplified by the following examples:

7. When class begins, students must be in their seats with all necessary class materials ready as specified by the teacher and engaged in the sponge activity.
8. Students will not chew gum in school or on school grounds.
9. Students shall respect the property or items located on and in the teacher's desk.
10. Students shall respect the property of their classmates.
11. Students will not throw or toss any objects in the class or hallways.
12. Students are to leave their seats only with permission from the teacher.
13. Students must raise their hands and be acknowledged before questioning, commenting, or communicating with the teacher or other students in the class.
14. Students will always address and reply to teachers with respect.
15. Cheating on tests or other assignments, plagiarism, or representation of another's work as student's own will result in strong disciplinary consequences.

Tiered Discipline Violations

This list of possible student behaviors, while lengthy, is not meant to be an exhaustive list of all possible behaviors and outcomes. Rather, it serves as a guide to the school community to help define the severity of the student behavior and potential consequences.

Important Note: If faculty become aware of any behavior issues because the student has self-reported, please first refer to the [Self Report Process](#) before assigning any disciplinary action.

Level One Violations include nuisances and minor behavioral problems, generally occurring in the classroom, hallways, playground, or any common areas. DCA teachers address these violations at their discretion

Typical Level One Violations	Possible Consequences and Restorative Actions
● Running, shoving or boisterous activity ● Shouting, excessive noise or talking when not appropriate ● Passing notes in class ● Dress code violations ● Minor violations of individual teacher classroom guidelines ● Unauthorized Cell phone or personal electronic device usage ● AUP violation ● Food/drink violation	● 1st offense: Verbal warning or correction, or missed recess for LS student ● 2nd offense: Parent and Principal Notification ● Additional offenses: ○ Reflective Journal ○ Lunch detention or missed recess for LS student ○ Temporary removal from class ○ Confiscation of device ○ Other consequence deemed appropriate by administration ● Uniform violations follow disciplinary actions outlined in the Uniform Code ● AUP violations follow disciplinary actions outlined in the AUP ● Other consequences deemed appropriate by administration

Level Two Violations include items that deal with relational conduct that may occur throughout the school day. These violations are normally addressed by the classroom teacher, with follow up from school administration as appropriate or for repeated offenses. School administration addresses bus and student driver issues.

Typical Level Two	Violations Possible Consequences and Restorative Actions
● Repeated Level One violations ● Profanity or obscenities ● Disrespect to staff, faculty or administration ● Teasing, scoffing, fault-finding, or excessive arguing ● Computer/Internet AUP Violations ● Romantic displays of affection ● Bus/transportation issues ● Violation of student driver policies	● Verbal warning or correction ● Conference with teacher ● Parent notification ● Reflective Journal ● Lunch detention for US, missed recess for LS ● Restriction of privileges (i.e. computer privileges, recess, extra-curricular activities, etc.) ● Referral to Administration ● Loss of transportation ● Mentoring with school staff or approved volunteer mentors ● After school detention ● Behavioral contract ● Failing grade on test or assignment ● School community service project ● Counseling with professional counselor ● In-school suspension ● Other consequence deemed appropriate by administration

Level Three Violations include disruptive and/or dangerous and/or unbiblical conduct that may occur in or out of the classroom. These issues are primarily addressed by the school administration.

Typical Level Three	Violations Possible Consequences and Restorative Actions
● Repeated or egregious Level Two Violations ● Intentionally missing class ● Overtly disruptive behavior ● Threatening behavior, including bullying of any kind (emotional, physical, verbal, written or digital) ● Failure to meet expectations of individualized behavioral or academic contract ● Physical Fighting ● Cheating or plagiarism ● Possession and/or use of prescription or non-prescription medications in violation of medication policy ● Falsely activating a fire alarm or security alarm ● Sexual or other harassment (student to student or student to staff) ● Inappropriate touching⁶ ● Sexual activity ● Blatant insubordination ● Threats or actual harm to the safety or welfare of another individual(s) ● Promotion of ideologies or behaviors that violate the school's Statement of Faith or Biblical Morality Policies.⁷	● Individualized mentoring by faculty or administrator ● Involvement of law enforcement as necessary ● Referral to ChildLine as necessary ● Suspension from sports teams ● After school detention ● Behavioral contract ● In-school suspension ● Out-of-school suspension ● Restorative Meeting ● Counseling with professional counselor ● Restitution for stolen or damaged property ● School community service project ● Referral to the Discipline Committee ● Dismissal (decision to dismiss is made by the Discipline Committee) ● Other consequences deemed appropriate by administration

⁶ Inappropriate touching is defined as any unwelcome or undesired touching of one person by another. This is considered a Level 3 offense once the individual is made aware that the touching is unwanted, either by the other student or by a staff member.

Inappropriate touching of another student in areas traditionally covered by underwear (such as genitals, upper thigh, breast, buttocks) is always considered inappropriate. Such behavior may also constitute a crime and require the school to make a report to ChildLine or Law Enforcement under Pennsylvania Law.

⁷ NOTE: Promote is defined as acting in a manner in which the individual is attempting to affect the thoughts and behaviors of others. This is different from classroom or mentor Level discussions where the issue in question is relevant to the class content or activities. It is the expectation in these situations that DCA faculty are ready to shepherd those discussions, teach the position from a Biblical Worldview, and point back to the Statement of Faith, and to their parent's and local church's positions.

Level Four Violations represent conduct that is a danger to the student or to the community. Violations in Level 4B are considered serious enough by the school that the student must be immediately removed from the campus with disciplinary procedures following afterward.

Typical Level 4A	Violation Possible Consequences
• Leaving school without permission • Use or possession of tobacco and/or marijuana, E-cigarettes, vaping paraphernalia or similar devices • Intentional damage to, or theft of, school property or the personal property of others • Possession or use of pornography • Distribution of prescription or non-prescription medications	• Individualized mentoring by faculty or administrator • Involvement of law enforcement, as necessary • In-school suspension • Out-of-school suspension • Other consequences deemed appropriate by administration • Referral to the Discipline Committee • Dismissal (decision to dismiss is made by the Discipline Committee)
Typical Level 4B	
• Possession or use of a firearm or weapon (on school property or at a school event), illegal drugs, or illegal items. • Distribution of illegal drugs or other illegal items. • Involvement in illegal activities	• Involvement of law enforcement as necessary • Immediate suspension (out of school) and referral to the Discipline Committee • Dismissal (decision to dismiss is made by the Discipline Committee)

Detention, Suspension, Dismissal and Bullying

Detention

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

Lunch Detention

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

Early Morning or After School Detention

- Detention may be assigned by administration

- 24 hours' notice will be given if possible.
- Transportation is the responsibility of the parents or student driver.
- Detention will be held daily from 7:00 a.m. to 7:46 a.m. or after school until 4:00 p.m.
- Detention takes precedence over any other activity.
- Students who are tardy will serve an additional detention.
- No-shows will serve an additional detention. A second offense of this nature will result in suspension.
- Students will not be permitted to sleep or put head down.
- If a student is absent on a day detention has been assigned, the detention will be served **on the day the student returns to school.**

Suspension

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

If a senior is suspended during the last few weeks of school, the senior may be required to serve the suspension after graduation.

In-School Suspension –

A student may be placed on in-school suspension at the discretion of the principal. This is considered as an unexcused absence; therefore, no credit is given for work, unless waived by the principal.

Out-of-School Suspension –

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

Probation

In some instances, students are placed on probation. The specific terms of the probation are determined by the headmaster and/or principal. Teachers are informed of their responsibilities in the probation process.

Dismissal Policy

Dayspring Christian Academy is committed to providing a Christ-centered educational environment that supports academic excellence, spiritual growth, and the development of Christ-like character. Enrollment at the school is a privilege and carries with it certain expectations regarding student conduct, academic responsibility, and cooperation with the policies and mission of the school.

While the school desires to work with every student and family to promote success and growth, there may be circumstances in which a student's behavior, academic performance, or lack of cooperation with or adherence to school policies makes continued enrollment no longer appropriate. In such cases, the school reserves the right to dismiss a student when it determines that doing so is in the best interest of the student, the school community, or the fulfillment of the school's mission.

This policy outlines the circumstances under which student dismissal may occur and the procedures that may be followed in making such determinations.

Academic Dismissal

Students that fail two or more core courses (Grades 1-8) or have not earned the appropriate number of credits to be promoted to the next grade level will be reviewed by the school administration to determine if DCA is the correct academic environment. If it is, a recovery plan will be put in place. If the team determines the student would be better served in another school, the Headmaster will dismiss the student from DCA.

Students who have been dismissed for academic reasons are not banned from the campus and may continue to attend public events. Students would be eligible to apply for readmission based on an application which shows substantial progress in a different school setting.

NOTE: Students with diagnosed needs, such as learning, emotional, or mental health needs, that cannot be met by DCA may be withdrawn from the school. That process does not fall under this policy and is not considered a dismissal.

Behavioral Dismissal

When a student fails to follow the student code of conduct, either through repeated offenses or through committing a serious offense (level 3 or 4), or 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, the Headmaster may refer the student to the discipline committee for possible dismissal from DCA. In the event a student commits a 4B offense, the headmaster is required to refer the student to the discipline committee.

In most cases, a behavioral dismissal will be for the duration of that school year at a minimum. The Discipline Committee will determine the length of the dismissal.

Process:

1. The headmaster will inform the student and his/her parents that s/he is being referred to the discipline committee due to the behavior of the student. At this time, they will also be informed that the committee will contact them with a time to meet with them. The committee may elect to meet on a nonschool day.
 - a. The headmaster may also decide to suspend a student pending the discipline committee hearing.
2. The grade-level principal will submit a referral of a student to the discipline committee in writing. The referral must contain the details of the offense, the details of the investigation, and any relevant evidence such as video recordings, summaries of interviews, etc...
3. The discipline committee will schedule a hearing to speak with the student, parents/guardians, and school administration. The committee will communicate the date, time, and location of that meeting to the student and parents..
4. The student and at least one parent is required to attend the discipline committee hearing. Parents and students are not allowed to bring other people to the committee meeting.
 - a. If a student and/or parent fails to attend the hearing, the committee will still meet.
5. During the hearing:
 - a. The hearing will be called to order and opened in prayer
 - b. The headmaster or designee will present the findings of the school's investigation with the student and parents/guardian in the room. The family will not interrupt the presentation of the school's findings.
 - c. The student will then have the opportunity to present his/her side of the case.
 - d. Next, the committee will discuss the school's findings with the student and his/her parents/guardians. The committee is permitted to ask any relevant question of the student. The committee may also allow the parents/guardians to make a statement. Once the committee has completed its discussion with the student and family, they will dismiss the student and family from the hearing.

- e. Once the family has left, the committee will then deliberate to determine if the student is to be dismissed from DCA or not. If the student is not to be dismissed from DCA, the committee will determine the consequences the student will have as a result of the infraction(s). The headmaster or designee will remain in the hearing to advise the committee during its deliberation.
- f. Generally, the committee will make its determination prior to ending the hearing. In the event the situation is complex, and the committee requires additional time to determine its decision, the committee may elect to recess until a later time.
- g. Once a decision has been made, the headmaster will communicate it with the family both in writing and verbally through a phone call or an in-person meeting.
 - i. In the event of a dismissal, the communication will include information for the appeals process.
 - ii. If there is not a dismissal, the principal will be tasked with implementing the consequences outlined by the discipline committee.

6. Appeals process

- a. A family may file a written appeal to the school board within 48 hours. All appeals will be sent to the headmaster, who will then give it to the board chair. Only dismissal decisions may be appealed.
- b. The only grounds for an appeal is a violation of school policy or process. The written appeal must include the violation of school policy or process that has occurred.
- c. The board chair will convene a meeting of the board, either virtually or in person, for the specific purpose of reviewing the appeal. This meeting is only to determine if a school policy or procedure was not followed. It is not to redecide the issue.
 - i. The student and family are not invited to this meeting unless the board chair specifically invites them.
- d. If the board determines a school policy or process was not properly followed, it may then overturn the dismissal and issue different consequences as appropriate.
- e. The headmaster will then communicate the board's decision to the student and family in writing and orally through a phone call or meeting.

Students who have been dismissed from Dayspring Christian Academy for behavioral reasons are not permitted to return to the campus, nor to attend school events for at least the period of dismissal. The total length of time, or any exceptions to this rule, will be determined by the discipline committee at the time it decides to dismiss the student.

A student is eligible to apply for readmission to Dayspring Christian Academy once s/he is permitted to be on campus AND the student has successfully completed a period of time that is commensurate with the dismissal period in a regular, in-person, educational setting.

A student who withdraws during the disciplinary process may still be subject to being banned from the campus for a period of time determined by the discipline committee. Additionally, such a student would be under the same conditions for application for readmission as a student who has been dismissed from DCA.

In accordance with the Pennsylvania Safe Schools Act, if a student is dismissed from Dayspring Christian Academy for an offense involving weapons, drugs/alcohol, or willful infliction of injury on another person or acts of violence on school property or at a school-sponsored event, this disciplinary action will be documented on the student's permanent record and disclosed on official transfer records as required by state law.

Discipline Committee

The Discipline Committee will consist of the Headmaster, both Principals and 2-3 other members of the faculty or administration.

Bullying

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, texting, or other 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.

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 may be 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 First Violation (Required) (Level 3 Offense):

Detention

Parent/legal guardian contact or conference

Behavior contract

Optional: Suspension, restitution of personal property, referral for counseling, consideration for dismissal

Subsequent Violation: (Required):

Parent/legal guardian conference

Suspension

Assignment to Anti-Bullying Program

Optional: Parent and student conference with Headmaster, Restitution of personal property, Consideration for dismissal

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: must fit the description of “bullying” above as either systematic, repeated, or power

differential: 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)

Academic Integrity 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 issues 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 regarding the plagiarism violation will be placed in the student’s cumulative folder.
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.

Harassment Prevention Policy

Dayspring Christian Academy is committed to providing a Christ-centered educational and work environment characterized by a community that lives out its faith and strives to follow Christ’s teaching, which is summed up in Mark 12:30-31. “Love the Lord your God with all your heart and with all of your soul and with all of your mind and with all of your strength. The second is this: ‘Love your neighbor as yourself.’ There is no commandment greater than these.” As such, harassment of any kind is inconsistent with our biblical values and will not be tolerated.

This policy prohibits unlawful harassment, including sexual harassment, and establishes procedures for reporting and addressing concerns.

This policy applies to all members of the DCA community, including:

- School Board members
- School administration
- All employees (full-time, part-time, or temporary)
- Volunteers
- Students
- Parents/Guardians
- Third parties interacting with the school (vendors, contractors, IU staff, etc...)

This policy applies to conduct occurring:

- On campus
- During school sponsored events, including off campus events such as athletic events, concerts or other events, and field studies
- School related travel
- All communication connected to school operations, including verbal, written, and digital
- Members of the school community may be subject to additional applications defined in DCA code of conduct documents that pertain to the Community Standards or a student code of conduct.

Definition of Harassment: Harassment includes, but is not limited to:

- Communication such as jokes, comments, innuendos, notes, display of pictures or symbols, gestures or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, or disability.
- Unwelcome sexual advances
- Requests for sexual favors
- Inappropriate touching
- Sexually suggestive comments or jokes
- Displaying sexually explicit materials
- Repeated unwanted communication of a romantic or sexual nature
- Physical interference

Reporting Procedures

Any student who believes they have experienced or witnessed harassment should report the matter immediately to their teacher or directly to the grade level principal.

Reports must contain the following information:

- Description of the conduct
- Date(s) and location(s)
- Names of individuals involved
- Names of any witnesses

Investigation Process

Upon receipt of a report, the principal who receives the complaint will forward it to the Headmaster (or the Board Chair if the subject of the complaint is the Headmaster). The Headmaster will:

- Promptly review the report
- Conduct a fair and confidential investigation to the extent possible
- Take appropriate corrective action if misconduct is substantiated

Confidentiality will be maintained as much as possible while allowing a thorough investigation.

Non-Retaliation

DCA will not take retaliatory action against any individual who:

- Reports harassment in good faith
- Participates in an investigation
- Opposes unlawful conduct

Any act of retaliation will result in disciplinary action

Corrective Action

Corrective action for DCA students is outlined in the DCA student discipline policies

Corrective action for DCA parent/guardians is outlined in the DCA parent/guardian agreement.

False Report

Knowingly making a false report of harassment is prohibited and may result in disciplinary action. However, a report made in good faith will not be considered false simply because it cannot be substantiated.

Student/Family Complaint/Dispute Policy

Within the course of the school year, there will be times when a student and/or parents/guardians have a grievance with an employee of the school. Families are to follow the process outlined in Matthew 18:15-20 as a basis for resolving the issue.

A student or family with a grievance should address the grievance with the individual(s) involved. Most of the time, this is something that occurred between a teacher or coach and the student. The family is to reach out to the member of the staff via email to either attempt to address the issue or request a time to talk about it. When making the request, the family must inform the member of the staff of the topic they want to discuss so that all parties are equally prepared to have discussion.

If the issue has not been resolved OR the staff member is not responding to the parent, then the parent or student is to contact the individual's supervisor. This information can be obtained by viewing the Chain of Command in the Family Handbook. The supervisor will arrange for the family and staff member to meet and discuss the issue. The supervisor may join the discussion at this point, but not to arbitrate the issue, but rather to help facilitate dialogue. If the issue has not been resolved, then the parent/student may request the supervisor act to resolve the issue.

If the issue has still not been resolved, a student or family may appeal the issue to the Headmaster. His or her decision on the matter will be considered final.

The exception to this process is in the area of an employee that is violating school policies, causing a health or safety issue, or engaging in conduct that is of concern. Examples would include disciplinary consequences that are not in line with school policy, student harassment, or inappropriate conversations. If this occurs, the student or parent/guardian can immediately report the issue to the appropriate supervisor who will then investigate the issue and report back if any action was taken. If the issue has not been resolved, the student or family can then appeal to the Headmaster. The Headmaster's decision shall be final.

The family may appeal to the school board, but only on the grounds that a school policy or process was violated. All school board appeals are to be done in writing and submitted to the Headmaster. The Headmaster will forward the unedited appeal letter to the board chair. The school board will only overturn decisions of the Headmaster in areas in which s/he did not follow school policy.

If the issue is with the Headmaster specifically, then the family will file their written appeal with the school board directly (schoolboard@dayspringchristian.com) who will then forward the appeal to the appropriate committee. The board will then investigate the matter and report back to the family.

Please note that staff members who make decisions within the boundaries of school policy will be supported by the school administrative team and the school board. In the case where policy is found to be insufficient or inappropriate, work will then be done to revise the policy.

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 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 and up to suspension or dismissal 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, using their school-assigned Dayspring email address, for the express purpose of communication for school related issues.
3. Students are prohibited from posting disparaging comments about the school on school social networking sites.
4. Students are prohibited from posting any pictures, videos, or identifying information 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 online activity, 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.
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 After School Program

Dayspring is pleased to provide childcare after school hours for those parents who are unable to pick up students at the normal dismissal time due to work obligations. Please carefully review the information below and then complete a registration form.

The Lower School Afterschool 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 Afterschool 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 by 3:10 p.m. will be placed in the Afterschool Program and an invoice will be issued.

While the Afterschool Program is less formal and less structured than the regular school day, there is a basic daily schedule. The program consists of quiet time for homework, reading, playtime (outside, gym, or classroom), snack, and quiet play time.

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

1. **Any family utilizing the Afterschool Program must complete a registration form prior to use** (see the Form Library on the school website)
2. In cases of illness (i.e., fever, vomiting), we will call you to pick up your child. We will not have enough staff after school to care for a sick child.
3. Although the Afterschool 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 disciplined during an activity will not be allowed to participate in it. 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 propertyParents will be kept informed if there are problems with a child's behavior.
4. **The Afterschool Program ends at 5:00 p.m.**
5. Parents needing to contact the After School Program, outside of normal office hours, should call 717-285-2000 and choose the Afterschool Program option.

COST AND PAYMENT AGREEMENT

1. **Registration Fee - \$25 per child (non-refundable and must be paid before utilizing the Afterschool Program)**
2. **Cost for program** - Please see the registration form for current fees

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.

C. Sub Sale – Fall/Spring

Every family is encouraged to support the Dayspring Athletic Department's Booster Club 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.

D. Grandparents and Special Guests 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 – October or Fall

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 17th 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. Serve for Education –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.

Attendance

Arrival

Students should not arrive before 7:30 a.m. Students may be dropped off and enter the front of the building, which faces Clay Street. When arriving at school in the morning, all students are required to report to the designated waiting area. At 7:46 a.m., students will be dismissed to lockers. **At 7:55 a.m., class begins. Students who arrive in their homerooms after 7:55 a.m. are considered tardy to school.**

Absences

Each student is expected to be in attendance during regular school hours. If your child will be absent, a parent **must notify the office via the SchoolPass app by 8:15 a.m. on the day of the absence.** Feel free to leave a message on the voicemail if you are calling before the beginning of the school day. If your child is absent but you did not report it by 8:15 (when daily attendance is finalized), FACTS Family Portal automatically sends an electronic notification to you about your child's absence. **The absence will remain unexcused until a parent contacts the main office by e-mail (office@dayspringchristian.com) or phone call (717-285-2000).**

Important: The school reserves the right to require a physician's note if a student is out frequently or for an extended amount of time because of illness.

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.

Sick days (Excused and Unexcused): There are 10 parent-communicated sick days allowed per year. These are days when the parent or guardian notifies school via SchoolPass that his/her child is unwell and will be staying home from school.

After the 10th excused sick day, the family will receive a letter stating that the child has reached 10 sick days and that any further absences may still be excused; however, in order to be excused, Dayspring may now require a doctor's note. This note must be brought into the school by the end of the third day following the absence. For any sick day, the parent must contact the school, preferably the day of the absence, but a maximum of 3 days following. After that day, the absence will remain unexcused.

Unexcused Absences: After the accumulation of three unexcused absences at any point during the school year, the family will receive a letter stating that there are excessive school absences. Upon the next unexcused absence, a meeting between the principal and the family will be requested to discuss an attendance plan. Should there be a total of 6 unexcused absences, Dayspring will notify either the truancy officer of the school district on record or Children and Youth as 6 unexcused absences is considered habitually truant according to Pa. law.

Truancy Law Act 138 (see 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 **might not** be granted if the...
 - a. request is during the first 2 weeks of the school year;
 - b. student is behind on work or failing a subject;
 - c. request is during finals week, during a major exam, or during SAT Testing; and d. total of all prior absences and tardies is excessive.
2. 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. 3. 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.

Note: Pre-approved vacation days may not be requested, nor will they be approved as “excused,” if the request comes in **AFTER** the date of the absence. They will be marked as “unexcused” and could result in a zero for work due during the time off.

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.

Important Note Regarding ALL Students: Excessive absences and/or tardiness may result in changes to a family’s enrollment status or financial aid award.

Tardiness

Class begins at 7:55 a.m. Students who arrive in their first period class after 7:55 a.m. are considered tardy to school and must report to the front desk to obtain a tardy pass to be admitted to class. Tardies related to medical/dental appointments **must** have a note from the provider to be excused. 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 to first period 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 tardy arrivals, students may be required to serve after school detention to work in the school, as well as possible suspension from extracurricular activities at the principal’s discretion.

Frequency of Arrival Tardiness, Grades Pre-School-5: Parents of students who accumulate more than three (3) arrival tardies per quarter will receive a letter after the third (3rd) tardy, and a conference may be requested by the Principal after six (6) tardies. A total of nine (9) tardies may result in a mandatory conference with the Principal and Headmaster to institute a plan of action.

Frequency of Arrival Tardiness, Grades 6-12: Students who accumulate more than three (3) arrival tardies per quarter may not receive extra time to complete work or tests that occur during the time that is missed. A letter will be sent home after three tardies, and a conference and/or phone call may be requested by the principal for subsequent tardies. A total of six (6) tardies may result in a mandatory conference with the principal, and the student may be subject to disciplinary action such as lunch detention, after-school detention, and his or her extracurricular activities could be suspended for a period designated by the principal.

- **Class Tardy:** This type of tardy refers to class attendance, occurs due to negligence, and is considered unexcused. If the student is habitually late to class, the student will be subject to disciplinary action by his or teacher and his or her extracurricular activities could be suspended for a period designated by the Principal.

Important Note Regarding ALL Students: Excessive absences and/or tardiness may result in changes to a family's enrollment status or financial aid award.

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, 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 FACTS Family Portal so that other families can make note of the change. We request notification of changes in doctor's and/or emergency numbers or other relevant 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:

- 2:55 p.m. Lower School students escorted to dismissal locations
- 2:56 p.m. Upper School 5th period ends, students are dismissed to dismissal locations
- 3:00 p.m. Parents can begin expecting students
 - Upper School student drivers proceed to crosswalk and assigned student parking.

- Upper School students with Lower School siblings wait with family members in the auditorium to be called for dismissal
- Upper School and Lower School carpool students are dismissed from auditorium

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

Early Dismissal

- A. **All school early dismissal** - Students may be dismissed early due to weather conditions. In these instances, parents will be notified via FACTS Family Portal 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.

There are a few days during the school year where students are also dismissed at 11:15 a.m. Parents should check the school calendar for early dismissal dates.

- B. **Individual early dismissal**- Parents of students who need to be excused before the close of the school day, for any reason, must notify the school via the SchoolPass app to request the time of dismissal/return time. Please present the early dismissal request 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 and sign their child out when picking up for an appointment. We will not send your children out to meet you unless we receive a phone call from you (upper school only).

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 extracurricular 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

Please see the Acceptable Use Policy on the school website.

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 the 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 **FACTS Family Portal**. Please carefully read these publications. 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 *Lesson Plans* are a tool published on FACTS Family Portal by the classroom teacher to keep parents up to date with information from the classroom. Homework and lesson plans 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 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 areas 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

When available, school lunches will be provided by our high school classes as fundraisers for their senior trip. Information and costs are located on the Dayspring website as well in the 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	3:00 p.m.
Early Dismissal	11:15 a.m.

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. 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. 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 will use the front desk phone. 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 1:00 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.

General Guidelines	Please use the following guidelines that apply to all students when selecting clothes for school. Important: The following standards apply to both normal uniform days and all special dress days. ▪ The school-provided Dayspring lanyard with the badgeholder and keycard is part of the uniform for Upper School students and must be worn on the outermost layer of their DCA approved uniform/outerwear and be visible at all times during the school day, including Special Dress Days. ▪ Students who wear pants with belt loops must wear a plain black or brown belt. ▪ All clothing must be clean, neat, and in good repair; holes and frays are not permitted (including jeans). ▪ Sandals, flip-flops, slides, Crocs (in any mode), slippers, backless shoes, open-toed shoes, open-heeled shoes, Heelys, Uggs, Jellies, and similar footwear are prohibited. (Girls - see Upper School Dress Policy for girls for further clarification on permissible dress shoes to wear.) ▪ Students must wear clothes that fit properly; clothes may be neither too small nor too large. ▪ Students may not wear leggings to school (unless wearing under a uniform skirt following Upper School Dress Policy for girls for a regular school day). ▪ Clothes worn under the Dress Policy shirt must be plain white/black (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) ▪ Girls' skirt length may not be shorter than 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
Upper School Dress Policy Violations	If an Upper School student violates the uniform policy, the following steps will be taken: <u>Dress Policy Violation</u> 1. The teacher will address the student about the violation. 2. The violation will be documented for the involved student. 3. For repeated violations, students may face consequences (i.e., lunch detention) at school. Parents will be notified by the principal and may be asked to bring the proper dress policy item to the school if necessary. The student may need to wait in the office until the proper item is brought to school. 4. If violations continue, a school administrator may meet with both the parents and the student.
Lower School Dress Policy Violations	Lower School students are less aware of the dress policy than their Upper School counterparts. Parents take the greater responsibility in making sure that students are wearing the correct items to school. Therefore, gentle reminders to tuck in shirts, etc., will serve to instruct students in these formative years. If an elementary student is improperly dressed for school, the parent will be notified by e-mail to make the appropriate change for the next day.

Physical Education Attire	Attire for all grades must consist of the following: ▪ Upper School uniform shorts and t-shirt purchased through the Athletic Department. ▪ Sneakers or as specified by the teacher ▪ White, navy blue, or black athletic socks ▪ Students in 2nd-5th 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 clothing, such as a turtleneck or long-sleeved t-shirt, under their dress policy shirts; no 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.
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Grade	Skirts, Pants, or Jumpers	Tops (all with logo)	Sweaters (all with logo)	Hosiery	Shoes
Girls PreK–5	▪ Navy or khaki jumper with logo (length not shorter than the top of the knee cap) ▪ Navy or khaki uniform-style pants, capris (below the knee) or shorts	▪ White, light blue or red knit polo shirt ▪ Red or white mock turtleneck ▪ Red or white turtleneck ▪ Light blue or white Peter Pan collar blouse	Solid navy blue or red cardigan, v-neck or crew-neck, vest or sweater	Tights or socks in white, navy blue, or black	Shoes, sneakers, or boots. No sandals, flip flops, slippers, or Heelys.
Boys PreK–5	Navy or khaki uniform-style pants or shorts	▪ White, light blue or red knit polo shirt ▪ Red, white, or blue mock turtleneck ▪ Red, white, or blue turtleneck	Solid navy blue or red cardigan, v-neck or crew-neck vest or sweater	Socks in white, navy blue, brown, or black	Shoes, sneakers, or boots. No sandals, flip flops, slippers, or Heelys.

Upper School Uniform	Dayspring Upper School students are given some flexibility in their dress standards. Our school week is 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 Mondays, students will wear their Professional attire. Business Casual attire is worn on Tuesdays, Wednesdays, Thursdays, and Fridays. Professional attire is worn on Mondays 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 <i>The Beacon</i>.
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/black (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. Students should not wear low-rise, skinny, form-fitting, or cargo pants nor are pants with patch pockets.

Grade	Skirts or Pants	Tops (all with logo)	Sweaters (all with logo)	Hosiery	Shoes
6-8 Business Casual	- Navy skirt or skort (length not shorter than the top of the knee cap) - Navy uniform-style pants	Gray polo shirt. 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)	Socks in solid white, navy blue, or black. Leggings (do not cover the feet) or tights/nylons (cover the feet) are allowed under a skirt for warmth. Leggings must be solid black, navy blue, white, or gray. Tights must be solid black, navy blue, gray or flesh-toned.	Shoes, sneakers, or boots. All shoes must have enclosed heel and toe. Sandals, flip-flops, slides, Crocs (in any mode), slippers, moccasins, work boots, backless shoes, open-toed shoes, open-heeled shoes, Heelys, Jellies, and similar footwear are prohibited.

6-8 Professional	- Navy skirt or skort (length not shorter than the top of the knee cap) - Shin-length chino skirt in navy	French blue button down oxford shirt. 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) Optional navy blue blazer (does not require logo).	Same as Business Casual	Same as Business Casual
9-12 Business Casual	- Khaki skirt or skort (length not shorter than the top of the knee cap) - Khaki uniform-style pants	Navy polo shirt. 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)	Socks in solid white, navy blue, or black. Leggings (do not cover the feet) or tights/nylons (cover the feet) are allowed under a skirt for warmth. Leggings must be solid black, navy blue, white, or gray. Tights must be solid black, navy blue, gray or flesh-toned.	Leather or faux leather dress shoe, mostly solid and neutral in color, with enclosed toe and heel. Colors allowed: black, brown, tan, beige, or gray. (No other colors permitted) Not permitted: any kind of casual footwear such as sneakers or any type of canvas shoe (such as “Hey Dudes”), sandals, flip-flops, slides, Crocs (in any mode), slippers, moccasins, work boots, backless shoes, open-toed shoes, open-heeled shoes, Heelys, Uggs, Jellies, and similar footwear are prohibited.
9-12 Professional	- Khaki skirt or skort (length not shorter than the top of the knee cap) - Shin-length chino skirt in khaki - Navy blue blazer (logo not required) or sweater vest (logo required) may be worn with khaki pants as alternative to skirt	French blue button down oxford shirt. 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) Optional navy blue blazer (logo not required).	Socks in solid white, navy blue, or black. Leggings (do not cover the feet) or tights/nylons (cover the feet) are allowed under a skirt for warmth. Leggings must be solid black, navy blue, white, or gray. Tights must be solid black, navy blue, gray or flesh-toned.	Same as Business Casual

**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 enclosed heel and toe. Sandals, flip-flops, slides, Crocs (in any mode), slippers, moccasins, work boots, backless shoes, open-toed shoes, open-heeled shoes, Heelys, and similar footwear are prohibited.
6-8 Professional	Navy uniform-style pants	French blue button down oxford 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) Optional navy blue blazer (does not require logo).	Socks in solid navy, black, or brown	Same as Business Casual

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 and neutral in color, with closed toe and heel. Colors allowed: black, brown, tan, beige, or gray. (No other colors permitted)
9-12 Professional	Khaki uniform-style pants	French blue button down oxford shirt, tucked in, with a tie that is complementary to the uniform.	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.	Not permitted: any kind of casual footwear such as sneakers or any type of canvas shoe (such as “Hey Dudes”), sandals, flip-flops, slides, Crocs (in any mode), slippers, moccasins, work boots, backless shoes, open-toed shoes, open-heeled shoes, Heelys, Uggs, and similar footwear are prohibited.

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. <u>Please note that administration may adjust any of these guidelines at any time. Changes will be announced in advance.</u>		
	Special Dress Day	What To Wear	What NOT To Wear
	Early dismissal, Upper School Retreat, Serve for Education Blessing Day (Upper School), Picture Day, Flex Friday	▪ Clean, neat clothes in good repair; no holes or frays (including jeans); skirts must reach the top of the kneecap ▪ Jeans, pants, or loose-fitting track or athletic style pants ▪ Shorts that are no shorter than a few inches above the knee. ▪ Modest clothes that follow a biblical standard. ▪ Shoes ▪ Lanyard, badgeholder, keycard as previously described.	▪ Skirts that are shorter than the top of the kneecap nor shorts that are shorter than a few inches above the knee. ▪ Sleeveless shirts or tank tops ▪ Sandals, flip-flops, slides, Crocs (in any mode), slippers, moccasins, backless shoes, open-toed shoes, open-heeled shoes, Heelys, similar footwear ▪ Shirts that display objectionable material ▪ Tight-fitting track (or athletic style) pants, yoga pants, any type of leggings
	Athletic Game Days (Upper School students)	▪ Soccer: Game jersey (MS or HS) or athletic office-issued warmup shirt (HS only) in place of the regular uniform shirt, tucked in (for boys). ▪ Basketball, volleyball, or track: game jersey worn over a sleeved undershirt, tucked in, or athletic office-issued warmup shirt (HS only) in place of the regular uniform shirt, tucked in (for boys). ▪ Pants or skirt as identified in the uniform policy ▪ Lanyard, badgeholder, keycard as previously described.	▪ Shorts ▪ Any other warmup jacket, shirt, sweater, hoodie, quarter-zip, etc. issued by an athletic team - regular school uniform outerwear can be worn for additional warmth ▪ Sandals, flip-flops, slides, Crocs (in any mode), slippers, moccasins, backless shoes, open-toed shoes, open-heeled shoes, Heelys, similar footwear ▪ Game jersey/athletic office-issued warmup shirt on chapel days - regular business professional attire outlined in the Upper School Dress Policy for Girls and Boys must be worn even if a game day falls on a chapel day
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.			

DCA Approved Uniform Outerwear

***No other sweater, jacket, athletic warmups, or outerwear permitted.**



School Uniform Full-Zip Mid-Weight Fleece Jacket



School Uniform Lightweight Fleece Quarter Zip Pullover



School Uniform Legacy V-neck Sweater



School Uniform Hopsack Blazer



School Uniform Insulated Jacket



School Uniform Boys Cotton Modal Fine Gauge V-neck Sweater



On Athletic Game Days (excluding chapel days), HS student-athletes may wear the Represent Jesus Well long-sleeve shirt with below logos. MS and HS student-athletes may wear their game jersey as outlined in the Uniform Policy Upper School Special Dress Day Standards section.



DCA Approved Shoes for HS Students

Boys Shoes Grades 9-12



Girls Shoes Grades 9-12



Weather Emergencies

In case of inclement weather such as snow, ice, or fog, Dayspring's first notification will be an alert via FACTS Family Portal (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

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/re-enrolling 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 FACTS Family Portal (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 FACTS Family Portal 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 or 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 health room and/or 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, or have an exemption on file. Please go to the school website, Current Families, 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 Illness Policy

In order to maintain a safe and healthy school environment, students who are ill must remain at home until they meet the following criteria for return. The following guidelines apply:

When to Keep a Student Home:

A student should remain at home if they have:

- Fever of 100.4 or higher within the past 24 hours
- Vomiting or diarrhea within the past 24 hours
- Persistent cough, difficulty breathing or shortness of breath
- Undiagnosed rash, sores, or other signs of possible contagious illness
- Eye redness or discharge that may indicate infection
- Severe sore throat accompanied by fever and/or swollen glands
- Flu-like symptoms, including chills, body aches, headache, sore throat or fatigue

When Students May Return to School:

A student may return to school when the following criteria are met:

- Fever-free for at least 24 hours without medication
- Free from vomiting and/or diarrhea for at least 24 hours
- For bacterial infections (e.g., strep throat, pink eye): at least 24 hours of prescribed antibiotics and fever-free without medication.
- Rash or other possibly contagious conditions cleared by a healthcare provider, if applicable.

These guidelines are in place to reduce the spread of illness and protect the health of all students and staff. In the event of a student becoming ill while at school (as described above) a parent will be notified

to pick up the student. We ask that parents or designated emergency contacts arrange for pickup as quickly as possible, with a maximum grace period of 60 minutes following the call.

Medication and Medical Treatment Policy

Dayspring Christian Academy recognizes that parents have primary responsibility for the health of their children and that there are occasions when it is important for school personnel to administer medication to students during school hours. When your physician decides it is necessary for your child to receive medication during the school day, his/her signature and specific instructions must be provided to the school.

General Treatment: All students must have a **Yearly Medical Update Form** on file in order to be treated.

Medication Consent (Prescription and Over the Counter Form): If your student requires medication, please fill out the **Medication Consent Form**. This is required for any medication – whether prescription or over the counter. It must be filled out by parents/guardians and physician.

Do not send unlabeled bottles or medication in any container other than the original. ALL medication must be brought to the school by a parent or other responsible adult in the **original container** and must contain the following information:

1. Name of student
2. Name of medication
3. Dosage of medication
4. Time medication is to be given

To provide a safe environment for your child and all other students, **ALL MEDICATION MUST BE KEPT IN THE HEALTH ROOM**. Your child should report to the health room when he/she is scheduled to take the medication or when the situation arises that medication is necessary.

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).

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.)

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 FACTS Family Portal account.

Inhalers and EpiPens: If your student is in grades 9-12 and requires an emergency medication (EpiPen and/or Inhaler), the **Administration of Emergency Use Medication Form** (two-sided) must be completed. This gives your student in grades 9-12 to carry their medication and administer it to themselves.

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 specific information from the Athletic Director.

Please Note: Upon school entrance, all previously homeschooled 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 4 offense that could lead to dismissal.

Bullying

See Bullying Policy

Pregnancy

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

Self-abuse

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

Sexual Harassment

See Harassment Prevention 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

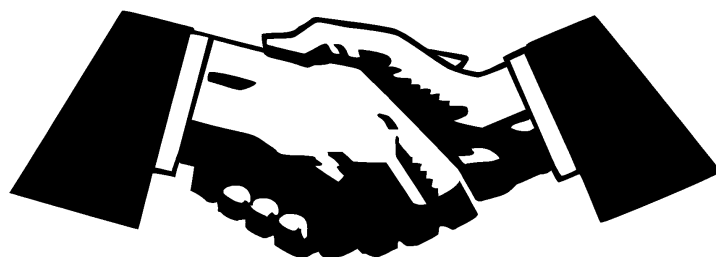
*Non-Dayspring students may **visit under the following conditions:

- a. Prior permission is obtained from the principal.
- b. The visiting student has not been dismissed 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:

1. Attend the Welcome Back Family Orientation.
2. Attend the Meet the Teacher Night (PreK-fifth grade).
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.
6. 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 (Patriots Celebration Dinner, Remember America Speaker Series, Holiday Mail Appeals, and the Spring Mail Appeal), Serve for Education, and the Booster Club Sub Sales.

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
FACTS Family Portal

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.

FACTS Family Portal: Parents' Website

FACTS Family Portal 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.

If you have never logged in to the FACTS Family Portal before, follow these steps to establish an account:

- 1) Open a web browser on your computer or mobile device (Chrome, Edge, Firefox, Safari, etc)
- 2) Go to www.dayspringchristian.com
- 3) Click on "FACTS Family Portal Login" at the top-right of the web page if you are using a desktop or laptop computer.
 - a) If you are using your phone or other device with a mobile browser, then the "FACTS Family Portal Login" link is located at the very bottom of the www.dayspringchristian.com website. You will have to scroll all the way down to get to it.
- 4) Enter the district code of **DCA-PA** and click on "create account"

Sign in
to continue to FACTS SIS

District Code

DCA-PA

Create Account

Next

- 5) Enter your email address and click on "create account" again. FACTS will match your email address with the information in our system and send you an email with instructions to set up your account. Follow the instructions you receive in your email and then proceed to the next section for instructions on how to log in now that you have an account. **Note: you will be asked to set up a multi-factor authentication method when you create your account, which is required. FACTS will default to using an authenticator app, which you may already be using for other personal accounts (apps like Google Authenticator, Microsoft Authenticator Authy, etc) but if you are not comfortable using an authentication app, there is also an option to select that just says "use email" if you'd prefer to have a code sent to your email address.**

Create Family Portal Account

District Code

DCA-PA

Email Address

The email you provided when enrolling

This allows a user to create a username and password if their email is tied to a person in FACTS SIS

[Back to log in](#)

CREATE ACCOUNT

If you already have a FACTS account, follow these steps to log in:

- 1) Open a web browser on your computer or mobile device (Chrome, Edge, Firefox, Safari, etc)
- 2) Go to www.dayspringchristian.com
- 3) Click on “FACTS Family Portal Login” at the top-right of the web page if you are using a desktop or laptop computer.
 - a) If you are using your phone or other device with a mobile browser, then the “FACTS Family Portal Login” link is located at the very bottom of the www.dayspringchristian.com website. You will have to scroll all the way down to get to it.
- 4) Enter the district code of **DCA-PA** and click “next”

Sign in

to continue to FACTS SIS

District Code

DCA-PA

Create Account

Next

- 5) Enter your username (or email address) and password and click “sign in” to complete the process. If you’re not sure what your correct password is, use the “Forgot Username/Password” link under the sign in box:

Sign In

All fields are required

Username or Email*

Password*



Sign In

OR

[Forgot Username / Password](#)

Please contact agregory@dayspringchristian.com if you have any problems or questions.

Viewing Report Cards through FACTS Family Portal

Step	Action
1	Sign into FACTS Family Portal.
2	Click “Student”, located in the left column.

3	Click Report Card from the drop-down list. FACTS Family Portal displays the report card on the right side of the screen. Important: Print your child's report card to retain a permanent copy.
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If you have any questions about...

- your child's grade, contact his or her teacher;
- issues with FACTS Family Portal, contact the IT office at agregory@dayspringchristian.com