



Dayspring Christian Academy

School Handbook

2009-2010 School Year

Revised 01/2010



WELCOME!

We are glad that you have chosen Dayspring Christian Academy for the early education of your child. As you know, obtaining a dependable education now is an essential foundation for learning throughout life.

The following school handbook should serve as a guide and manual for the policies, procedures and guidelines to direct you through your child's education at Dayspring. Please take the time to review it in detail to familiarize yourself with the guidelines contained herein.

We are committed to providing an academically excellent education while exposing students to traditional Christian values. We offer an age-appropriate learning experience with the most up-to-date tools for education. Our facility offers all of the amenities of some of the largest schools in the Baltimore area, including media equipment, a library, a playground, and an indoor activity area. Our low student-teacher ratios enable us to maintain a high quality of teaching in each classroom. We will ensure that your child always receives the personal, individualized care of a teacher.

Parents are an important component of successful learning. Please feel free to contact the school office throughout the school year to schedule a visit to your child's class, as well as participate in various class activities such as field trips, and attend American Education Week. We encourage parents to be part of periodic parent-teacher conferences and fundraising activities. We hope you will be actively involved in your child's education!

We place a personal touch on education at Dayspring. Please call us if we may be of assistance.

In the Service of Christ,

Your Board of Directors, Principal
Faculty and Support Staff



Guiding Statements

1. Dayspring Christian Academy Vision: God has called Dayspring Christian Academy to be an elementary and middle school with small classes in the northern Baltimore Area, to provide a high quality academic education in a Christian environment, and to be under girded by common elements of evangelical faith.
2. Dayspring Christian Academy Mission:
Dayspring Christian Academy's exists to inspire, motivate, and empower future leaders in a nurturing, Christ-centered environment to impact the greater Baltimore area. We develop life-long learners academically, spiritually, socially and physically who love Christ above all else and are prepared to share and defend their faith for a lifetime.

Through this, we strive:

- (a) To challenge our students to fulfill their true purpose in life – to glorify God.
 - (b) To provide a learning environment that is a true expression of God's love, in which children may develop an experiential knowledge of the Lord and His Kingdom.
 - (c) To be an extension of the home and church in raising children to be godly adults who live righteously and who follow God faithfully whatever their vocation or station in life.
 - (d) To provide our students with an educational program that is biblically sound, spiritually enlightened and academically excellent.
 - (e) To enable the discovery of truth by integrating faith and knowledge in relevant subjects and areas of life.
 - (f) To equip each child with the necessary tools to pursue the vocation successfully to which the Lord will lead.
3. Dayspring Christian Academy Philosophy of Education:
 - (a) Dayspring Christian Academy is founded upon the Biblical, supernatural view of Christian education, which is theistic, or God-centered. We endeavor to view life in every dimension as God sees it and reject the humanistic perspective that is prevalent today. We believe that God not only exists but is the Creator of all that is. He involves Himself in the affairs of man through the self-revelation of the written word (Heb. 1:1-2) and the living Word, Jesus Christ (John 1:1, 2, 14). The centrality of God in all matters of education is upheld in our plans, functions and relationships as a Christian school.
 - (b) We hold that Jesus Christ is the only way of reconciliation to God and that man can be made righteous through Him (Rom.5:19). Christ is the source of wisdom and knowledge and the Sustainer of all things (Col.1:16-17). Therefore, the teachings of Jesus are the essential foundation for all learning experiences.
 - (c) The Holy Spirit enables the believer to live a holy life, teaches us the things of God and leads us into all truth (John 16:13). He is our empowerment for all research, discovery and academic pursuits.



- (d) Dayspring Christian Academy espouses the Biblical view that man was created in God's image (Gen.1:27) but is now in a fallen state because of original sin. We believe that the spiritual new birth must be followed by growth in Christian character. Christian teachers also are called to disciple their students for the express purpose of building Christian faith and character in the minds and behaviors of the students.
 - (e) The core element of education that is truly Christian is the concept that all truth is God's truth. "The earth is the Lord's and the fullness thereof, the world and they that dwell therein". (Psalm 24:1). We believe that the Christian model for learning must be based on this fact: the unveiling of the all-glorious God of creation...in the creation.
 - (f) Dayspring Christian Academy bases its selection and development of curriculum on the premise that knowledge and wisdom are acquired first from a study of the Word of God. We believe that by prioritizing the scripture in our approach to learning, we can avoid most of the pitfalls of secularized knowledge and earthly wisdom. Proverbs 1:7 tells us that the "fear of the Lord is the beginning of knowledge". Psalms 111:10 also tells us "The fear of the Lord is the beginning of wisdom: A good understanding have all those who do His commandments..." Therefore, the centrality of the Bible in all of our education endeavors is crucial to our philosophy of education. We believe that the final test of true wisdom and knowledge is our obedience to the law of God.
 - (g) At Dayspring Christian Academy our view of truth is based upon the assumptions that God's Word and Christ reveals the truth to the seeking individual through the Holy Spirit. This is personal truth and is the result of a personal relationship with the Living Truth. Propositional truth is that which relates to academic content.
 - (h) Our assumptions regarding the reality are that true reality originates with God, not man, and is spiritual and eternal, not material and temporal. Only the Christian can know this reality, and only the Christian teacher can teach reality.
 - (i) The integration of God's Word with all that is studied and all that is attempted at Dayspring Christian Academy will reveal the thoroughly Christian model of education: a model that places an understanding of Scripture in the place of primary importance in our education enterprise.
 - (j) We believe in the primacy of parental responsibility regarding the education of children. Scripture abounds with verses that instruct parents on this matter of instruction, discipline and training of children. (Eph. 6:4, Prov. 22:6, Deut. 6:7, 31:13, 1st Timothy 3:4, Prov. 28:7) Therefore, we define our role as auxiliary to, and supportive of, the role of parents in the arena of education. Dayspring Christian Academy will exist by parental fiat. Ours is to assist in this awesome responsibility of parenting Christian children in a godless society.
4. Class Objectives: Dayspring Christian Academy can benefit each child in many ways:
- (a) Instruction in academic subjects equips the child for learning throughout life.
 - (b) Presentation of Bible stories and doctrine will help the children to learn about the Christian faith
 - (c) Fellowship with other children provides each child with an opportunity to learn socialization skills.



- (d) Submission to the teacher enables the child to learn respect for an adult authority other than a parent.
 - (e) Involvement in class activities (singing, craft time, games, etc.) will help the child develop self-discipline.
5. Dayspring Christian Academy Statement of Faith (ACSI):
We believe and teach:
- (a) That the Bible is the inspired and only infallible, authoritative, inerrant Word of God (2nd Tim. 3:16, 2nd Peter 1:21).
 - (b) That there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Gen. 1:1, Matt. 28:19, John 10:30, 1st John 5:5-7).
 - (c) That our Lord Jesus Christ is both God and man in one person (John 10:33). In His virgin birth (Isaiah 7:14; Matt. 1:23; Luke 1:35), in His sinless life (Heb. 4:15; 7:26), in His miracles (John 2:11), in His vicarious and atoning death (1st Cor. 15:3; Eph. 1:7; Heb. 2:9), in His bodily resurrection (John 11:25; 1st Cor. 15:4), in His ascension to the right hand of the Father (Mark 16:19), and in His personal return in power and glory (Acts 1:11; Rev. 19:11), He is our Redeemer (1st Cor. 15:3; 1st Peter 2:21-24; John 3:16).
 - (d) That regeneration by the Holy Spirit is an absolute necessity for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Eph. 2:8-9; Titus 3:5).
 - (e) That God created man and all things, visible and invisible, very good by the power of His word (Gen. 1, 2; John 1)
 - (f) That man, made in the image of God is responsible to God in all things and has a unique and valuable place in the plan of God and must be highly esteemed and respected (Col. 1:15)/
 - (g) That all people are, in their natural state, lost and sinful and in need of regeneration by the Holy Spirit, faith in Jesus Christ, and repentance toward God (Gal. 5:22-25).
 - (h) That there is a resurrection of both the saved and the lost; they who are saved, unto the resurrection of life; and they who are lost unto the resurrection of damnation (John 5:24, 28, 29).
 - (i) That there is a spiritual unity of believers in our Lord Jesus Christ (John 17:21-23; Romans 8:9; 1st Cor. 12:12-13; Gal. 3:26-28).
 - (j) That the Holy Spirit ministers presently and that by his indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1st Cor. 3:16; 6:19-20; Eph. 4:30; 5:18)

Administration

1. Affiliations: Dayspring Christian Academy is a member of the **Association of Christian Schools International (ACSI)** and the **Mid-Atlantic Christian Schools Association**



(MACSA). Dayspring also is approved by the **Maryland State Department of Education.**

2. Calendar: The academic year has 175 class days. The academic year is divided into four marking periods as follows:

<u>Marking Period</u>	<u>Days</u>
First	44
Second	46
Third	43
Fourth	42
 Total for Year	 175

- (a) Class days in each marking period do not include teacher workdays and Professional Study Days, holidays (when school is closed), or the Teacher’s convention.
 - (b) Half days are counted as full days.
 - (c) Distribution of Progress Reports occurs one week after the marking period ends.
 - (d) Parent conferences are two weeks after the end of the first and third marking periods.
 - (e) The school is closed for Easter Break beginning the Monday before Easter Sunday.
 - (f) Five snow days are included in the academic year. In case of inclement weather beyond five days, the last day of school will be adjusted if necessary.
 - (g) The first full week before Thanksgiving is designated American Education Week.
 - (h) Daylight Saving Time begins the first Sunday in April at 2:00 a.m.
 - (i) The first full week in May is designated Teacher Appreciation week and the Tuesday of that week is National Teacher Day.

3. Dayspring Christian Academy Staff: This includes the School Administrator, all teachers and aides, and support staff. The Administrator provides daily supervision of the school and is accountable to the Board of Directors of Dayspring Christian Academy.

4. Policy Revision: This policy may be revised upon consultation with the President of the Board of Directors, School Administrator, and staff members that revisions concern. Any proposed revisions must be submitted to the board for approval prior to implementation.

5. Rooms: Every effort will be made to provide students with a room that is conducive to learning with regard to lighting, furniture, temperature, size, etc. this is appropriate to their needs.

6. Visitors: Only Dayspring personnel and students and authorized Trinity personnel will be present in the school facilities during school hours. This includes all rooms, hallways, grounds, etc. All visitors must obtain a “Visitor’s Pass” in the Dayspring Office from the hours of 8:45 a.m. to 3:30 p.m. Monday through Friday. The School Administrator will



grant approval for visits. Parents assisting teachers with an on-campus activity will obtain visitor's passes. Visitor's passes will be visible at all times.

7. Fire Drills: Fire Drills will be held unannounced ten (10) times during the school year in compliance with Baltimore County fire regulations. The fire drill policy, means of egress, and the date, time and weather during each drill will be prominently displayed.
8. Paging teachers: As a matter of routine, if any teacher receives a phone call during school hours (8:30 a.m. to 3:15 p.m.) a note will be left in their mailbox. Only in case of emergency will a message be relayed to a teacher while class is in session.
9. Fundraising Policy: All fundraising projects must be approved by the school board.

Faculty and Staff

1. Teacher Qualifications: The following criteria must be met in order for an applicant to be considered for employment:
 - (a) Holding a college degree with at least 120 credit hours. (Pre-K teacher must meet the state qualifications as determined by the Office of Child Care.)
 - (b) Having a testimony of faith in Jesus Christ, and affirming this annually.
 - (c) Subscribing fully to the ACSI statement of faith, and affirming this annually.
 - (d) Committing to uphold school bylaws and policies, and affirming this annually.
 - (e) Being an example to students in four areas, and affirming this annually
 - (1) Membership in a doctrinally conservative, evangelical church.
 - (2) Regular attendance at worship services of the church where the teacher is a member.
 - (3) Supporting that church with the teacher's time, talents, tithes, and spiritual gifts.
 - (4) A faithful devotional life.
 - (f) Meeting the general qualifications of a minister in 1st Timothy 3.
 - (g) Receiving the endorsements of a pastor and a friend.
 - (h) Committing to meet all requirements of teachers contained in the job description.
 - (i) Completing the interview process successfully.
2. Employee Dress Code:
 - (a) Business Casual: This means dressing informally and comfortably while still looking professional in appearance. Routinely, the follow attire is appropriate for school employees:
 - (1) Cotton shirts and blouses
 - (2) Sweaters, cardigans, and vests
 - (3) Khaki pants and sport coats for men
 - (4) Pantsuits, skirts, slacks and dresses for women
 - (5) Socks at all times for men



- (b) Business Formal: There will be certain occasions when a more formal look is appropriate. Of course this type of look is appropriate any time in the office if you so choose:
- (1) Business suits, ties and dress shoes for men
 - (2) Business suits, dresses and heels for women
- (c) Inappropriate attire: The following attire is not permitted:
- (1) Casual T-shirts especially with large logos
 - (2) Shorts, cut-offs, and jeans of any color
 - (3) Pants with pockets sewn on the outside
 - (4) Anything too tight, too short, or too revealing
 - (5) Anything frayed, faded or torn
 - (6) Athletic shoes and construction boots
 - (7) Beachwear
- (d) Exceptions: There will be occasions when this dress code will not apply. If you have questions about this dress code policy, please direct them to the school administrator.

Finance

1. Tuition and Fees: Dayspring Christian Academy operates on a nonprofit basis. Parents are charged no more than necessary. Dayspring reserves the right to revise charges as deemed necessary. Tuition will be refunded on a prorated basis only in cases of severe illness or other circumstances beyond reasonable control of the parents as determined by the Board.
2. Tuition Management: Dayspring Christian Academy manages tuition through a company that enables payment on a choice of dates each month and by a variety of methods. Payment may also be made in fully directly to Dayspring Christian Academy by August 1 in order to receive a 5% tuition discount. All families, except those that will make a full payment in advance, are required to participate in our tuition management program.
3. Tuition and Fees:
 - Registration Fee: \$330 with enrollment application (nonrefundable if enrolled)
 - Field Trips: TBA
 - Tuition: \$635.00/month for ten months (\$6350)
 - Lab Fee: \$175.00 (6th thru 8th graders)
 - Aftercare registration: \$25.00 with Aftercare Registration Form (nonrefundable)
 - Aftercare Fees:
 - Before school care @ \$75.00 per month
 - After school care @ \$175.00 per month (5 days)
 - After school care @ \$105.00 per month (3 days)
 - After school care Late Fees – **If parent picks up child after 6:00 p.m., a late fee of \$20.00 will be charged for each 15 minutes they are late (not prorated)**



- Tuition Due Date: The first tuition payment is due in August. The final payment is due in May.
 - After school care Due Dates: The deadline for Aftercare fees will be the same as tuition.
4. Non Payment of Tuition:
 - If an account is in arrears ten days beyond your due date, a late fee of \$25.00 will be assessed for that month per child.
 - If tuition payment is in arrears after two months have passed, your child will be suspended from school until your account is current.
 - If an account is not current at the end of a grading period, your child's report card will be withheld pending payment.
 - Graduation certificates, end-of-year awards, and transcripts will also be withheld from students whose accounts have not been paid.
 - If payment is late three months or more, your account will be turned over to a collection agency, and your child will no longer be considered a student in good standing of Dayspring Christian Academy.
 5. Non-Payment of Aftercare fees: If an account is in arrears for ten days, a late fee of \$10.00 will be assessed for that month per child. If tuition payment is in arrears for twenty days, the student will be suspended from school until the account is current.
 6. Annual Budget: A current financial report is available to the members of the Corporation from Dayspring Board of Directors.

Curriculum

1. Educational Standards: The minimum educational standards shall be in accordance with those of the Maryland State Department of Education.
2. Curriculum: Every effort will be made to obtain the best curriculum available from reputable publishers. Presently, all classes are using curriculum by A Beka, Harcourt (Elementary), and Holt (Middle). All grades use the Bible curriculum published by the Association of Christian Schools International (ACSI) or Abeka. Students from 4th through 8th grade use the ACSI approved Literature curriculum by Mosdos Press. Pre-Kindergarten students are taught using thematic units using age-appropriate materials. 8th grade students must complete a minimum of 90% of the Algebra I curriculum with a grade of 73% or better (C average) in order to receive 1 unit of credit.
3. Ownership of Curriculum: All consumable student curriculum is the property of the student. All reusable books are the property of Dayspring and must be returned at the end of the year or if the student is withdrawn from enrollment. Parents are responsible for replacing non-consumable curriculum that is damaged or lost, based upon a depreciation schedule over the projected life of the curriculum item.



4. Religious Instruction: Study in the Christian faith and in world religions, when provided, shall be in accordance with the Dayspring Christian Academy Statement of Faith. We believe that the family and church have primary responsibility regarding the religious education of children, not Dayspring Christian Academy.

5. Holiday Celebration: Dayspring students will celebrate the following holidays as indicated:
 - a. Halloween (October): Not celebrated. Teachers may want to have a Harvest Celebration Day without costumes. Special attention may be given to remembering the Protestant Reformation and other church history. SCHOOL OPEN.
 - b. Thanksgiving (November): Special attention will be given to acquaint children with the Christian heritage of our nation and to promote personal thanksgiving to God. School will be closed Thanksgiving week so that teachers may attend the ACSI Teacher's Convention on Monday and Tuesday and will be closed the rest of the week for the Thanksgiving Holiday.
 - c. Christmas (December): Special attention will be given to remembering the incarnation of Christ through the biblical account of his birth. Seasonal decorations may be displayed. Students may exchange gifts. The Santa Claus myth will not be promoted. SCHOOL CLOSED for the duration of Christmas break. Consult school calendar for specific dates.
 - d. Martin Luther King Day (January): SCHOOL CLOSED
 - e. Valentines Day (February): Will not be emphasized as a religious holiday. Cards may be exchanged. Rooms may be decorated. SCHOOL OPEN.
 - f. President's Day (February): Special attention will be given to honor the contributions of Presidents Washington and Lincoln at critical times in our country's history. SCHOOL CLOSED.
 - g. St. Patrick's Day (March): Not celebrated. Teachers may address the priority of missions in God's plan of redemption. SCHOOL OPEN.
 - h. Easter (March or April): Special attention will be given to honor the sacrifice of Christ upon the cross and His resurrection from the dead. Eggs and butterflies may be used as symbols of the resurrection. The Easter Bunny myth will not be promoted. Candy may be distributed. Consult school calendar for days off.

Students

1. Enrollment: There is no enrollment deadline for incoming students. When the enrollment limit is reached for each class, applications will no longer be accepted. The parent or legal guardian must complete an enrollment application for each child.

2. Re-enrollment: The re-enrollment deadline for the subsequent academic year will be announced mid-year. Prior to the deadline, a place will be reserved for each presently enrolled student. After the deadline, openings will be filled with new enrollments.



3. Admissions Criteria: The following criteria must be met in order for a student to be considered for admission:
 - a. Minimum GPA of 2.5 (4.0 scale)
 - b. Parent Admissions Interview
 - c. Clear disciplinary record
 - d. Average ability to above average ability
 - e. Pass entrance evaluation
 - f. Parent/Guardian who is born again and committed to worshiping regularly with the student in a local church that is doctrinally conservative and evangelical.
 - g. Completed and signed application, including the Statement of Faith.
 - h. All admission forms received and admission fee paid.
 - i. Endorsements of a pastor and a friend.
4. Grade Point Average: Entering students will have a minimum GPA of 2.5 (4.0 scale). Once enrolled, students will maintain a minimum GPA of 2.0 or be placed on academic probation.
5. Birthday Deadline for Admission to Kindergarten: In order to be admitted to our Kindergarten program, each student must have reached his or her 5th birthday by no later than September 1 of that school year. At the parent's request, a student who will be 5 years old by December 31 of the Kindergarten year may be considered for enrollment, if, following an assessment by Dayspring staff, academic skills and social and emotional maturity are determined to be acceptable for admittance to the Kindergarten program.
6. New Student Probationary Period: Every first-year DCA student will be enrolled on a probationary period of two months during which the student's behavior and academic performance will be closely observed by the teacher.
7. Orientation: There will be an orientation to the school for all parents and students, which will give them an opportunity to become familiar with their new learning environment, learn the policies and procedures of the school, and become better acquainted with their teacher. We encourage all parents to attend the Parent Orientation at the beginning of the new school year. Consult the school calendar for the date of the orientation.
8. Attendance: Teachers will take attendance daily. Students are expected to attend all class sessions.
9. Absences: Students may miss no more than 17 days (10%) of class during the year. Students who miss more than the amount permitted risk being retained in their present grade for the next academic year. Excusable absences are due to physical limitations, sickness, pre-planned vacation, or the death of a family member. For an acute health condition, in which the student is absent for at least three consecutive days, **a doctor's note is required upon the student's return** to school or the absence will be unexcused. For a chronic health condition, in which three consecutive absences have occurred,



physician documentation is required, or subsequent absences due to that condition will be unexcused. In the event of a pre-planned vacation, approval from the Administrator must be obtained at least one week ahead of time so that the teacher may provide the student with homework material. Parents may keep a child home for an ethnic or religious purpose on one day during the year without it being counted as an absence. Parents are asked to notify their child's teacher in writing in advance if their child will not be in school. No unexcused absences are permitted. No telephone excuses will be accepted.

10. Tardiness: Students are expected to arrive promptly for the beginning of class each day (8:30 a.m.) After this time, any arrival without a reasonable written excuse is considered tardy. **Students who are tardy 3 days during the grading period will receive after-school detention of one hour and a parent conference will be scheduled. After the first 3 days of tardiness, every 2 subsequent days will convert to one absence.**

11. Snow Days: Dayspring Christian Academy will follow the snow emergency closing schedule for Baltimore County Public Schools. When Baltimore County Schools are CLOSED, WE ARE ALSO CLOSED. When Baltimore County Schools have a **1-hour delay**, we will open at 9:15 a.m. When Baltimore County Schools have a **2-hour delay**, we will open at 10:15 with no morning Pre-Kindergarten or Kindergarten. (Full day Kindergarten students may arrive at school at 10:15 a.m.) If Dayspring has scheduled a NOON dismissal and Baltimore County has a 2-hour delay, we will be CLOSED. **When there are delayed openings, there is no before school care.** Early dismissal will also follow the Baltimore County schedule. **When there are early dismissals, there will be no aftercare** (noon to 6:00 p.m.). If inclement weather conditions force the school to close more than 5 days during the school year, it may be necessary to alter the school calendar. When school resumes, children may not throw snowballs at other people during recess. You may listen for information on school closures and delayed openings on the following channels and websites:

- a. www.951SHINEFM.com
- b. WBAL TV, Channel 11 (Comcast 21)
- c. WJZ TV Channel 13 (Comcast 23)
- d. WMAR TV Channel 2 (Comcast 12)
- e. WBFF TV Channel 45 (Comcast 15)
- f. WBAL Radio AM 1090

12. Daily Schedule

8:15 a.m.	Children may be dropped off
8:30 a.m.	Classes begin
3:15 p.m.	Classes end. Students must be picked up at 3:30 p.m.

13. Class Dismissal: Children must be picked up by a parent or approved guardian. Children will be released only to those who are on the approved list unless other arrangements have been made ahead of time. Prompt pick-up is expected. Parents failing to pick up



student by 3:30 p.m. will pay DCA \$15.00 per occurrence. All fees must be paid before the student will be re-admitted to school.

14. Academic Year: The academic year corresponds with the Baltimore County School calendar, with some modifications. Due to the personal attention received by students at Dayspring, and in compliance with State of Maryland regulations, our academic year is slightly shorter. Consult your academic calendar for more information.
15. Grading and promotion: Students will receive marks indicating their level of performance. Quarterly report cards will be sent to parents. Parents of Pre-K and Kindergarten students will have a conference with the teacher instead of a progress report for the first quarter. All students must perform to the satisfaction of the teacher and Dayspring Administrator in order to be promoted to the next grade level. All student grades will be reported as a percentage. Marks will be according to the following scale:

<u>Letter Grade</u>	<u>Percentage</u>	<u>Grade Point</u>
A	93-100	4.00
A-	90-92	
B+	87-89	
B	83-86	3.00
B-	80-82	
C+	77-79	
C	73-76	2.00
C-	70-72	
D+	67-69	
D	63-66	1.00
D-	60-62	
E (Failing)	00-59	0.00

16. Academic Records: Student records will be maintained in the school office. Transcripts are available upon request by the receiving school. Transcripts will not be handed or mailed to the parent requesting transcripts. No transcript will be sent until all accounts are current.
17. Activity Time: All activity will be supervised. Potentially harmful objects will not be placed within reach of children, except under the supervision of the teacher or aide.
18. Sickness: Children with a fever, rash, untreated conjunctivitis (pink eye), untreated ringworm, virus, vomiting or other signs of disease will not be permitted to enter the classroom. **Please do not bring your child to school if he/she is sick.** If symptoms develop after the child is left at the school, the child will be taken to the school office and the parent will be contacted and asked to take the child home. If the parent cannot be immediately contacted, the child will remain in the office until the parent (or other designated adult) is able to pick them up.



19. **Emergencies:** In the case of a significant physical injury or sickness, the parent will be contacted. If the injury or sickness is severe, an Emergency Medical Technician will be called (911). If there is an injury incident, it will be documented in writing and reported to the parent and School Administrator with the names of all persons involved. **Parents assume responsibility for updated and accurate information on emergency cards in our files.**
20. **Abuse Indications:** Children who show signs of physical, verbal, or sexual abuse will be reported directly to the Administrator who will report the suspected physical, verbal, or sexual abuse to the Department of Social Services as deemed necessary.
21. **Food:** Please follow these guidelines for choosing food items:
 - a. **Please send a beverage:** Juice or water must be in a sealed container. Drinks must be clear liquids that are light in color. **DO NOT SEND:** soda, Kool-Aid (drinks that can stain), or milk (drinks that can spoil).
 - b. **Please send a food item:** For example, fruit, vegetables, crackers, pretzels, cheese sticks, or graham crackers. Please do not send in snacks and desserts with sugar.
 - c. A parent may make arrangements with the teacher to provide a snack for the entire class. Special approval may be granted to deviate from the guidelines described in this paragraph.
 - d. Children will be seated while eating.
22. **Lunch:** Each day, students will eat a lunch that has been supplied by a parent in compliance with the guidelines in the above paragraph. Lunches may be packed in a lunch box or insulated lunch bag. Please do not send lunches in paper bags. We do not subscribe to a hot lunch program. Weekly, students may elect to purchase a ticket for the Friday hot lunch. This is run by parents as a fundraiser for the school. Food is not prepared on-campus. Students will not have access to a refrigerator or microwave oven. **STUDENTS WILL NOT BE PERMITTED TO USE THE VENDING MACHINES AT ANY TIME.**
23. **Birthdays and Parties:** At Dayspring, parents may choose to provide a snack, drink, napkins and paper cups on or near their child's birthday so that the entire class can celebrate. Children whose birthdays occur during the summer recess may have a special celebration at the end-of-year picnic.
24. **Recess:** Children will have a daily recess time for relatively unstructured play. The school uniform will be worn. Elementary students will have at least one recess daily.
25. **Behavior of Children:** Participation in a class or ministry is a privilege. Therefore, good behavior is expected of all children. An appropriate and enjoyable learning environment will be maintained by the following guideline that will be kept by all teachers, aides and substitutes



- a. Regarding Discipline: Under no circumstances will children be reprimanded with physical discipline in the form of spanking, hitting, shaking, or handling roughly. Children will not be reprimanded with verbally abusive language.
- b. Usual Disciplinary Procedure: The teacher has authority to impose “time out” for a child. This is a time when the child is removed from group activity for several minutes. The child is placed in a location (e.g., chair, corner, or part of a room) where the potential for mischief is small. When a child cries persistently or is unmanageable or disruptive or disrespectful or a threat to other children in a way that makes teaching difficult or that influences the other children or that creates a safety hazard, the student will be sent to the administrator’s office and the parent may be called. Normally, the teacher will provide the student with three warnings before sending a child to the administrator’s office. If the situation warrants, the parent will be asked to pick up the child before the end of the school day. Staff members will always use encouraging words when speaking to children or in their hearing.
- c. Unusual Disciplinary Procedure: A child will be immediately sent to the administrator’s office and the child’s parent called when the following behavior occurs:
 - (1.) Profaning God’s name (God, Jesus, Christ)
 - (2.) Profane language or gestures
 - (3.) Destruction of property
 - (4.) Bodily harm, physical or verbal threats to another person
 - (5.) Lewd or suggestive behavior
 - (6.) Cheating of any nature
 - (7.) Persistent teasing of another student(s)
 - (8.) Disrespectful behavior to teacher or fellow students (in speech or actions).
- d. Probation of Students: The Administrator may place any student on academic or behavioral probation if circumstances arise that warrant such action.
- e. Suspension: The Administrator and Board of Directors at their discretion may decide to suspend a student from school attendance if circumstances arise that warrant such action. In such cases, the student will not be permitted to return to the class until adequate proof has been supplied that the student’s behavior or academic performance has improved and a reinstatement conference has been conducted with parent(s), student and Administrator. In addition, the student may be suspended for non-payment of tuition until such time as all accounts are current. **Any student known, with reasonable assurance, to be involved in the physical abuse of another student will be immediately suspended for a period of one week and will be placed on probation if permitted to return at the conclusion of his or her suspension.**
- f. Expulsion: The Administrator and Board of Directors may expel a student from enrollment if the student fails to meet minimal school expectations



regarding behavior or academic performance, or if circumstances arise that warrant such action.

26. Games: The following are not permitted:

- a. Handheld video games
- b. Combative games (play swords, guns, light sabers, etc.)
- c. Trading cards
- d. Any games that may appear to be inconsistent with the Christian faith will also not be permitted.
- e. Student use of cell phones is prohibited.
- f. Toys – Unless with permission from the teacher

27. Electronic Equipment/Phones

Mobile phones, Ipods, or similar wireless devices are not to be brought to school. If your child needs to communicate with you during the school day, he/she will be given the opportunity to do so in the office at appropriate times. If your child must bring a phone to school for use after school, you must submit a written explanation that morning. Each request will be subject to review and approval by the administrator. If approved, the device would then be kept in the office until the end of the school day.

Phones or mobile devices seen or heard during the school day will be confiscated and held in the office. At the Administration's discretion, the cell phone may be checked for content, including pictures, videos, and text messages. The confiscated device will not be returned to the student. It must be claimed by a parent. Breach of this policy will be dealt with according to the Dayspring Behavioral Policy in Section 25 of the Handbook and may result in probation or suspension.

Dayspring will not be responsible for confiscated devices.

28. Uniform Policy, Universal: Clothing must be clean and in good repair. Shirts must be trucked into pants. In addition to clothing, no jewelry is permitted for boys or girls. If girls have pierced ears, they may wear studs. No hoops or dangling earrings are allowed. Girls may wear hair accessories that complement the uniform. Girls may wear nail polish that complements the uniform. Unusual hairstyles or coloring that draws attention to the individual is not permitted. For boys, hair may not touch the shirt collar, must be cut above the eyebrow and may not extend below the middle of the ear. All items in the required uniform are available for the Flynn and O'Hara Uniform Company. You may order from them through their catalog (1-800-441-4122) or by visiting their store in Towson (927 Loch Raven Blvd., 410-828-4709). When you contact them, tell them you are associated with Dayspring Christian Academy and they will help assemble your order. Some items may be found at other suppliers such as J.C. Penney, Land's End, etc.

29. Uniform Policy, Elementary: Children in **Kindergarten through Fifth Grade** are required to wear clothing described below:



a. **Boys**

Dress Slacks:	Navy (Pleated) Conservative Belt
* All weather	Twill
* Cold weather option	Corduroy
Shorts (warm weather)	Navy
Socks	Navy, brown, black or dark green (socks must come above the ankle)
Shirts	White or light yellow
* Warm weather	Short sleeved knit shirt Oxford shirt w/button-down collar
* Cold weather	Long sleeved oxford shirt Long sleeved turtleneck shirt
Cardigan Sweater	Navy or Green with embroidered logo (Button front)(Embroidered at Flynn & O’Hara) (#1001)
Shoes	Black, navy or brown tie-on shoe NO sport shoes, boots, backless shoes, or elevated shoes.

b. **Girls**

Split Front Jumper (#65)	Plaid (#45) hemmed between knee and mid-calf.
Socks/Tights	Solid navy, white or light yellow socks (all socks must be above the ankle) Tights may be cable knit for extra warmth. Leggings permitted (no sweat pants).
Shirts	White or light yellow
* Warm weather	Short sleeved Peter Pan blouse
* Cold weather	Long sleeved Peter Pan blouse Long sleeved Turtleneck shirt
Cardigan Sweater (Button front #6000)	Navy or green with embroidered logo. (Embroidered at Flynn and O’Hara)



Socks/Tights	Solid navy, white, green, or light yellow (socks must be above the ankle) Tights may be cable knit for extra warmth. Leggings are permitted.
Shirts	White or Light Yellow
* Warm weather	Short sleeved Oxford shirt (button-down collar) Polo shirt Peter Pan blouse
* Cold Weather	Long sleeved Oxford shirt (button-down collar) Long sleeved polo shirt or Turtleneck Long sleeved Peter Pan Blouse
Cardigan Sweater	Navy or Green with embroidered log (button front #6000)(Embroidered at Flynn & O'Hara)
Shoes	Black, navy or brown tie-on or buckle shoes. Saddle shoes are acceptable. No sport shoes, boots, backless shoes, or elevated shoes.

31. Uniform Policy, Gym: Students will have a gym period once a week. They will be required to wear the standardized gym uniform for each gym class. This uniform may be purchased along with the school uniform at Flynn & O'Hara. Children may wear their gym uniform to school on gym day. The uniform has been imprinted with the school name. Required uniform:

- a. Warm weather: Hunter green shorts and yellow T-shirt
- b. Cold Weather: Hunter green sweat pants and sweatshirt
- c. Athletic shoes and white socks

32. Uniform Policy, Exceptions: In an effort to make learning fun, classes may have a party as a reward for good performance. The school uniform will be worn at such parties. There may be specific days when the uniform is not required: For example:

- a. When the children are doing a unit on the American West they may dress up in frontier costume.
- b. When the children are engaged in an activity that could damage the uniform, they may wear the PE uniform or other suitable clothing such as on a bike day or cooking day.
- c. During Spirit Week, attire will be dictated by what special day is being celebrated (e.g. Dress-up day, Western day, Pajama Day)



33. Uniform Policy, Compliance: Children not wearing the official uniform will not be admitted to class. Children whose uniform does not conform to policy will receive a “Notice of Non-compliance”. Repeated failure to comply with uniform policy will be reflected on the quarterly report card and will result in exemption from quarterly awards.
34. Half-Days: These occur periodically throughout the school year. They will be counted as full days regarding absences. **On half days, there will be no Aftercare unless parents are notified otherwise in advance.**
35. Achievement Ceremony: All students will participate in a closing ceremony in the last week of the school year. Graduation will be held for 8th grade and Kindergarten students will graduate to First Grade. Report cards will be picked up at the ceremony. Those not picked up will be mailed home only if a stamped, self-addressed envelop is supplied or may be picked up in the Administrator’s office. Students whose accounts are in arrears will be permitted to participate in the ceremony but will not receive an authorized diploma or certificate if one is offered. In those cases, a suitable substitute will be presented. All accounts must be in good standing before any student receives a report card or transcripts are forwarded.
36. Pledges: Students will recite the Pledge of Allegiance to the American Flag daily, and may recite the other two following pledges:
 - a. Pledge 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.
 - b. Pledge 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 for all who believe.
 - c. Pledge 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 word in my heart
That I might not sin against God.
 - d. Student Honor Code
I will show my honor for God by respecting my parents and my teachers as they guide me to maturity.



I will be honest at all times in my actions and words.

I will not cheat knowing that what I gain dishonestly would be of no lasting value to me.

I will guard these principles of integrity as the building blocks of my life.

By being true to God and my fellowman, I shall never be disappointed in myself.

37. Lice: If a child is determined to have lice, all children will be screened daily through the end of the week. If lice or nits are found, the child will be quarantined and parents called to take the child home. Children found with lice will not be readmitted until proof of treatment is supplied (e.g. note from parent or doctor) and lice and nits are not present. A follow-up check of all children will be conducted one week after the initial check.

38. Behavioral Policy

a. General Policy

- (1) Gum chewing is not permitted.
- (2) Work and play safely.
- (3) Obey your teachers
- (4) Tell the truth and demonstrate integrity
- (5) Treat others respectfully with your words and actions
- (6) Respect school and church property
- (7) Keep uniforms neat and in good repair

b. Hallway policy

- (1) No running or playing in hallways
- (2) The hallway is a quiet zone
- (3) Students will not leave the Dayspring hallway unless accompanied by a teacher
- (4) Classes will walk quietly in single file.

c. Classroom Policy

- (1) Raise your hand for permission to speak
- (2) Talk only when no one else is speaking, or one person talks at a time.
- (3) Ask permission before leaving your seat
- (4) Eating permitted only during snack time and lunch.
- (5) Respect the belongings of others
- (6) Do not disturb others while working
- (7) No items will be left on top of desks overnight.

d. Lunchroom Policy

- (1) Students are expected to conduct themselves in an orderly manner while in the lunchroom.
- (2) Students should use their “inside voice” and remain seated while eating.



- (3) Each student is required to place his/her trash in the available trash receptacle, clean up table area, and not leave trash on the floor area surrounding table.

e. Playground Policy

- (1) No rough play
- (2) Stay within playground boundaries.
- (3) Share playground equipment

f. Possible consequences

- (1) Time out from Activity
- (2) Removal of privileges
- (3) Administrator will be contacted
- (4) Parent will be contacted
- (5) Detention
- (6) Suspension

39. Notice of Nondiscriminatory Policy as to Students

- a. In compliance with IRS Revenue Procedure 75-50, Dayspring Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nation and ethnic origin in administration of its education policies, admissions policies, scholarship and loan program, and athletic and other school-administered programs.
- b. The preceding statement will be abridged in all publications as follows: “Dayspring Christian Academy does not discriminate on the basis of race, color, national and ethnic origin.”

40. School Clubs: All clubs must meet the following criteria:

- a. Clubs must be sponsored by a full member of the faculty who will attend all meetings of the club.
- b. Students desiring to form a club must write a proposal including purpose of club, frequency of meeting, criteria for membership, and all other matters pertaining to the functioning of the club.
- c. Proposals must be submitted for approval to the Administrator and the Board of Directors.
- d. Clubs may continue as long as they continue to serve a good purpose and function in a manner consistent with the nature of this institution.

41. Bike Day: Usually twice each year, students have a scheduled “Bike Day”. They may bring bikes, scooters or inline skates (roller blades). **No skateboards are permitted.**

The following safety protection is required:

- a. Bicycles: Helmet (If parent sends padding, the student will be required to use it.)



- b. Scooters, Inline skates: Helmet, padding for hands, elbows, and knees
42. Health Screening: The Health Department is a consultant for medical review of records and, as required by state law, Dayspring will make health screenings available as follows:
- a. Hearing and Vision: All students in Kindergarten, Third, Fifth and Eighth grades
 - b. Scoliosis: Girls in the Sixth grade; Boys in the Eighth grade

Parents

1. Orientation: There will be an orientation for all parents, which will give them an opportunity to meet Dayspring Staff. The orientation will include a review of the school policy as outlined in this handbook, a question period, and a time of refreshments and fellowship. Because Parent Orientation is an important informational time, it is required that at least one parent to attend the orientation. Consult the school calendar for the date and time of the orientation.
2. Medical Policies:
 - a. Immunizations: No student will be admitted to classes until all medical requirements are satisfied, including Maryland Immunization requirements.
 - b. Medication: Under no circumstances is a student permitted to carry or administer his/her own medication. Prescription medication must be administered by a parent or guardian. School personnel will not administer prescription medication under any circumstance. All medications will be locked in a secure area in the school office. We prefer that school personnel not be asked to administer over-the-counter medication. For first aid needs such as minor cuts or scrapes, school personnel will clean the area with soap and water and a “Band-Aid” will be applied.
 - c. Symptoms: According to the Baltimore County Health Department, “Students should not attend school if they have a fever of 100 degrees or above, vomiting, or diarrhea. Students should be free of a fever (without using fever reducing medication), vomiting, or diarrhea for 24 hours before returning to school. This will help to prevent infectious disease agents among students and staff.”
 - d. Vision and Hearing: The Baltimore County Health Department will conduct free Vision and Hearing screening on all Kindergarten, third, and fifth graders.
3. Visits: Parents are welcome to visit their child’s class on occasion. Arrangements may be made for this in advance with the teacher. The school secretary will issue a visitor’s pass to anyone approved to enter the school areas.
4. Release of Students from School: No child will be released to anyone without prior written parental authorization. If circumstances should arise that require a different person to pick up your child, please fax a copy of permission for pickup to 410-821-7656. Please do not telephone the request. We must have a written copy which will be placed in your child’s file.



5. Parental Faith: One parent must be a born-again Christian who faithfully attends a conservative, Bible teaching church. One parent must also annually sign the Dayspring Christian Academy Statement of Faith.
6. Parent Volunteers: Parents are expected to donate a minimum of 4 hours a month per child enrolled at Dayspring, to help the teacher in the classroom or with other needs at the school during the school year. The administration and teachers will notify you of the needs of the school throughout the year.
7. Parent Visitation Policy: Parents may make arrangements with either the Administrator or teacher to visit their child's class as either a Helper or Observer.
 - a. Helper: Assists teacher with a class activity
 - b. Observer: Sits quietly without interrupting the class or teacher. This may be limited if it affects the learning environment, in the opinion of the teacher or Administrator.