

DAYSRING CHRISTIAN ACADEMY

TRANSFORMING LIVES...TRANSFORMING THE WORLD!



"To God Alone Be the Glory"

PARENT AND STUDENT HANDBOOK

Dayspring Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Dayspring Christian Academy does not discriminate based on race, color, or national and ethnic origin in administering its educational, admissions, financial, athletics, and other school-administered programs. Dayspring Christian Academy does reserve the right to select students based on academic performance, religious commitment, philosophical compatibility, and a willingness to cooperate with the Dayspring Christian Academy administration and abide by its policies.

2026-2027

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Revised June 2026

AMENDMENT POLICY

Dayspring Christian Academy reserves the right to modify, augment, amend, suspend, or revoke all policies, procedures, and statements outlined in this handbook at any time. This handbook is not an all-inclusive manual. Sometimes, new situations or circumstances will arise that this handbook does not cover explicitly. The administration reserves the right to exercise its administrative prerogative in responding to these unique situations.



Dear Parents,

Welcome to our Dayspring Christian Academy family. We value your child's educational and spiritual development and believe that your association with us will be a pleasant and rewarding experience. Our faculty and staff stand ready to serve you and your family in any way we can, so please do not hesitate to ask for assistance or guidance.

This handbook is designed to explain the policies but does not preclude those individual teachers who may have additional classroom expectations. We ask that you read the handbook carefully and help your child understand the relevant portions. Each student will be responsible for all rules and policies within this manual. You and your child are required to sign the Handbook Agreement Form confirming that you have read, understand, and agree to abide by the contents of this handbook. Don't hesitate to contact the school administrator or the Board's chair if you have any questions or concerns regarding anything in this handbook.

You have made a wise decision to provide a Christ-centered education for your child, one which will help promote Christ-centered living as well as the development of your child's God-given gifts, both natural and spiritual. Although parents are their child's primary educators, the school aims to assist them in this educational process. Working together, we plan to help your child learn to make good decisions and to grow in the "nurture and admonition of the Lord." (Ephesians 6:4). Dayspring Christian Academy is accountable to God for the time your child is entrusted to our care, and we take this responsibility seriously. Let us agree to pray for one another and resolve every situation to demonstrate our Christian love for one another.

In Christ's service,

Randy Ward
Administrator

"And all thy children shall be taught of the Lord, and great shall be the peace of thy children." Isaiah 54:13

Board of Directors

Philip Yoder-- Danny Mann – Steven Green
Bryce Melvin – Kacie Duvall – Tiffany Hitchcock – Lee Windsor

General Information

NON-DISCRIMINATORY POLICY

Dayspring Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Dayspring Christian Academy does not discriminate based on race, color, or national and ethnic origin in administering its educational, admissions, financial, athletic policies, or other school-administered programs.

Dayspring Christian Academy does reserve the right to select students based on academic performance, religious commitment, philosophical compatibility, and a willingness to cooperate with the Dayspring Christian Academy administration and abide by its policies.

Dayspring Christian Academy's biblical role is to work with the home to mold students to be Christ-like. Occasionally, the atmosphere or conduct within a home may be counter or against the biblical lifestyle the school teaches, including but not limited to sexual immorality, sexual identity, or inability to support the school's moral principles. In such cases, the school reserves the right, within its sole discretion, to refuse an applicant's admission or discontinue student enrollment.

DAYSPRING CHRISTIAN ACADEMY BOARD

The Dayspring Christian Academy Board is comprised of the chair and up to ten members. The Administrator serves as an ex officio member.

BOARD MEMBERS

Steven Green, Chair; Bryce Melvin, Vice-Chair; Kacie Duvall, Secretary
Members: Danny Mann, Tiffany Hitchcock, Lee Windsor, Phillip Yoder

SCHOOL AND OFFICE HOURS

| School Office Hours | 7:30 a.m. – 3:30 p.m. | SCHOOL CONTACT INFORMATION |
|--|------------------------------|--|
| Early Stay Hours | 7:00 a.m. – 7:30 a.m. | Phone 850-526-4919 |
| Late Stay Hours | 3:10 p.m. – 5:30 p.m. | Fax 850-526-2114 |
| School Day (K3 – 7th) | 7:45 a.m. – 2:35 p.m. | Website www.dayspringca.com |
| School Day (8 th – 12 th) | 7:45 a.m. – 2:53 p.m. | <i>Teachers may be emailed through the Digital Academy tab on the Dayspring website.</i> |
| First Bell | 7:45 a.m. | |
| Tardy Bell | 7:55 a.m. | |

SUMMER HOURS

Tuesday – Thursday 8:00 a.m. – 11:00 a.m. and 12:00 p.m. – 4:00 p.m.
Closed for lunch 11 a.m. - 12 p.m.

THE MISSION STATEMENT

"Providing a Christ-centered education while encouraging our students to become everything God has called them to be."

DCA CREST

The Shield: The shield represents the Shield of Faith. Faith is being sure God will keep His promises.

The Bible: The Bible is the Word of God upon which Dayspring is founded. It is the foundation for all learning and living.

The Eagle: The eagle is a sign of strength, able to bear much weight, and a reminder of God's protective nature, sovereignty, and supremacy.

The Cross: The cross is a symbol of the Son of God, a reminder that Jesus died on the cross for us. It shows the depths of our sins.

The Belt: The Belt of Truth keeps us from giving in to the world's beliefs.

DCA COLORS

Blue: Spiritually signifies the Healing Power of God. Biblically represents the Word of God.

White: Bride of Christ, surrender, harvest, light, righteousness, conquest, victory, blessedness, Joy, Angels, saints, peace, completion, and triumph.

Gold: Glory, Divinity, Kingship, Eternal Deity, foundation, altar, beauty, precious, Holiness, Majesty, and righteousness.

VALUES

As we experience God's unique love for us, we learn to love one another and to:

1. Live Biblical Truth

"Heaven and earth shall pass away, but my words shall not pass away." Matthew 24:35

2. Honor Relationships

"That there should be no schism in the body, but that the members should have the same care one for another. And whether one member suffers, all the members suffer with it, or one member is honored, all the members rejoice with it." 1 Corinthians 12:25-26

3. Model Sonship and Servant Leadership

"For as many are led by the Spirit of God, they are the sons of God. For ye have not received the Spirit of bondage again to fear, but ye have received the Spirit of adoption, whereby we cry Abba, Father. The Spirit itself beareth witness with our spirit that we are the children of God; And if children, then heirs; heirs of God, and joint heirs with Christ; if so be that we suffer with him, that we may also be glorified together." Romans 8:14-17

"Feed the flock of God, which is among you, taking the oversight thereof, not by constraint, but willingly; not for filthy lucre, but of a ready mind; Neither as being lords over God's heritage, but being examples to the flock. And when the chief Shepherd shall appear, ye shall receive a crown of glory that fadeth not away." 1Peter 5:2-4

4. Seek Unity

"Fulfill ye my joy, that ye be likeminded, having the same love, being of one accord of one mind. Let nothing be done through strife or vainglory, but in lowliness of mind, let each esteem others better than themselves. Look not every man on his own things, but every man also on the things of others. Let this mind be in you, which was also in Christ Jesus; Who, being in the form of God, thought it not robbery to be equal with God: But made himself of no reputation, and took upon him the form of a servant, and was made in the likeness of men; And being found in fashion as a man, he humbled himself and became obedient unto death, even the death of the cross. Wherefore God also hath highly exalted him and given him a name which is above every name; That at the name of Jesus every knee should bow, of things in heaven, and things in earth, and things under the earth; And that every tongue should confess that Jesus Christ is Lord, to the glory of God the Father." Philipians 2:2-11

5. Pursue Excellence

"And whatsoever ye do, do it heartily, as to the Lord, and not unto men." Colossians 3:23

POSITION OF PARENTAL AUTHORITY IN EDUCATING CHILDREN

1. Parents know best what God calls them to do regarding their children's education. We support each family's authority to make these educational choices.
2. By God's grace, we strive to be a school that impacts the entire family and encourages each student to become all God calls him to be. We see the school as a way of training and educating children of the church and the community, but not the way.
3. God uniquely calls teachers, educators, and administrators to various educational models. As a school, we want to encourage our members to pursue the academic calling God uniquely gives them. We do this through prayer, sharing resources (such as books, recordings, testimonies, etc.), and teaching.

STATEMENT OF FAITH

The Statement of Faith defines the essential beliefs that guide the ministry of Dayspring Christian Academy. The Statement of Faith does not exhaust the extent of our beliefs. As the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of humankind, the Bible itself is the sole and final source of all that we believe¹. For the purposes of Dayspring Christian Academy's faith, doctrine, practice, policy, and discipline, it is our final interpretive authority on the Bible's meaning and application. These primary doctrines below are critical elements of Christianity taught in various ways throughout all grade levels. Secondary doctrines, and other topics, such as baptism, the gifts of the Spirit, and the end times, will not be emphasized in the school's teaching. DCA recognizes that secondary doctrine is essential, but there is the liberty to interpret such matters differently within the Christian community. These subjects will likely arise since we encourage Christ-honoring discussion and debate among DCA students. The school's official position on secondary doctrinal issues is to have the students always go to the Scripture and then go to their family and church as they seek to define their own beliefs on these secondary doctrines.

The following Statement of Faith defines the essential beliefs that guide the ministry of Dayspring Christian Academy:

1. **The sovereignty of God:** God sovereignly controls all that occurs in His world and His Church. His plans and purposes always prevail; nothing can thwart them.²
2. **Inerrancy of Scripture:** God's written word, the Bible, is free from error and completely trustworthy. It is His Truth and the final authority in all matters.³
3. **God's Creation of the World and Man:** The Triune God, Father, Son, and Holy Spirit, alone has existed from eternity past and, in His wisdom, decided to create the universe from nothing. God spoke, and it came into existence. Humanity did not evolve from lower life forms. However, it was created by God. ⁴ Mankind, male, and female, was created with dignity in that they are made in God's image and created in humility in that their purpose is to glorify God and enjoy Him forever. In creating mankind, male and female, God created them with distinct biological genders. Gender is both sacred and established by God's design. It is impossible to glorify God and enjoy Him forever while rejecting one's biological sex. ⁵
4. **The Family:** God created the natural family as society's sovereign unit. God created the biological family to be a marital union of one naturally-born man and one naturally-born woman through marriage to share love and joy, propagate children, and provide their moral education. Marriage was also given to represent the union between Christ and His Church. Any partnership other than a naturally-born man and naturally-born woman violates God's design and is, therefore, not a biblical marriage.⁶
5. **Fall of Mankind:** All mankind participated in Adam's fall from his original sinless state and is thus depraved and lost in sin.⁷

6. **Jesus, Savior of Sinners:** Jesus Christ is the unique Son of God and the world's only Savior. He was born of a virgin and lived a sinless life. He purchased redemption by His substitutionary atonement on the cross. Jesus' body rose from the dead, ascended to the Father's right hand, and He will come again in power and glory.⁸
7. **Justification by Faith Alone:** Sinners are justified by faith alone. They do not deserve salvation and cannot earn or work for it. Justification is totally due to God's grace and received by faith in Jesus Christ.⁹
8. **Empowering Holy Spirit:** Every true believer in Jesus Christ is indwelt and empowered by the Holy Spirit. The Holy Spirit enables believers to live godly lives and perform good works.¹⁰
9. **Final Judgment and Resurrection:** At the Second Coming of Christ, the saved and the lost will be bodily resurrected and judged. The saved are resurrected to eternal life, and the lost are resurrected to eternal condemnation.¹¹
10. **Body of Christ:** All believers are spiritually united in the Lord Jesus Christ. Every believer is a member of the Body of Christ.¹²

¹ 2 Timothy 3:14-17, Galatians 1:8-9, 2 Peter 1:19-21, WCF Chapter 1.1 and 1.6

² Psalm 33:11, Ephesians 1:11, WCF Chapter 3.1

³ Matthew 5:18, 2 Timothy 3:14-17, WCF Chapter 1.8-9

⁴ John 1:2-3, Genesis 1, WCF Chapter 4

⁵ Genesis 1:27, Genesis 2:7, Genesis 2; 22-23, WCF Chapter 4.2

⁶ Genesis 1:28, Genesis 2:24, Ephesians 5:22-33, WCF Chapter 24

⁷ Genesis 3:6-8, Romans 3:23, Romans 5:12, WCF Chapter 6.1-3

⁸ Isaiah 42:1, John 3:16, 1 Peter 1:19-20, Hebrews 1:2, Hebrews 4:15, Luke 1:27-35, Romans 5:19, Philippians 2:8, 1 Corinthians 15:3-4, 1 Peter 3:22, Acts 1:11, Matthew 13:40-42, Matthew 24:36-44, WCF Chapter 8.1-4 & Chapter 33

⁹ Romans 3:10-13, 22-28, Romans 4:5-8, Romans 5:15-16, Ephesians 2:8-9, WCF Chapter 11.1-3

¹⁰ 2 Corinthians 3:18, John 15:4-6, Romans 8:4-14, Philippians 2:13, WCF 13.3, 16.3

¹¹ 1 Thessalonians 4:17, 1 Corinthians 15:51-52, John 5:22-29, Acts 24:15, 2 Corinthians 5:10, Matthew 25:31-46, WCF Chapter 32.2-3 & 33.1-2

¹² 1 Corinthians 1:2, 1 Corinthians 12:12-13, WCF Chapter 25.1-2

STATEMENT OF BIBLICAL AUTHORITY

We Believe:

- The Bible is the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind and is the sole and final source of all that we believe.

"All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness." 2Timothy 3:16

"Every word of God is pure; He is a shield to those who put their trust in Him." Proverbs 30:5

- The term "marriage" has only one meaning: marriage sanctioned by God, which joins one naturally-born man and one naturally-born woman in a single, exclusive union, as delineated in Scripture.

"But from the beginning of the creation, God made them male and female." Mark 10:6

- That God intends sexual intimacy to only occur between a natural-born man and a naturally-born woman who are married to each other. We believe God has commanded that no intimate sexual activity occurs outside of a marriage between a man and a woman.

"Flee sexual immorality. Every sin that a man does is outside the body, but he who commits sexual immorality sins against his own body." 1Corinthians 6:18

"Marriage is honorable among all, and the bed undefiled, but fornicators and adulterers God will judge." Hebrews 13:4

- God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

"For God so loved the world, that He gave His only begotten Son, that whoever believes in Him should not perish but have everlasting life." John 3:16

"Repent therefore and be converted, that your sins may be blotted out, so that times of refreshing may come from the presence of the Lord, and that He may send Jesus Christ, who was preached to you before, whom heaven must receive until the times of restoration of all things, which God has spoken by the mouth of all His holy prophets since the world began." Acts 3:19-21

"That you confess with your mouth the Lord Jesus and believe in your heart that God has raised Him from the dead, you will be saved. For with the heart one believes unto righteousness, and with the mouth, confession is made unto salvation." Romans 10:9-10

- Everyone must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are repudiated and are not in accord with Scripture.

"Love suffers long and is kind; love does not envy; love does not parade itself, is not puffed up; does not behave rudely, does not seek its own, is not provoked, thinks no evil; does not rejoice in iniquity, but rejoices in the truth; bears all things, believes all things, hopes all things, endures all things." 1 Corinthians 13:4-7

- That all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

"God's Perfect Knowledge of Man" Psalm 139

- Student admission to Dayspring Christian Academy must agree to accept and comply with the responsibilities and privileges of enrollment in Dayspring Christian Academy. In addition, parents of students must also agree to cooperate with the school administration and faculty to help their children reach their academic expectations and meet the school's educational objectives. Parents and students must sign the acknowledgment of the Statement of Faith.
- The Statement of Biblical Authority does not exhaust the extent of our beliefs.

LIFESTYLE COMMITMENTS

1. **Relational Policy:** The biblical and philosophical goal of Dayspring Christian Academy is to, by God's grace, develop students into mature, God-honoring individuals who, through the redeeming nature of our Lord and through a process of His sanctification, exhibit a behavioral lifestyle that honors our God and reflects biblical principles. The lifestyle displayed by DCA students should include a Biblical approach to relationships. All students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and refrain from certain activities or behaviors. Thus, Dayspring Christian Academy retains the right to refuse enrollment or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports or otherwise promotes such practices. (*Leviticus 20:13, Romans 1:27*).

Dayspring Christian Academy's biblical role is to work with the home to mold students to be Christ-like. Occasionally, the atmosphere or conduct within a home may counter or oppose the school's biblical lifestyle. This includes but is not necessarily limited to sexual immorality, homosexual orientation, or inability to support the school's moral principles. In such cases, the school reserves the right, within its sole discretion, to refuse an applicant's admission or discontinue student enrollment.

2. **Sanctity of Life Policy:** From the moment of conception, each person is created in the image of God and points us to God's sovereign rule in this world. All human life is of inestimable worth and significance in all its dimensions, including unborn, aged, widowed, mentally disabled, unattractive, physically challenged, and every condition in which humanness is expressed from conception to the grave. (*Genesis 1:26, 27, 5:1; Psalm 139:13-16; Exodus 20:13; Psalm 127:3*)

3. **Sexual Orientation Statement:** DCA stands firmly upon the historical truth claims and moral foundations of Christianity. This includes but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design, which would only include a naturally born male/female (*Genesis 1:27; Genesis 2:7; Genesis 2:22-23*). Parents and legal guardians who enroll their children at Dayspring Christian Academy agree to support these and other basic positions DCA embraces. Parents understand and agree that Dayspring Christian Academy will teach these principles and biblical values. In addition, The Board urges parents to recognize their scriptural responsibility (*Deuteronomy 6:1-9, Psalm 78:5,6, Proverbs 22:6*) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (*Ephesians 6:4*). DCA was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. DCA will (only) consider admission for students from families willing to support Dayspring's philosophy of Christian education, student conduct requirements, the school's above-stated positions, and those willing to allow their children to be educated and influenced in an intentional Christian environment based on biblical principles. Continued enrollment at DCA is contingent upon the same understanding and support.
4. **Sanctity of Marriage:** We believe that God created marriage in the beginning as a blessing for both a naturally-born man and a naturally-born woman, before any sin or rebellion entered the world, and that He created marriage to be between one naturally-born man and one naturally-born woman who enter the covenant relationship, complement one another, serve one another, and sanctify one another for as long as they both shall live. Accordingly, we reject any attempt to redefine marriage as a union between people of the same sex or between more than one man or woman. We believe that the homosexual lifestyle and alternative gender identities are contrary to the Bible. (*Genesis 1:27-28, 2:15-24; Leviticus 18:22, 20:13a; Matthew 19:4-6; Romans 1:26-27; I Corinthians 7:14*).

CHILD CUSTODY

The splitting of a family is traumatic for parents and particularly for students. Consequently, Dayspring Christian Academy (DCA) focuses on the safety and well-being of your child(ren), and our instituted policies are to further those goals.

CUSTODY DOCUMENTATION

Parents shall provide all relevant documents concerning custody or visitation of each student enrolled at DCA. Parents of enrolled students shall have an ongoing duty to provide documents and information relevant to a change in custody or visitation rights to DCA within seven days of the change.

SCHOOL RECORDS

A noncustodial parent shall have the right to access school records related to their student unless prohibited by a legally binding instrument.

DISMISSAL AND EARLY RELEASE

No student will be released to any individual other than a custodial parent without express written permission is first given to DCA by a custodial parent or a valid legally binding instrument granting release is on file with DCA. All early dismissal requests shall go through the Administrator's office. A parent cannot ask the school to withhold the release of their student to the other parent or parent's representative without a legally binding instrument.

PARENT-TEACHER MEETINGS

Dayspring Christian Academy's policy is to provide separate parent-teacher meetings if needed and if the school is informed at a reasonable time.

SCHOOL COMMUNICATIONS

The custodial parent must communicate with the noncustodial parent regarding school announcements and notes. Parents may arrange with the office to have separate Digital Academy communication accounts to communicate with the school, which are available to both parents.

Academics

ATTENDANCE

ATTENDANCE POLICY

Students who accumulate more than five absences within a nine-week grading period may be at risk of not being promoted to the next grade level. Parents and guardians are strongly encouraged to prioritize consistent, punctual attendance, as it is essential to their child's academic success. In cases of excessive absences, parents will be contacted to schedule a conference with school administration. Any grade retention decision based on attendance may be appealed in writing to the Board.

1. **Arrival: Classes begin at 7:55 a.m.** Children should be seated with their belongings put away, ready to begin the day at 7:55 a.m.
2. **Early Arrival: Students should not arrive at school before 7:30 a.m. unless in the Morning Drop-off Program. Early Stay is provided from 7:00 a.m. – 7:30 a.m. for \$4/day.**
3. **Tardies:** Students not in their classroom at 7:55 a.m. will be considered tardy. Students arriving after 7:55 a.m. must report to the office with a parent (or the adult from their carpool) to check in before class. The student will receive a tardy pass to give to their teacher to enter the classroom. **No student will be allowed into the classroom without a pass.** If a student arrives late to class without a pass, the teacher will have the student return to the office. **A total of 5 tardies is equal to 1 absence.**
4. **Check-In/Check-Out:** Any student checking in during the school day must first report to the office with a parent to sign in before going to the classroom. The parent/adult must accompany the student to the office and sign the student in. The student will receive a check-in pass to give to their teacher to enter the classroom. **No student will be allowed into the classroom without a pass.** If a student arrives at class without a pass, the teacher will have the student return to the office. Any student checking out during the school day must first have a parent sign the student out in the office. The office will call the student's classroom to have the student sent to the office for checkout. Students leaving from a field trip before the group arrives back to school must notify the office before the trip and sign the student out from the teacher before leaving. Parents who wish to check their children out early during a special event at DCA should sign their teacher's special event check-out sheet rather than signing out at the office. *We must have permission in the office (written, email, or phone) for anyone other than a student's custodial parent or those persons indicated on the child's transportation/medical information (located in Digital Academy) to pick up the child.*

5. **Absences:** It is the student's responsibility to find out missed assignments during an absence and arrange for makeup work. We will cooperate with the families taking their children from school for vacations, etc. Students will be allowed three days to make up missed assignments due to an absence. In extreme illness, the parent or student may arrange a makeup work schedule with the teacher(s).

6. **Departure:** Students are dismissed according to their scheduled time. Students not picked up by 3:10 p.m. will be sent to Late Stay and asked to pay Late Stay charges. If someone other than the parent or regular carpool driver is picking up your child, the office must be contacted no later than 2:00 p.m. so we have ample time to notify the student.

Late Stay: Anyone who cannot pick their child up before 3:10 p.m. needs to use the Late Stay Program for an additional fee. Students arriving before 7:30 a.m. should participate in the Morning Drop-Off Program.

Billing Update: Please note that effective this school year, Late Stay billing will transition from hourly billing to 15-minute increments at a rate of \$2.50 per fifteen minutes. Overall fees will remain the same, and we hope this change provides greater flexibility and accuracy for your family.

| Program | Time | Fee |
|------------------|----------------------|---|
| Morning Drop-Off | 7:00 a.m.- 7:30 a.m. | \$4.00 per day |
| Late Stay | 3:10 p.m.- 4:30 p.m. | \$10.00 per day (\$2.50 per 15-minutes) |
| Late Stay | 4:30 p.m.- 5:30 p.m. | \$10.00 per day (\$2.50 per 15-minutes) |

- Morning Drop-Off and Late Stay fees apply to K5–12th grade.
- K3/K4 Late Stay will be charged \$10.00 (\$2.50/ 15 minute increments) for 4:30–5:30 p.m.
- Early and Late Stay service fees will be billed on the first of the following month and are payable by ACH. ACH payment must be set up before your student can attend Early or Late Stay
- Please note that our Late Stay program closes at 5:30 p.m. Students remaining after 5:30 p.m. will be charged \$1.00 per minute until they are picked up. We strongly encourage all families to make arrangements to ensure timely pickup.

GENERAL CARLINE PROCEDURES

1. Obey all traffic signs, pull forward as far as possible, and make one stop to unload students.
2. Stay on paved roads and park in designated areas only.
3. Children younger than 6th grade cannot go to any vehicle without a teacher or parent.
4. DCA students who drive and pick up younger siblings must use the carline procedures for pick-up.
5. Do not call or motion for children to come to a vehicle.
6. The speed limit on the school campus is 5 MPH.
7. Please do not use your cell phone during carline for the safety of our children and teachers.
8. Carline signs will be distributed from the office to place in your windshield during afternoon pick-up. Parents need to pull as far forward as possible in the line. *Please do not leave gaps in the line* to help the carline move faster and not back up.

MORNING CARLINE PROCEDURES

Cars may enter the driveway and drop off at the Cafeteria (Building C) after 7:30 a.m., during inclement weather, or at the playground.

When the morning bell rings, students may enter the building. *In inclement weather, children will enter Building C (Cafeteria) until the bell rings at 7:45.*

AFTERNOON CARLINE PROCEDURES

| | |
|------------------------------------|--|
| K3 - K5 | 2:35 p.m. Pick up at Playground next to Building A |
| 1 st – 7 th | 2:35 p.m. Pick up at Building C |
| 8 th – 12 th | 2:53 p.m. Pick up at Building B |

Late Stay: Anyone who cannot pick their child up by 3:10 p.m. needs to use the Late Stay Program. From 3:10 p.m. to 4:30 p.m. the cost is \$10 per day (billed at \$2.50 per 15-minute increments.) After 4:30 p.m. there will be an additional \$10 due. K3 & K4 will only be charged for late stay time frames of 4:30 – 5:30. The fee will be \$10 per day (billed at \$2.50 per 15-minute increments.) The Late Stay fees are payable by ACH. Students will be picked up from Building C unless otherwise notified. Parents will sign the students out once they are picked. Parents will need to establish ACH with the financial secretary before utilizing the Late Stay program. Students arriving before 7:30 a.m. should participate in Morning Drop-off Program at \$4 per morning.

ALL parents/adults of K3-K5 students must park in front of the playground next to building A, walk to the playground, and pick up their students at the playground. Dayspring employees will not buckle students into their car/booster seats.

STUDENT DRIVERS

All students who wish to drive to campus must obtain a driving permit prior to doing so. Permit applications are available at the main office and must be signed by the parent or guardian, the student, and a member of administration before the student is permitted to drive and park on campus. All student drivers are expected to adhere to safe and responsible driving practices at all times while on or near campus property. Reckless or unsafe driving will not be tolerated and may result in the revocation of campus driving privileges. Students must park in the designated student parking lot only. Additionally, all student drivers must sign out at the main office before leaving campus and sign back in upon returning. This policy ensures the safety and accountability of all students throughout the school day. Failure to comply with sign-out and sign-in procedures may result in the loss of driving privileges.

GRADES AND PROGRESS REPORTING

Dayspring Christian Academy will maintain a schedule of reporting grades for four grading periods. Additionally, grades can be viewed through Digital Academy. These reports reflect the student's attendance, academic, and behavioral performance over the reported period. Annual standardized testing is not considered part of the grade and progress reporting procedure. Letter grades and meanings are outlined below.

| <u>Letter Grade</u> | <u>Range</u> | <u>Meaning</u> |
|---------------------|--------------|----------------------|
| A | 90-100 | Excellent |
| B | 80-89 | Good |
| C | 70-79 | Satisfactory |
| D | 60-69 | Poor |
| F | 0-59 | Failing (See note 1) |
| I | | Incomplete |
| EX | | Exempt/Excused |

Notes:

1. An F is not automatically equal to zero (0). Any credit below 59% will still be factored into the grading period/semester/yearly grades. For example, a score of 50% on a test is better than a 0 on the same test.
2. In extreme illness, the parent or student should arrange a makeup work schedule with the teacher(s). Students will be allowed three days upon return to school to make up work.

TRANSCRIPTS

High School Transcripts for grades 9-12 may be requested through the main office.

SPECIAL NEEDS

Dayspring is committed to providing a quality educational experience for all enrolled students; however, due to the nature of our program and resources, we are unable to accommodate students with certain special needs. Admission of all students is at the sole discretion of the administration. For the purposes of this policy, students with special needs may include, but are not limited to, those with a current Individualized Education Program (IEP) from a public school, severe processing disorders, Autism Spectrum Disorder (ASD), unmedicated ADHD or ADD, Oppositional Defiant Disorder (ODD), blindness, deafness, extreme physical disabilities, or any other condition that may hinder the educational process for the student or their classmates.

Dayspring does not follow IEPs or make modifications or accommodations to the established curriculum. Students in 1st grade and above are expected to be able to work independently when necessary, without requiring constant teacher intervention, and without disrupting the learning environment for their peers. Parents and guardians are required to disclose any known diagnoses or conditions on the student's application. Failure to do so, should such a condition later be discovered, may be considered grounds for immediate dismissal. **All students will be subject to a nine-week probationary period upon enrollment.** Administration reserves the right to extend this probationary period by an additional six weeks if deemed necessary. Should it be determined at any time that a student is significantly disrupting or hindering the educational progress of others in the classroom, continued enrollment may be discontinued at the discretion of the administration.

HOMEWORK GUIDELINES

Dayspring recognizes the importance of balancing academic responsibilities with family time and extracurricular activities. While homework is a necessary component of a student's academic development, we are committed to a thoughtful and balanced approach that respects the demands of home life. Each student will have varying amounts of work to complete outside of school hours, which may include unfinished classwork, special projects, or memory work. It is important for parents and guardians to understand that **studying is distinct from written homework** and may be required most nights of the school week in preparation for upcoming quizzes, tests, or other assessments. Students are expected to take personal responsibility for reviewing and preparing for these assignments, even on evenings when no written work has been assigned.

While parents are encouraged to assist in ensuring that assignments are completed and to offer guidance when necessary, the responsibility for completing the work rests with the student. Parents are also encouraged to help their child develop strong, consistent study habits. Teachers welcome the opportunity to discuss homework expectations and study strategies with

parents at any time. In consideration of mid-week church and family commitments, written homework will not be assigned on Wednesdays that is due the following day; however, students may still be expected to study for upcoming assessments. Additionally, written homework will not be assigned on the day before a scheduled vacation, nor will assignments be due on the first day a student returns from vacation.

SEMESTER EXAMS

Exam exemptions will be granted to students who meet the exemption criteria. Students who have an “A” for both grading periods of the semester may be exempt from exams. Students suspended during the semester may not be exempt from semester exams.

There will be a **maximum of two (2)** semester exams daily. For High School, students exempt from these test(s) will not be required to attend school during the Semester Exam testing days. A schedule of exam days will be provided. High School students will be allowed to volunteer throughout the school during these days to earn volunteer hours. Volunteer hours may be logged for documentation to verify for scholarship purposes.

An illness that interferes with taking an exam as scheduled should be promptly reported to the teacher. Students missing an exam due to illness or other circumstances must receive permission from the Administrator to make up the exam. Illnesses may require a doctor’s excuse.

ACADEMIC AWARDS

Dayspring Christian Academy maintains a system of honors and awards rooted in both academic excellence and biblical principle. Scripture itself endorses the recognition of good work, from the writings of Solomon in Proverbs to those of Paul in Romans, Ephesians, and beyond. It is our desire to honor students who meet the prerequisites for applicable awards while also encouraging all students to strive for excellence by demonstrating that diligent, quality work does not go unnoticed.

Rather than a school-wide awards ceremony, honors and awards are presented at the end of the school year during individual classroom ceremonies. Various awards are presented at the discretion of each classroom teacher, based on student performance, character, and achievement throughout the year. We believe this approach allows for a more personal and meaningful recognition of each student's individual efforts and accomplishments.

ACADEMIC PROBATION POLICY

Academic Probation is a formal designation assigned when a student is identified as being in academic jeopardy. A student may be placed on Academic Probation under either of the following conditions:

- The student receives two D grades and/or one F within any grading period in the same subject area during a single school year, or
- The student receives two D grades and/or one F within any grading period across different subject areas.

Upon the conclusion of the first nine-week grading period, Academic Probation notifications may be sent home to parents and guardians of affected students. Follow-up conferences may then be scheduled between parents and school administration to review the student's academic standing and collaboratively determine appropriate corrective actions to support the student's success going forward.

ACADEMIC RETENTION/DISMISSAL POLICY

Any or all of the following criteria could be reasons for the retention of a student:

1. Lack of academic progress/improvement.
2. Lack of academic foundation for the next course or grade level.
3. Must pass three (3) or more core subjects, including English/Language Arts and Math.

Any or all of the following criteria could be reasons for the dismissal of a student:

1. No academic improvement over probationary periods.
2. Poor attitude/behavior in a class under probationary status.
3. Lack of parental support for DCA policies, practices, and/or procedures.

GRADUATION REQUIREMENTS

The DCA school board has adopted the following credit requirements for graduation from Dayspring Christian Academy: A student must earn a minimum of 24 credits to graduate.

One-half credit is earned per semester for each class that meets four to five times weekly. Students who transfer to Dayspring must have their transcript reviewed by the Administrator to determine which transfer credits may be transferable to meet the Dayspring Christian Academy graduation requirements. Any waiver of credits allowed must be approved at the time of admission.

MINIMUM CREDITS REQUIRED FOR GRADUATION

| <u>Subject Area / Required Coursework</u> | <u>Credits</u> |
|--|-----------------------|
| Language Arts/ English | 4 |
| Math | 4 |
| History (American History, World History, ½ Government, ½ Economics) | 3 |
| Science | 3 |
| Fine or Performing Arts | 1 |
| Physical Education | 1 |
| Electives | 8 |
| Total Credits Required: | 24 |

At least one (1) of the twenty-four (24) credits must be an online class. If college-bound, the student will need two (2) credits in a foreign language.

Valedictorian and Salutatorian honors will be based on weighted GPAs.

High School Students will be classified at the beginning of each academic year as follows:

| | |
|-----------|------------|
| Sophomore | 6 credits |
| Junior | 12 credits |
| Senior | 18 credits |

DUAL ENROLLMENT POSITION STATEMENT

Students will be allowed to dual enroll while at DCA. Permission from the Administrator must be obtained before the student enrolls in dual enrollment classes.

DUAL ENROLLMENT SUMMER ACADEMY

Chipola College offers qualified high school students in the college's five-county service area the opportunity to enroll in college courses free of charge to earn college credits through their Dual Enrollment Program. The Summer Academy is a six-week program offering students the opportunity to complete up to three college courses over the summer. Students can choose from several general education courses in addition to (SLS1101) Orientation, which is required for first-time college students.

What are the eligibility requirements?

1. Must be officially enrolled in a public, private, virtual, or home-education program within Chipola's five-county district.
2. Must be eligible in grades 6-12 in a Florida public school, private school, or home education program.
3. Must have the approval of the high school principal or designee.

Participation Standards

Attendance: Dual Enrollment and Early Admission students attending classes on campus must adhere to the college and instructors' attendance policies. The only excused absences are those sanctioned by Chipola College. High school activities are not excused absences for dual enrollment and early-admission students.

Grades: Must maintain a minimum term and cumulative GPA of 2.0 to remain eligible for the DE/EA program.

Withdrawal: Students must follow their district's withdrawal policy and have approval from their guidance counselor to withdraw from college coursework. Students may not repeat courses that earn a W, D, or F until after high school graduation.

DUAL ENROLLMENT AND EARLY ADMISSION PROGRAM

What is Chipola's Dual Enrollment/Early Admission Program?

Authorized under Florida Statute 1007.271, Chipola College offers qualified high school students in the college's five-county service area the opportunity to enroll in college courses free of charge to earn college credit and credit toward high school graduation by participating in the **Dual Enrollment** and **Early Admission Program**. The partnership between Chipola College and local school districts provides enhanced learning opportunities for qualified students through the effective use of college programs and resources.

What are the eligibility requirements?

To be eligible for **initial enrollment**, the student must:

1. Be officially enrolled in a public high school, a private school, a Virtual High School, or a Home Education Program within the college's five-county district.
2. Must be an eligible student enrolled in grades 6-12 in a Florida public or Florida private school – in compliance with s. 1002.42(2) with a secondary curriculum pursuant to s. 1003.4282.
3. High school students must have the approval of the high school principal or designee.

DUAL ENROLLMENT

Academic Program

1. Submit official test scores on all ACT, PERT, or SAT sections no more than two years old with a minimum qualifying reading score of ACT 19, PERT 106, or SAT 24.
2. Have a minimum, unweighted cumulative high school 3.0 GPA

Workforce Development Program

1. Submit test scores:
 - Submit official test scores on all sections of the ACT, PERT, SAT, or CLT that are no more than two years old with a minimum qualifying reading score of ACT 19, PERT 106, SAT 24, or CLT 38 **OR**
 - Official scores on ALL sections of the TABE test within six weeks of the first day of class
2. Have a minimum, unweighted cumulative high school 2.0 GPA

EARLY ADMISSIONS

Academic Program

1. Submit official minimum test scores on ALL ACT, PERT, or SAT sections no older than two years.
2. Have a minimum, unweighted cumulative high school 3.0 GPA
3. Completion of 11th grade
4. Permission from principal

Workforce Development Program

1. Submit test scores:
 - Submit official test scores on all sections of the ACT, PERT, SAT, or CLT that are no more than two years old with a minimum qualifying reading score of ACT 19, PERT 106, SAT 24, or CLT 38 **OR**
 - Official scores on ALL sections of the TABE test within six weeks of the first day of class
2. Have a minimum, unweighted cumulative high school 2.0 GPA
3. Completion of 11th grade
4. Permission from principal

A student can participate in the Dual Enrollment Program for three years. Early Admission students must have completed the 11th grade.

What tests do I have to take?

PERT, ACT, or SAT scores are acceptable. **TABE** scores are acceptable for the Workforce Development Program. The respective testing agency must send official scores directly to Chipola College. Your scores cannot be older than two years from the first day of the semester you plan to attend.

The placement scores are as follows for eligibility:

Minimum Test Scores for College-Level Courses

| TEST | Reading | English/Writing | Math |
|------|---------|-----------------|------|
| ACT | 19 | 17 | 19 |
| PERT | 106 | 103 | 123 |
| SAT | 490 | 490 | 480 |
| CLT | 38 | 38 | 19 |

How do I apply?

1. **Complete** a Chipola College application online at my.chipola.edu.
2. **Receive** an email verifying Chipola has received your application for admission. Students will provide this verification to their high school guidance counselor to discuss options.
3. **Submit** official test scores on all ACT, PERT, SAT, or TABE sections no more than two years old **AND** an official cumulative high school transcript or pupil progression plan (if enrolled in a private, virtual, or home school program) to Chipola College.
4. Once all documents are processed and evaluated, students will be **notified** by Chipola College.

How do I register?

1. **Discuss** course options with a high school guidance counselor and obtain a Course Voucher form listing desired courses for each semester.
2. **Meet** with a Chipola College Student Advisor during the registration period to select courses.

After registering for courses, the student will **submit** the signed Course Voucher form to the Chipola Business Office in place of payment of fees. Failure to submit this form to the Business Office will result in the cancellation of registration.

Students taking courses at the high school **will not** come to the Chipola campus for registration.

How many classes can I take each semester?

Dual Enrollment students taking academic courses may pursue up to 11 semester hours of college work each semester (Fall, Spring, or Summer) while concurrently enrolled in high school. Workforce development students may take up to 330 clock hours during the Fall or Spring semesters and 180 clock hours during the Summer semester.

Early Admission students must enroll and maintain full-time status. Academic students are limited to 18 hours per semester for two semesters. Workforce development students are limited to 540 clock hours per semester.

Textbooks

Each public school will give specific instructions about acquiring dual enrollment textbooks. Students should check with their high school for instructions.

Attendance

Students attending classes on Chipola's campus must adhere to the college's attendance policies. The only excused absences are those sanctioned by Chipola College. High school activities are not excused absences for dual enrollment/early admission students. Students in attendance at Chipola's Dual Enrollment or Early Admit programs are considered present and in regular attendance at DCA.

Grades

Students must maintain a minimum term and cumulative college GPA of 2.0. Students who fail to meet this requirement will be placed on academic suspension until after high school graduation.

Withdrawal

Students must have approval from their high school to withdraw from college coursework. ONLY THE STUDENT can initiate a withdrawal per FERPA guidelines at post-secondary institutions. Withdrawal forms are located in Chipola College's Admissions office.

Students may not repeat a course in which they earned grades of W, D, or F until after high school graduation.

BRIGHT FUTURES SCHOLARSHIP INFORMATION

The Florida Bright Futures Scholarship Program is a merit-based, state-funded initiative that rewards academic achievement, community service, and career preparation. The program is available to students graduating from Florida public schools, registered private schools, and home education programs.

Florida Academic Scholars (FAS)

- Minimum weighted GPA of 3.50
 - 100 volunteer service hours or 100 paid work hours
 - Required 16 high school course credits
 - Minimum ACT score of 29 or SAT score of 1330 (for 2025–2026 graduates), achieved no later than August 31st of the high school graduation year
-

Florida Medallion Scholars (FMS)

- Minimum weighted GPA of 3.00
 - 75 volunteer service hours or 100 paid work hours
 - Required 16 high school course credits
 - Minimum ACT score of 24 or SAT score of 1190 (for 2025–2026 graduates), achieved no later than August 31st of the high school graduation year
-

Gold Seal CAPE Scholarship (GSC)

- No GPA requirement
 - 30 volunteer service hours or 100 paid work hours
 - 5 CAPE postsecondary credit hours
 - No ACT or SAT score required
-

Gold Seal Vocational Scholarship (GSV)

- Minimum weighted GPA of 3.00 in non-elective courses
- Minimum unweighted GPA of 3.50 in career education courses
- 3 full credits in a single Career and Technical Education (CTE) program

- 30 volunteer service hours or 100 paid work hours
- No specific course requirements
- Minimum ACT, SAT, or PERT score achieved by June 30th of the high school graduation year (PERT minimums: Reading 106, Writing 103, Mathematics 114)

Note: Bright Futures eligibility requirements are subject to change with each legislative session. Students and families are encouraged to visit the official Florida Bright Futures website at floridabrightfutures.gov for the most current information.

RE-ENROLLMENT POLICIES

All students re-enrolling will be on 9-week probation. (It may be necessary to place some students on an additional 6-week probation.) If it is found that any student is interrupting or hindering the education process for the others in the classroom, they will no longer be able to attend Dayspring.

1. **Re-enrollment Procedure:** Currently enrolled Dayspring students must apply for re-enrollment each year. This may be done through Digital Academy online.
2. **Re-enrollment Priority Period:** A formal, designated re-enrollment priority period begins on February 1st of each school year. All current DCA families wishing to retain a spot for their students in the class for the upcoming school year should re-enroll in Digital Academy during this period.
3. **Communication:** The Re-enrollment priority timeline and information will be posted on the school website and emails to current DCA families.
4. **Re-enrollment Fee Policy:** Re-enrollment of existing DCA students requires payment of the registration fee for each student's admission application to secure their spot in the new school year. The re-enrollment fee is due no later than May 31, 2027. The Financial Contract may be signed, but no later than August 31st.

DISCIPLINE

DEFINITIONS

Expulsion – An expelled student will not be allowed to attend classes at Dayspring Christian Academy. This information is noted on the student's transcript.

Suspension – Suspension results from conduct warranting the student's being sent home for a time determined by an administrator.

Withdrawal – Withdrawal occurs when a parent takes their child out of Dayspring Christian Academy to enroll them in another institution. For the withdrawal process to be complete, all withdrawal forms must be returned to the office, and all outstanding fees must be paid.

BIBLICAL FOUNDATION FOR DISCIPLINE

At Dayspring Christian Academy, we believe that discipline is a vital part of spiritual formation and personal growth. As a Christ-centered community, our goal is to partner with parents in guiding students to become Christlike in character, conduct, and conviction. Discipline is not simply the correction of behavior, but a restorative process grounded in love, truth, and accountability.

The Bible provides clear guidance on the importance of discipline as a means of nurturing wisdom and righteousness:

- *“The Lord disciplines those He loves, as a father the son He delights in.”* – Proverbs 3:12
- *“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”* – Hebrews 12:11
- *“Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted.”* – Galatians 6:1

These scriptures emphasize that discipline should be rooted in love, administered with humility, and aimed at restoration — not punishment.

DISCIPLINE PHILOSOPHY

The words "discipline" and "disciple" both come from the same Latin word, "discipulus," meaning pupil. At Dayspring Christian Academy, the administration and faculty will serve as a complement to the home in disciplining children to live God-honoring lives.

Our discipline philosophy is founded upon the words of Jesus Christ in Matthew 22 when He summed up the Ten Commandments with these two greatest commandments: (1) "You shall

love the Lord our God with all your heart, and with all your soul, and with all your mind," and (2) "You shall love your neighbor as yourself."

The overall goal in applying these two fundamental discipline concepts is to teach students how to think for themselves what is right and wrong and how to govern themselves — in a way that honors God. We want to train students to apply these two honor concepts to specific issues arising in daily life, asking themselves, "Does this honor God?" and "Does this honor God's creation?" We believe the result will be young people who can make correct choices for themselves and live lives honoring the Lord.

The two fundamental discipline concepts may be more fully explained as follows:

- a. **We should seek to establish a meaningful relationship with God.** This concept includes an understanding of what He taught about Himself in the Bible as well as how to relate to Him. Our relationship with God is the cornerstone of and reason for a believer's personal discipline. The entire curriculum at DCA, from Bible to PE, will strive to reveal our God of holiness, righteousness, and grace in ways that endear children to their heavenly Father. We realize the Lord is the highest and final authority over our children, and He has given parents the responsibility of raising their children in a God-honoring way. As a school, we see the administration and faculty as a third level of authority and guidance in a child's life.
- b. **We should love and value others just as we value ourselves and respect God's creation.** This concept follows naturally from the first. From this fundamental precept, we strive to teach children about self-control — how they handle themselves, their bodies, and their interactions with others. This instruction will involve how people should talk to each other, play with each other, include each other, support and encourage each other, handle disagreements, receive corrections, and express emotions appropriately.

In conclusion, the central discipline principle we want our students to learn is that we, as believers, should honor God completely by valuing Him, His creations, and all people and things. Discipline at Dayspring Christian Academy is not about control — it is about cultivating character and discipleship. Through prayerful correction, loving accountability, and consistent boundaries, we aim to point students toward a life that honors God and reflects His grace.

GOALS OF DISCIPLINE

- To encourage self-control and personal responsibility
- To restore broken relationships with God and others
- To maintain a safe and respectful learning environment

- To uphold biblical and community standards
- To help students grow in Christlike character

GUIDING PRINCIPLES

- **Respect and Restoration** – Discipline must be respectful, seeking to restore the student rather than shame them.
- **Consistency and Fairness** – Consequences should be applied consistently, taking into account the individual student's needs, prior behavior, and context.
- **Communication and Partnership** – Teachers and administrators are expected to communicate disciplinary issues to parents promptly and work together toward a solution.
- **Redemptive Accountability** – Students should understand their actions, take responsibility, and be given the opportunity to make amends.

DISCIPLINE CONSEQUENCES AND SCHOOL ACTION

Love and forgiveness, firmness, and fairness will be an integral part of the discipline of a student. The school will also seek ways to encourage positive self-discipline in all students. The teacher will determine the kind and amount of discipline, and if necessary, will involve the Administrator. All discipline will be based on biblical principles, e.g., restitution, apologies (public and private), swift and purposeful discipline, restoration of fellowship, etc. The teacher will deal with most discipline problems at the classroom level. To maintain consistency, teachers regularly meet to discuss biblical standards and school policy concerning discipline.

During an office visit, the Administrator will determine the nature of the discipline, which may include restitution, janitorial work, corporal punishment, loss of privileges, time-out, in-school suspension, out-of-school suspension, or expulsion.

In most cases, when a student receives an office referral, the following will be observed within the school year:

1. The first time a student is sent to the Administrator for discipline, parents will be notified of the visit and given relevant details. This notification may come from the Administrator or the classroom teacher, depending on the nature of the situation. The parents' assistance and support in averting further problems will be sought.
2. Following the second office visit, a meeting with the student's parent(s), teacher, and Administrator may be scheduled. At this stage, additional consequences — such as loss of

privileges, time-out, or other appropriate measures — may also be implemented based on the nature and frequency of the behavior.

3. Should the student require a third office visit, an in-school suspension may be imposed.
4. An out-of-school suspension may be imposed if a fourth visit is required. A meeting with the student's parent(s) and Administrator may be required.
5. On a fifth visit, the student may be expelled from the school.

TYPES OF MISCONDUCT

Examples of misconduct that may require disciplinary action include, but are not limited to:

- Disrespect to staff, students, or property
- Disruptive behavior in class or chapel
- Dishonesty, cheating, or plagiarism
- Use of inappropriate language or gestures
- Bullying, including cyberbullying
- Inappropriate use of electronic devices
- Defiance or insubordination
- Dress code violations
- Physical aggression or threats
- Any conduct that contradicts biblical values or school policies

DISCIPLINARY ACTIONS AND CONSEQUENCES

Consequences may include, but are not limited to:

- Verbal Warning – A gentle reminder or correction
- Loss of Privileges – Restrictions from activities, technology use, or recess
- Parent Conference – A meeting to discuss behavior and collaborate on strategies
- Behavioral Probation – A formal contract outlining expectations and consequences for further violations
- In-School Suspension (ISS) – Temporary removal from the classroom while continuing academic work
- Out-of-School Suspension (OSS) – Temporary removal from school with assigned makeup work
- Expulsion – Permanent removal from school for serious or repeated offenses

- Restitution – An act that amends the wrongdoing by repairing, replacing, or paying for damaged or stolen property
- Service Work – A student completes helpful tasks around the school to take responsibility for their actions and contribute positively to the school community
- Corporal Punishment – An office visit with corrective paddling measures

All disciplinary measures will be documented and reviewed by administration. Teachers and staff are expected to follow the school's discipline procedures and consult leadership when needed.

REDEMPTIVE DISCIPLINE APPROACH

In addition to consequences, redemptive actions may include:

- Writing a letter of apology or reflection
- Serving others through supervised tasks
- Biblical counseling with a teacher, pastor, or administrator
- Scripture-based lessons or devotionals addressing the behavior

STAFF RESPONSIBILITY

Employees are expected to model Christlike behavior at all times, correcting students with patience and grace. Staff must address inappropriate behavior promptly and refer serious issues to administration. The goal is to maintain a safe, Christ-centered environment where all students are nurtured in truth and love.

SEARCH AND SEIZURE POLICY

Dayspring Christian Academy reserves the right to examine all student persons, possessions, lockers, and vehicles at any time they are on campus to protect all staff and students.

Searches may be conducted by Staff and Administration and may include law enforcement officers and canines specially trained in detecting narcotics, firearms, and explosives.

The school reserves the right to search any property, including automobiles, on school premises. Any alcohol, drugs, or paraphernalia found in lockers, cars, or other items under the student's control will constitute possession. Possessing controlled drugs, including prescribed drugs, without a valid prescription is a felony and a violation of school policy.

While students have a right to privacy, this right is balanced with the school's responsibility to maintain a secure and godly environment. Refusal to comply with a reasonable search may result in disciplinary action, up to and including suspension or expulsion.

SCHOOL RULES

Behavior infractions may be addressed at the classroom level to remind students of guidelines and expectations. Repeated or consistent patterns of improper behavior will result in an office visit. Students may be subject to school discipline for misconduct occurring outside of school hours if it impacts the school environment.

Students are expected to:

- c. Cooperate with basic Christian standards of behavior and speech.
- d. Be on time and remain in the classroom unless permitted to leave by the teacher.
- e. Avoid restricted areas (vehicles, parking lots, etc.) and never leave the building without permission.
- f. Treat all school materials and facilities, and those of fellow students and teachers, with proper respect and care. Actual replacement or repair costs for damaged property, including textbooks, may be assessed. Vandalism may be reported to law enforcement.
- g. Show respect to all staff. Repeated requests from a staff member that are not followed are considered disrespectful and disobedient.
- h. Be honest in all situations. Lying, cheating, or stealing may result in an office visit.

AUTOMATIC OFFICE REFERRALS

Certain behaviors automatically necessitate discipline from the Administrator rather than the classroom teacher. Those behaviors include:

- i. Blatant disrespect toward staff or authority.
- j. Rebellion — outright disobedience in response to instructions.
- k. Fighting — striking in anger intending to harm another student.
- l. Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.
- m. Intentional destruction or damage to property.
- n. Threatening behavior toward anyone will be treated as serious misconduct.
- o. Possession of (or indication of possible possession of) a weapon or explosive device on campus. Law enforcement may be notified.

- p. Possession of drugs, tobacco, alcohol, or pornography (or the indication of possession). Law enforcement may be notified. Vaping materials and devices are included in this rule.
- q. Ongoing behavioral issues after repeated correction.
- r. Overt sexual behavior, actions, or communication in any form.
- s. Unauthorized video, photography, or audio recording.
- t. Moral misconduct: Computer, internet, cell phone, or electronic device use — including but not limited to social media platforms (Facebook, Instagram, Twitter/X, Snapchat, TikTok, etc.), blogs, email, web pages, chat, or texting — that the school administration deems to be immoral, harmful, threatening, demeaning, bullying, harassing, defamatory of the reputation and character of others or of the school, or otherwise inconsistent with school policies, biblical teaching standards, or local, state, or federal law.

SEVERE CLAUSE: Behaviors listed in this section may result in immediate corporal punishment, In-School Suspension, Out-of-School Suspension, or Expulsion.

ELECTRONIC DEVICE POLICY

Students are not permitted to use personal electronic devices (including but not limited to, cell phones, smartwatches, tablets, and headphones) during school hours. All devices must be silenced and stored in backpacks (at student’s own risk) or designated areas during class time. Unauthorized use may result in confiscation, and repeated violations may lead to disciplinary action. The school is not responsible for lost, stolen, or damaged devices. Staff enforce this policy consistently and report any issues to administration

Electronic Device Acceptable Use Policy Violations

Violations of the Electronic Device Acceptable Use Policy include, but are not limited to: unauthorized use of devices during class time, accessing inappropriate content, recording or photographing without permission, cyberbullying, and using devices to cheat or plagiarize. Any misuse of school-owned or personal devices that disrupts learning or violates school values will be addressed promptly.

Consequences may include verbal warnings, device confiscation, loss of device privileges, detention, parental notification, or further disciplinary action depending on the severity and

frequency of the violation. Repeated offenses or serious misconduct may result in suspension or expulsion. All violations must be documented and reported to administration.

Social Media Policy

Dayspring Christian Academy recognizes that social media is an integral part of modern communication; however, we believe it is important that its use reflects the values and standards of our school community. As such, all students, parents, and staff are expected to conduct themselves online in a manner consistent with the Christian principles upon which Dayspring was founded.

Parents and guardians are asked to respect the privacy and dignity of all members of the school community in their online activity. Concerns regarding school matters should be addressed directly with administration rather than posted publicly on social media platforms. Parents are also encouraged to actively monitor their child's social media activity and engage in open conversations about responsible digital citizenship.

General Guidelines

- The school's name, logo, and other identifying information may not be used on personal social media accounts without prior administrative approval.
- Any social media content that threatens the safety or well-being of any member of the school community will be reported to the appropriate authorities.
- Social media activity that negatively impacts the school environment will be taken seriously. However, Dayspring Christian Academy recognizes that conduct occurring off campus and outside of school hours falls primarily under the authority and responsibility of the parent or guardian. In such cases, the school respectfully requests that parents notify administration of any off-campus social media behavior that could potentially affect the safety or well-being of students or staff on campus, so that appropriate monitoring and precautionary measures may be taken. Disciplinary action for off-campus conduct will remain the responsibility of the parent or guardian. We encourage all members of our school community to use social media as a tool for encouragement, connection, and positive communication — reflecting the love and character of Christ in every interaction.

BULLYING POLICY

"My command is this: Love *each other as I have loved you.*" John 15:12

Definition: Bullying occurs when a person or group is intimidated, frightened, excluded, or hurt by a *pattern* of behaviors directed at them by others. (Greg Griffiths, "Bullying in Schools-the hidden curriculum: (2003).

Occasionally students, especially young students, will be mean to each other or physically hurt each other. We do not consider this occasional misbehavior "Bullying." Bullying, by definition, is **a pattern of behavior or ongoing behavior** directed toward a person or group. In these instances, not involving bullying, the teacher and staff will work with these students to help train and guide them to understand how to treat others by following biblical standards and directives.

Any of the following actions in an **ongoing form** may be considered bullying:

- Physical aggression – including hitting, punching, kicking, pushing, tripping, etc.
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences
- Damaging/tampering with a person's property/possessions or taking them without permission, including blocking a student from lockers, academic resources (books/electronic devices), or other property belonging to the school being used by the student
- Threatening, harassing, or intimidating gestures, actions, or words in any form
- Teasing or verbal abuse includes written, verbal, or electronic messages containing sexual or racial innuendo/remarks, threats, putdowns, insults, name-calling, gossip, slandering, etc.
- Cyberbullying through social media or any other electronic means

POLICY STATEMENT

Dayspring Christian Academy will not tolerate bullying in any form. Harassment, intimidation, or bullying disrupts a student's ability to learn and a school's ability to educate its students in a safe environment.

If it is determined that a student engaged in "bullying behavior," the school's discipline plan may be followed. If the behavior is extreme, the student may be removed from class or suspended from school for a given amount of time without following the standard steps in the discipline plan. The administration of Dayspring reserves the right to treat any act as severe enough to warrant suspension and/or recommend to the Board dismissal from school.

PROCEDURES

- A teacher or administrator will speak independently and confidentially with all parties involved — the victim, the accused student, and any known bystanders — to establish the facts

of the situation and ensure accountability. All parties will be asked to verify their account of events so that a complete picture may be understood.

- Based on the teacher's determination, administration will be notified and will determine the appropriate course of action based on discussions with all involved parties and the disciplinary history of the accused student(s).
- All incidents will be documented, and written reports will be maintained in the records of both the victim and the accused student(s).
- Investigations must be conducted promptly and in a manner that minimizes the risk of escalation. To maintain the safety of all students, any or all involved parties may be sent home for a cooling-off period while the investigation or administrative review is underway.
- Parents of the victim and the accused student will be kept informed throughout the process and invited to participate in discussions. Parents of bystanders may also be included in informational or discussion processes where appropriate.
- Not all reported incidents will be classified as bullying. Administration will assess each situation individually and determine whether formal parental notification is warranted. In confirmed bullying cases, written follow-up will be provided to the parents or caregivers of the victim and the accused student. The administration will determine the appropriate level of information to be shared with each party, and written communications may not include specific actions or consequences taken against the accused.
- Students involved in bullying incidents will be monitored to ensure satisfactory resolution. Any act of retaliation will be considered serious misconduct and will result in disciplinary action, up to and including suspension or recommendation of dismissal to the Board.
- Discipline will generally follow the school's stated discipline policy; however, the administration reserves the right to treat any single act as severe enough to warrant suspension or recommendation of dismissal to the Board.
- Students may be subject to school discipline for serious misconduct that occurs outside of school hours.

SERIOUS MISCONDUCT

Should a student commit an act with severe consequences that the Administrator deems necessary, suspension may be imposed immediately until the Board determines the student's enrollment status. Examples of such serious misconduct could include acts endangering the lives of other students or staff members or threatening the safety of anyone, possession of weapons, drugs, alcohol, tobacco, pornography, or communication alluding to the possession of these items, gross violence/vandalism to the school facilities, violations of civil law, or any act in apparent contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct that occurs after school hours.

STANDARDIZED DRESS CODE POLICY

The Board considers it the PARENTS' responsibility to send students dressed in neat and modest clothing appropriate for attending school.

Modest and Clean

*"I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service." Romans 12:1; "In like manner also, that the women adorn themselves in modest apparel, with propriety and moderation." 1 Timothy 2:9 **and pleasing to the Lord.***

"For you were bought at a price; therefore, glorify God in your body and in your spirit, which are God's." 1 Corinthians 6:20, "Therefore, whether you eat or drink, or whatever you do, do all to the glory of God." 1 Corinthians 10:31, and "Let all things be done for edification." 1Corinthians 14:26b

1. **UNIFORM SHIRT:** Students in grades K5 and above must wear a DCA polo shirt with a logo or DCA t-shirt on Monday - Thursday. These shirts can be purchased through Lands' End (Preferred School Number: 900136227), Bonfire Web-DCA School Merchandise Store (www.bonfire.com/store-dca-school-merchandise-store-marianna-fl/), or from the inventory at the school. Modified Dayspring logo shirts cut off from another shirt and sewn on are not permissible. Logo shirts before 2020 are not acceptable.
2. **HAIR:** Girls' and Boys' hair should be neat, well-groomed, and out of the eyes. Extremes of hair colors are unacceptable.
3. **HATS:** Hats, including hoodies with hoods or hats, should not be worn in the building without permission.
4. **SHOES:** Students in first grade and higher should wear tennis shoes for PE each day.
5. **SHORTS and SKORTS and SKIRTS:** Shorts and skorts are permitted provided they are not tight-fitting or form-fitting and fall no shorter than two inches above the knee when the student is standing. Athletic shorts, biker shorts, and similar styles are not permitted.
6. **PANTS:** Pants must fit properly at the waist — neither too loose nor too tight — and may not be form-fitting or excessively baggy. **Pants with rips or tears are not permitted.** Pajama pants, yoga pants, leggings, and similar form-fitting styles are not acceptable.
7. **FRIDAY DRESS:** Students may wear T-shirts or shirts of their choice on Friday. However, t-shirts with suggestive, obscene, or offensive language or inappropriate product advertisements should not be worn. Crop tops, spaghetti strap tops, and halter tops should not be worn. Tank top straps must be no less than two inches in width. Clothing that is tight, scant, backless, or has a low neckline is inappropriate.
8. **SWIMWEAR:** Boys' and girls' swimsuits should be modest. Boys should wear loose-fitting swim shorts, and girls should wear modestly cut one-piece swimsuits. This applies to any school-sponsored, off-campus activities.

God commands us as Christians to be separate and different from the world. Therefore, worldly fads will not be allowed on the Dayspring campus. **Earrings may only be worn by girls.** Other piercings are not acceptable. Any clothing or personal item that disrespects God, the church, the family, the school, the country, or those in authority is unacceptable. Faculty members will speak to individual students and their parents concerning situations not specified in these stated guidelines if they feel necessary and in the best interest of the students and the school.

"Love not the world, neither the things that are in the world. If any man loves the world, the love of the Father is not in him." 1 John 2:15

DRESS CODE VIOLATIONS

This dress code will be enforced. Any judgment regarding a conflict with the dress code will be made by the teacher of that student and/or the Administrator. Violations of the dress code will be dealt with as part of the discipline policy outlined previously. The parent may be required to bring acceptable clothing to the school.

Grievance Policy

Objective: To establish biblical guidelines for resolving disputes and grievances in the operation of Dayspring Christian Academy.

Scope: These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Dayspring Christian Academy's operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and Board.

Definitions: A *dispute* is any disagreement that results in broken fellowship or trust between the parties, that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of Dayspring objectives and goals. A *grievance* is any concern about any decision made by one in authority where the concern is large enough to appeal the decision beyond that authority to the next level. A *concern* is the substance and details of the dispute and/or grievance.

GENERAL GRIEVANCE GUIDELINES

1. It is understood that if any disputes arise that are not covered by this policy, the Board will decide what procedures to follow based on parity of reasoning from those established by this policy.
2. It is also understood that Matthew 18 and James 3 principles will be followed, especially during the attempted resolution of concerns.

GRIEVANCE GUIDELINES FOR STUDENTS/PARENTS TO TEACHERS

1. All concerns about the classroom must first be presented to the teacher by the parents or, if the student is mature enough, by the student himself. If the student presents a concern, a respectful demeanor is always required.
2. If the problem is not resolved, the parents or student should write their concerns and request a meeting with the Administrator. If the student brings the concern, he must have permission from his parents to do so. The Administrator must provide a written response and maintain a file of all written documentation concerning these issues.
3. If there is still no resolution, the parents should request a hearing with the Dayspring Christian Academy Board and deliver it to the Board Chair.

GRIEVANCE GUIDELINES FOR PARENTS/PATRONS/VOLUNTEERS TO ADMINISTRATOR

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operations of the classrooms), they should present their concerns to the Administrator with a written request detailing their concerns. The Administrator will provide a written response and maintain a file of all written documentation concerning these issues.

2. If there is still no resolution, the parents or patrons should make a written request for a hearing with the Dayspring Christian Academy Board Chair and deliver it to the Board Chair.
3. This procedure also applies to board members acting as parents/patrons and not as representatives of the Board.

THE MATTHEW 18 PRINCIPLE FOR SOLVING SCHOOL PROBLEMS

Author: Dr. Paul A. Kienel, former president, Association of Christian Schools International

The "me generation" philosophy of "I'll do it my way" sometimes spills into the Christian community. For example, when differences develop between individuals, some Christians take matters into their "own hands" and bypass the biblical procedure of solving problems. A Christian school is made up of people—parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "A new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples if ye have love one to another" (John 13:34-35, KJV).

Due to our human nature, we may sometimes irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, KJV, Jesus gives His formula for solving person-to-person problems. I call it "the Matthew 18 principle" for solving school problems. The following are the words of Jesus:

Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he does not listen to thee, take with thee one or two more, that every word may be established in the mouth of two or three witnesses. And if he shall neglect to hear them, tell it unto the church; if he neglects to hear the church, let him be unto thee as a heathen man and a tax collector.

There are several clear principles that Jesus taught in solving people-to-people problems:

One: Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "A hypocrite with his mouth destroyeth his neighbor; but through knowledge shall the just be delivered" (Proverbs 11:9, KJV).

Two: Keep the circle small. "If thy brother shall trespass against thee, go and tell him his fault between thee and him alone...." The first and most often the only step needed in solving a person-to-person problem is for one of the two involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.

Three: Be straightforward. "Tell him his fault." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says, "Faithful are the wounds of a friend . . ." (Proverbs 27:6, KJV).

Four: Be forgiving. "If he shall hear thee, thou has gained thy brother." This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1, KJV, reads, "If a man be overtaken in a fault, ye who are spiritual restore such a one in the spirit of meekness, considering thyself, lest thou also be tempted."

As I mentioned, most school problems are resolved at the two-person level. Forgiveness and restoration are the normal happy conclusion. But what is the Matthew 18 principle if the individual will not "hear" you or openly disagrees with your version of the problem? Let us say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly. The two of you have met and talked together, and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

Five: The parent and teacher should agree to share the matter with the school principal. At this stage, the counsel of Jesus would be, "Take with thee one or two more, that in the mouth of two or three witnesses, every word may be established." Both parent and teacher should rehearse their version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will and reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amicable solution.

I estimate that 80% of school problems are solved at the two-people level. Another 18% of school problems are solved at the three- and four-people level, including the school's administration. This leaves 2% to be resolved at the school board level. The Board represents the church or church community. Let's say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

Six: The Administrator should explain the problem to the chair of the Board. The chair will decide how the matter should be presented to the Board. Depending on the complexity of the problem, it may be appropriate for the board chair to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary, and 4) forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to the Administrator. If unresolved at the two-people level, the matter is prayerfully and orderly moved upward in the school's organizational structure. This is the Lord's way of solving people-to-people problems.

A Christian school is a ministry in Christ's name. Everything done in the school's context must be done Christ's way. The world's methods of solving school problems are inappropriate. The idea of suing the school or persons in the school is secular and has no place in the Lord's work. The Bible is clear on this. "Dare any of you, having a matter against another, go to law before the unjust, and not before the saints?" (1 Corinthians 6:1, KJV).

Satan wants to destroy the normal flow of harmony and good fellowship in Christian school education. That is impossible if we all follow the Matthew 18 Principle of solving school problems.

Financial Information

FINANCIAL POLICIES

All accounts must be paid on time. Tuition is due on the first of every month and no later than the 10th. Additional charges will be imposed when accounts are unpaid by the due date. When the ten (10) day grace period expires, all past due accounts will be assessed a late charge of \$10.00. For every ten (10) business days the payment is late, another \$10.00 fee will be assessed. If the account is not current after forty (40) business days, the Board may terminate the student's enrollment.

Checks should be payable to Dayspring Christian Academy and delivered to the financial secretary or mailed to 4685 Meadowview Road, Marianna, FL 32446. If checks are returned by the bank unpaid, the following charges will apply \$30 for the first check; \$35 for the second. If as many as two checks are returned by the bank unpaid, the school will accept no more personal checks from that party.

Electronic Bank Transfer/ACH may be set up with no fees charged.

Debit cards and credit cards may also be used for convenience. Four (4%) percent fee will be charged for debit and credit card use.

No grades, transcripts, or report cards will be issued for any student at the end of the school year or upon withdrawal if the student account is not up to date.

FEE SCHEDULE

Available online at Dayspringca.com

| Program | Time | Fee |
|------------------|----------------------|---|
| Morning Drop-Off | 7:00 a.m.- 7:30 a.m. | \$4.00 per day |
| Late Stay | 3:10 p.m.- 4:30 p.m. | \$10.00 per day (\$2.50 per 15-minutes) |
| Late Stay | 4:30 p.m.- 5:30 p.m. | \$10.00 per day (\$2.50 per 15-minutes) |

- Morning Drop-Off and Late Stay fees apply to K5–12th grade.
- K3/K4 Late Stay will be charged \$10.00 per day (\$2.50/ 15- minute increments) for 4:30–5:30 p.m.
- Early and Late Stay service fees will be billed on the first of the following month and are payable by ACH. ACH payment must be set up before your student can attend Early or Late Stay
- Please note that our Late Stay program closes at 5:30 p.m. Students remaining after 5:30 p.m. will be charged \$1.00 per minute until they are picked up. We strongly encourage all families to make arrangements to ensure timely pickup.

LUNCH PROGRAM

Dayspring Christian Academy offers a hot lunch program Monday through Friday. Beginning this school year, lunch orders will be placed and paid for online through our designated ordering system. A monthly lunch menu will be distributed to families prior to the beginning of each month for review and planning purposes.

All lunch orders must be placed and payment submitted online before the published cut-off deadline. Orders will not be accepted after the deadline has passed, and students without a lunch order will need to bring a lunch from home. All meals must be prepaid — no exceptions.

Further details regarding the online ordering system, including access instructions and cut-off deadlines, will be communicated to families prior to the start of the school year.

Please arrange with the teacher before planning birthday surprises due to food allergy sensitivities.

RECESS AND LUNCH PROCEDURES

- Students will eat in a designated area.
- Please do not send items requiring refrigeration.
- Please do not send glass containers or knives.
- Please send plastic spoons/forks when needed.
- Food deliveries from outside vendors must be approved by administration for security reasons. All deliveries should be made to the Main Office.
- If a student forgets lunch, the school will provide lunch unless a pattern of forgotten lunches becomes apparent.

MISCELLANEOUS ORDERS/ACTIVITIES

There may be activities during the year: t-shirt orders, fundraiser sales, spirit items, Book Fair, or other items/fees in addition to tuition. You will be notified by the group sponsoring the event that this is a retail order and the details (order form, how much is owed, how the check is to be sent, etc.).

FINANCIAL AID

Step-up Scholarships are available for all families in the state of Florida. We highly encourage all families to apply for the scholarship. Please go to www.stepupforstudents.org/ema/ to apply.

FUNDRAISERS AND PHILANTHROPY SUPPORT

Financial gifts to Dayspring Christian Academy invest in our present and future. They are also an act of Christian service, as the Bible tells us that "God loves a cheerful giver," 2Corinthians 9:7. Scriptures also tell us that we are to "*honor the Lord with our wealth*," Proverbs 3:9. Donations and fundraisers are a critically important aspect of the financial plan for nearly every private school, as its fundamental purpose is to provide financial support for ongoing initiatives. In short, donations and fundraisers take over where tuition income ends. It is so crucial that every member of our school family is called to participate. Your gift directly impacts every classroom on the campus, and each family is asked to consider the needs of our students and the benefits they will receive through your donation. All donations above and beyond tuition are tax-deductible.

Since our school is founded on the belief that the family unit has the primary responsibility for children's education, we believe that our school families should each contribute to any of the school's capital needs. We recognize that each family's ability to participate varies, and we always want to encourage families to support their local church before they give to the school's capital needs.

Parent Involvement

The Parent Committee will oversee special events at the school. Participation in the Parent Committee serves the school as a whole, not just the class your students(s) are enrolled in. The Parent Committee will provide meals for the staff, conduct fundraisers, support, and help in other areas as needed. Volunteers will be chosen from the active Parent Committee list. Teachers may request help as necessary. The Parent Committee may be contacted at pc@dayspringca.com.

SCHOOL VISITATION PROCEDURES

Parents or other classroom visitors must sign in at the office and wear a visitor's pass while on campus. Please **DO NOT GO DIRECTLY TO THE CLASSROOM** to volunteer or participate in any activity unless directed by the school office.

- Previous students and staff need administrative approval to visit campus during the school day.
- A parent must supervise any visiting children during a classroom visit.

ROLE OF PARENTS

Parents are encouraged to become involved in various school activities so that they may better understand the school's purpose and teaching methods.

Parents should:

- Support the school with financial faithfulness, prayer, and cooperation.
- Set a Godly example in the home, with church attendance and Christian service.
- Set an example in respect, obedience, responsibility, orderliness, punctuality, and attitude.
- Volunteer at the school as opportunities present themselves.
- Help promote the school within the community and churches.
- Support the policies and disciplines of DCA.
- Support all aspects of the ministry of DCA.

OPPORTUNITIES

At DCA, there are many volunteer opportunities where a parent can contribute time. Please contact your classroom teacher or Parent Committee to find ways to contribute.

1. **Prayer:** Prayer has been vital at Dayspring Christian Academy since the beginning. Prayer meetings for parents or grandparents are encouraged.
2. **Volunteer:** At the classroom level, teachers may invite parents to participate in assisting by planning and/or chaperoning parties, field trips, and service projects and contributing to the needs of the classroom. Volunteers to chaperone field trips or activities requiring direct supervision of students may be required to complete a background check.
3. **Parent/School Communication:** Parents can know what is happening in the classroom as the school uses various communication methods to keep parents informed. This can include:
 - Digital Academy - grade reports, behavior, class information, assignments/tests, and log family or student service hours.
 - This Week's Sheet - class information
 - Daily Communication Planner/Calendar - behavior, test/homework schedule
 - Weekly White Folders - graded papers (K5-5th grades)
 - Email
 - Social Media and Website
 - Parent-Teacher Conferences
 - School Promotions

PARTIES/CELEBRATIONS

Parties at Dayspring will emphasize the spiritual significance of the holiday is observed. Teachers will allow the following classroom parties during the school year: Harvest Fall Celebration Day, Thanksgiving, Christmas (Santa is permitted), Valentine's Day, Easter (bunny is allowed), and an end-of-school party. DCA does not observe Halloween. Parents may be asked to provide refreshments for these occasions. It is permissible to send treats to honor a child's birthday if the teacher is notified in advance. Please do not send invitations to private parties for distribution at school unless every class member is invited.

FIELD TRIPS

DRIVER AND CHAPERONE PROCEDURES

The teacher oversees the field trip; parents should follow the teacher's directives. Adults serving as chaperones may require a background check and be on file with DCA.

1. The chaperone or other miscellaneous fees are handled by the teacher. Please see the financial policy for more information.
2. Drivers and chaperones will meet as a group before leaving the school on the trip.
3. A specific group of children may be assigned to ride with you, with a signed permission slip. These children are under your authority and are your responsibility for the entirety of the trip. Please follow all guidelines the teacher established at the trip's beginning.
4. One child per seatbelt in the vehicle. Do not "double-up" children in seatbelts.
5. The driver/chaperone should ensure every child is seated and secure inside the vehicle before entering. Upon arrival at the event or the return to school, the children should wait inside the car until you or another adult is outside the vehicle and ready to receive them.
6. Classroom behavior standards apply in your car as well as the classroom. You have the authority to require the children to behave.
7. Please be mindful of all families represented at DCA when a choice is made on music/videos inside your vehicle.
8. Upon arrival at the field trip site, the students should remain with their chaperones. Should the group reconvene and be seated in an auditorium or arena, the chaperone should be seated with their group.
9. Behavioral standards at the event site should mirror our expectations in the classroom. Students should show respect and honor to other classmates, the audience, performers, guides, and you. We expect to ask only once for the behavior to cease before the student complies. We expect DCA students to behave with impeccable dignity and manners, doing only what would be pleasing to God. All school rules apply on field trips.
10. Ideally, leaving the event should be a reversal of the entry. The students should sit in the same seats when returning to the school as they were upon arrival.
11. Please use the predetermined route to the event and on the return. We ask that you do not "run errands" when driving to school. We must have the children in a class arrive back at the school at relatively the same time.
12. Please stay with your students until the teacher arrives back at the classroom, and do not allow the children to enter the room until they are present.
13. Parents (who do not have the duty of chaperoning) who want to drive their child directly from a field trip, separate from the child returning with the class, must notify the teacher. They will need to sign their child out on the

14. Check-Out Sheet before leaving the group.
15. Younger siblings may not attend a field trip without prior approval.
16. All field trip drivers and all chaperones must have an updated copy of their automobile liability insurance in the DCA office. A background check may be required. Drivers must submit a copy of their driver's license and auto insurance to the office before the trip.
17. All field trips of approximately 100 miles or more require van or bus service.
18. Parents/chaperones may not dispense medication to any child other than their own.

OVERNIGHT POLICY

One adult is required per room; an adult may not share a bed with any student other than their own child. Male chaperones only in rooms with boys; female chaperones only in rooms with girls. All school rules, guidelines, and policies apply for overnight field trips.

Emergency Procedures and Medical Information

EMERGENCY PROCEDURES

EMERGENCY CLOSING

We will take all necessary precautions to ensure your child's safety. In case of inclement weather, we are notified by the Emergency Management Agency as to the status of weather conditions. Decisions regarding DCA closing or release will be communicated through text, email, social media and posted on the website.

1. **Code Red: (Fire)**

During a Code Red emergency, travel on the campus will be limited to emergency vehicles.

2. **Code Yellow: (Severe Storm or Tornado)**

The administration declares Code Yellow and will involve any situation where the safety of our students might be in danger. Situations may involve severe weather or tornado.

3. **Code Orange: (Bomb Threat)**

The bell will sound continuously, and you must exit the building, go out to the back corner of the property, and line students up along the fence.

4. **Code Gray: (Semi-lockdown)**

Code Gray is a designation given when conditions exist where the safety of students could be in danger if they were to go outside of the building.

5. **Code Black: (Lock-down)**

The administration declares Code Black and would involve any situation where the safety of our students might be in danger. Situations may involve an intruder or any circumstance where students' movement compromises their safety.

HEALTH / MEDICAL POLICIES

If your child(ren) are sent home from school sick, they may not return the following day. ***They must be 24 hours symptom free, without medication.***

PLEASE DO NOT BRING YOUR CHILD(REN) TO SCHOOL IF THEY HAVE ANY OF THE FOLLOWING:

***Fever** – defined as having a temperature of 99.5 degrees F or higher. (THEY MUST BE FEVER-FREE WITHOUT MEDICATION for twenty-four (24) hours).

***Diarrhea** – runny, watery, or bloody stools – must not return to school until symptom-free for 24 hours WITHOUT medication.

***Vomiting** – two or more times in 24 hours.

***Body rash with fever.**

***Sore throat with fever and swollen glands.**

***Severe coughing** – the child gets red or blue in the face or makes a high-pitched whooping sound after coughing.

***Eye discharge** – thick mucus or pus draining from the eye or pink eye.

***Yellowish skin or eyes.**

***Any infectious or contagious medical condition.**

***Head Lice and Scabies** are passed from person to person by direct contact or on shared objects. If your child has head lice or scabies, they are not permitted to return to school until they have been treated and are free of all bugs and nits. Follow-up treatment for head lice should be given eight to ten days after the initial treatment.

NOTE: If your child is being treated with an antibiotic for any condition, they may return to school with a note from their healthcare provider.

Because of the danger of medication errors, we will not administer any over-the-counter medications unless we call parents first or prescription medication unless we have written instructions from the parent as directed by the medical doctor. All medications must be in original manufacturer packaging and must be signed in and out with the school health aide by an adult with instructions and permission form. This will ensure that we give your child the proper medication in the correct dosage and at the appropriate intervals. A permission form must be on file for prescriptions (inhalers, epi pens, etc.) to be dispensed, which may be obtained from the school health aide. Students may not keep any medication in their possession. All medication should be given to the school health aide along with instructions.

The Jackson County Public Health Unit will provide yearly health screenings for Dayspring students. Testing areas include hearing, vision, TB, and scoliosis. Parents will be notified before testing. The Dayspring staff will also conduct periodic lice checks.