

A silhouette of an eagle in flight, wings spread, positioned behind the text 'DAYS PRING' and partially overlapping the 'CHRISTIAN SCHOOL' text.

**DAYS PRING**

CHRISTIAN SCHOOL

**STUDENT HANDBOOK**

**QUALITY EDUCATION FROM A CHRISTIAN PERSPECTIVE**

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# OVERVIEW

## PURPOSE AND MISSION

Vision: Empowering students to live a Christian driven life while always seeking and pursuing the things of God through living a supernatural lifestyle.

Mission: At Dayspring Christian School, we believe each child is designed on purpose for a purpose. We strive to partner with God, parents, and students to train the whole mind, body, and soul as we help equip them for their God given destiny. We believe no two paths are the same and strive to meet the individual needs of each student through a hands-on, inquiry based learning approach. Dayspring Christian School supports and strives to empower students to achieve every dream God has put in their hearts. We believe in encouraging children to serve a big God that delivers big results. We cultivate an atmosphere that is individualized, flexible and positive. The goal of Dayspring Christian School is to produce Christ-centered students that pursue a supernatural lifestyle with the goal of taking their passions into the world and making a global impact for Christ.

## PHILOSOPHY OF EDUCATION

God has commanded His church to provide the education and preparation needed to fulfill His plan for creation. The public school system was created to provide education separate from the church to train children's minds, but unable to train their spirits. At our school we desire to restore God's original intent - to train children both mentally and spiritually so that they may be able to fulfill their destinies in Christ.

As a school, we are committed to creating and maintaining an atmosphere filled with the presence and teachings of Jesus Christ. Our goal is not to shelter students from any evil influences, but to expose children to the higher standard that Christ calls us to live in the midst of the world's standards.

Our emphasis on high academic standards is important, but our goal is not just to train students academically. We want to train the whole person so that our graduates are able to excel not only at whatever job they set their hand to do in life, but also as citizens of God's Kingdom by living for Him, loving others, and displaying the power of His Kingdom within the jobs that they hold.

## **MANAGEMENT STATEMENT**

Dayspring Christian School is an educational institution, which is supported and managed by an administrative team under the guidance of the school board of directors.

## **TEACHER SELECTION**

All teachers and staff at Dayspring Christian School have gone through an extensive interview process and background check. All DCS staff have been carefully and prayerfully considered.

## **STATEMENT OF FAITH**

The activities of Dayspring Christian School at all times shall be based upon and be consistent with the following beliefs:

1. The Bible is the mind of Christ and is the inspired, only infallible and authoritative Word of God. (2 Tim. 1:13; 3:16-17; 2 Pet. 1:20, 21; Ps. 119:105, 160)
2. There is one God manifested in three personalities: Father, Son, and Holy Spirit. God is the creator and ruler of the universe. (Gen. 1:1, 26, 27; 3:22; Ps. 90:2; Matt. 28:19; 1 Pet. 1:2; 2 Cor. 13:14)
3. The fall of man and his lost state makes a necessary rebirth through confession and belief in the Lord Jesus Christ.
4. The reconciliation of man to God by the substitutionary death and shed blood of our Lord Jesus Christ.
5. The present supernatural ministry of the Holy Spirit among believers on the earth since the day of Pentecost and continuing until our Lord's return. The Holy Spirit brings conviction, salvation, sanctification, and empowering for the believer and for Christ's church. (Is. 9:6; Matt. 1:22-23; 7:21-23; Luke 6:36; John 1:1-15; 14:10-30, 16:7-13, 17; Heb. 4:14-15; 1 Cor. 2:12, 3:16, 15:3-4; 2 Cor. 3:17; Rom. 1:3, 4, 5:1, 7:23; Acts 1:8-11; 1 Tim. 6:14-15; Eph. 2:8-9; Gal. 3:26; Titus 2:13; 3:5)
6. Baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus.
7. The Lord's Supper is a symbolic act of obedience whereby believers, through partaking of the bread and the fruit of the vine, memorialize the death of Jesus and anticipate His Second Coming. (Matt. 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Rom. 6:3-5; 1 Cor. 10:16, 21; 11:23-29; Col. 2:12)

# ADMISSIONS POLICIES

## PROCEDURE FOR ADMISSION

**Tour:** Set up a tour by scheduling an appointment with our school office.

**Application:** Enrollment applications may be picked up at the office throughout the school year, Monday through Friday from 8:00 A.M. to 3:00 P.M., or an application can be mailed to you upon request. Our applications are also available online at our website - [www.dayspringchristianschool.net](http://www.dayspringchristianschool.net). This is our preferred method of submission. Families are required to submit two reference forms in addition to the enrollment application.

**Arrange for an Interview:** Call 417-869-6095 to arrange for an interview. We look for students who have a strong desire to attend the school and pursue God, and for families who are supportive of their child's education and willing to reinforce the spiritual education their child is receiving at school in the home environment.

**Entrance Tests:** All new students must be tested for placement verification. Parents should contact the school for scheduling these tests (869-6095).

**Acceptance:** Following a review of all the required admission procedures, parents will be notified concerning their child's acceptance.

**Enrollment Fee:** A non-refundable enrollment fee is charged per student. Enrollment fees cover the costs of administration, handbook, placement tests, and achievement tests. It also secures your child a place for the upcoming school year. Please see our financial information for the fee amounts, and any discounts available for families with multiple students.

**Tuition:** Monthly tuition must be paid on a 10-month schedule (August to May). Tuition is due on the 15th of each month. Our financial informational lists the tuition amounts per child.

**Material Fee:** A material fee is charged each year to cover supplies for science labs, art classes, and other student needs throughout the year. This is due to be paid in full the first day of the school year.

**Book Fee:** Book fees vary depending on the grade of the student. Our book fee is due to be paid in full by the first day of the school year.

**Technology Fee:** A technology fee of \$50 will be billed to all students in 1st through 12th grade.

## ADMISSION REQUIREMENTS

1. Immunization: Mo. Rev. Stat. § 167.181, requires that parents or guardians of all minor children in Grades K-12 for all public, parochial, or private schools in the State of Missouri, present a certified copy of required immunizations or exemption status upon school enrollment. To be in compliance with the law, the student must have received or be in the process of receiving immunization for DPT/DT(5), poliomyelitis, measles, and rubella, rubeola, mumps, tetanus, pertussis, and Hepatitis B.

2. Birth Certificate: Students enrolling in K-5 must be five years old on or before August 1st.



3. A school record of progress from the previous school is required.
4. Completed enrollment form, medical form, reference form and interview.
5. Enrollment fee (non-refundable), book fee, and lab fees; if applicable.
6. Applicants are selected from those who will cooperate with the vision of Dayspring Christian School.
7. Placement: Grade placement is determined by the administration. Dayspring School reserves the right to adjust course selections and combinations in each grade based on final enrollment and placement tests.
8. If a student meets all enrollment qualifications but the class is full, their name will be placed on a waiting list.
9. Dayspring Christian School does not discriminate on the basis of race, color, gender, national or ethnic origin in its educational policies, programs, admissions, or financial aid.

## **FINANCIAL POLICIES**

### **TUITION AND FINANCIAL COMMITMENT**

A financial commitment is required of all parents. The Dayspring Finance Director oversees all finances and any question shall be directed to them. An invoice of each parents account is mailed as a payment reminder. Tuition payments are due by the 15th of each month. A \$35.00 late fee will be assessed to all late invoices. Tuition is paid on a 10-month schedule (August 1st to May 1st). Enrollment and book fees must be paid in full by the time of acceptance or re-enrollment. Failure to pay books and tuition fees by the end of December may result in the student not being re-enrolled for the spring semester. Students may not be re-enrolled for the new school year unless all outstanding balances have been met. End of year grade reports and transcripts will not be released unless all tuition and school debts are paid.

We ask parents to sign a Financial Commitment form outlining the tuition rate and enrollment fees; including registration, book costs, material fee, and lab fee, if applicable. If commitment payments cannot be made on time, parents must contact the financial director. For a list of current tuition and fees, please see the school brochure or speak with the financial director.

## **ATTENDANCE POLICIES**

### **ATTENDANCE REQUIREMENTS**

Attendance in school is extremely important. Please make every effort to have your child in school every day on time. If a student is absent, a phone call or an email should be made to the school office by 9:00 am.

Excessive Absences: Parents should notify the office each day a student is absent and give the reason for the absence. Students are not permitted to miss more than 9 days of school per semester or 18 days for the entire school year. A student that exceeds the maximum number of days absent could result in retention of that class or grade. We ask that you contact the school office and not communicate directly with the teacher regarding tardiness or absences.

Tardiness: A student is tardy to school if he/she is not in the class by 8:30 a.m. **If your child is tardy, a parent must sign them into the office and a tardy slip will be given.** Pupils, who are frequently tardy, whether at the beginning of the day or to classes during the day, may be subject to disciplinary measures. After 3 days, a letter will go home each time indicating how many tardy's your child has accrued and which disciplinary action will take place. If your child is tardy more than 9 times in a semester, a failing grade of that class may be the result.

Any Student absent due to Covid-19 will fall under a "No Harm" Grading Policy

Excused vs. Unexcused Absences and Tardies: Excused absences and tardies are those that both the school and the parent/guardian approve. Absence/Tardy because of illness or appointments which cannot be made outside the school day may be excused if a parent calls requesting this absence be excused. Missouri State law allows school personnel to request medical verification of a child's condition when absences are due to alleged illness or medical condition. The school must be notified by phone or written note the day of or day before the absence. The school has the right to accept or deny an application for an excused absence.

#### **Examples of Excused Absences/Tardies:**

- Sickness
- Doctor's visit
- Religious holiday
- Extreme family emergencies (i.e. death in the family, hospitalization of family member, house fire, etc.)

#### **Examples of Unexcused Absences/Tardies:**

- Transportation problems
- Oversleeping

- Personal reasons
- Staying home to babysit
- Work or rest because of work
- Needed at home
- Keeping a lonely parent/guardian company
- Travel not previously approved by the Director
- Lack of required immunizations
- Absences in which the student failed to provide documentation that would establish a valid reason for absence
- Leaving the school at any time without notifying the main office
- Lost track of time
- Talking to another student
- Any absence the Administrator feels would be clearly detrimental to the continued education of the student

**When a student is not meeting the 95% attendance requirement, all of the following may happen:**

- The student may be required to attend SATURDAY detention to make up an absence.
- The student may be required to complete hours/detention after school to make up attendance.
- The student will not be allowed to participate in activities including:dances, Field Day, concerts, events, graduation ceremony, and other extracurriculars.
- The student may be reported to the state for truancy
- The family could be fined up to \$500

## **ARRIVAL AND DISMISSAL PROCEDURES**

Morning arrival for all students must be no earlier than 7:30 A.M. The school cannot be held responsible for students who are on campus prior to 7:30 A.M. Students will be monitored in a designated area until 8:30 A.M. Before school, students should

move to the sidewalk area and stay out of the parking lot. Elementary students are dismissed at 2:45 and secondary students are dismissed at 2:50. Parents should be prompt and pick up students at the appropriate times. Students waiting for a ride will be required to wait in a designated area. Students should not be roaming the buildings or the outside area. No student should be left in the building past 3:10 P.M. Pick up for middle school and high school students is at the of the South building. Elementary students will be dismissed to their cars through the North entrance.

## **EARLY DEPARTURE FROM SCHOOL**

Departure from school during school hours must be cleared through the school office. Students must be signed out by a parent. For students who drive themselves or in cases where another adult is picking up the student early, a parent must call the school office to allow early departure. Early departures before 11:00 a.m. will count as absences for the school day.

## **WEATHER POLICY & SCHOOL CLOSING**

### **School Cancellations Due to Weather**

Dayspring Christian School stays open and scheduled as much as possible. However, there are times when weather conditions cause us to cancel school for the safety of our families and students. We do not make that decision lightly because we understand canceling school can create difficulties for families.

A decision team composed of individuals representing transportation and other school facilities evaluate relevant factors and review all the information to make the final decision as early as possible. This decision includes different factors including the safety of road conditions, school closures in surrounding areas, and the National Weather Forecast. The final decision is made, and notifications are sent out to all families who will receive a school email, a post on Dayspring Christian School Facebook page is posted, and Dayspring Christian School will be listed on KY3 and the other local news channels under "School Closures". Elementary families will also receive a text, email, or Class Dojo notification, whichever is relevant from their teachers.

### **Early Release Due to Weather**

If inclement weather affects our school day and an early release is scheduled, we follow the same communication process for school cancellation. When the decision is made, we immediately send a school email to notify all families so everyone's able to make it safely to school and back home in a timely manner. Elementary families are also sent a text/email from their teachers, and Secondary students are allowed to call/text parents. If early release is scheduled students will need to be picked up by 12:00pm. OTC students will be transported to OTC if it is safe to do so.

## **WINTER APPAREL**

During winter months please dress your child appropriately for the weather. Students who do not bring a coat to school may not get to participate in outdoor recess as the temperature allows.

## **SICKNESS GUIDELINES**

Please do not send your students to school in the following circumstances:

1. Student has had (or currently has) a fever of 100° F or more within the last 24 hours.
2. Student has thrown up twice in the past 24 hours.
3. Student has had diarrhea twice within the past 24 hours.
4. Student has colored mucus in sinuses.
5. Student has head lice, ringworm, or pink eye.

Students displaying any symptoms of Covid-19 or have a temperature of 99 or above will be sent home immediately and be required to be seen and evaluated for Covid-19. The school retains the right to request a negative Covid test to return to school.

### **Covid-19 Symptoms**

Fever & Chills

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

New loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

## **PARENT INVOLVEMENT**

Dayspring Christian School recognizes that a student's learning begins at home, and that parental involvement is absolutely necessary for a student to achieve academic and spiritual success. As such, we welcome parents to be as involved as they are able in their child's education.

## **VISITOR POLICY**

ALL visitors including parents, church personnel, and teaching staff on non-contracted days, must sign into the front office. No other doors or keys are permitted to be used if you are visiting the property as a visitor, for class parties, or field trips. Visitors must present photo identification, will be asked to sign in, wear visitor badges, and return badges upon leaving. Please follow these guidelines to ensure the safety of our students.

## **PARENT - TEACHER CONFERENCES**

Communication between parents and teachers is vitally important to a child's success in school. Any parent who wishes to have a conference with a teacher or the administrator is encouraged to do so. The parent may call the school or contact the teacher directly for an appointment. The school will have two parent-teacher conference periods through the school year (one in the Fall and the other in the Spring) in which we request all available parents set up a time to meet with the teachers.

## **PARENT FACTS SIS ACCOUNT**

All parents should have their own login at <https://www.renweb.com/>. This website allows parents to see exactly what their student's assignments are, what grades they have in their classes, monitor attendance, and communicate by email with teachers. We discourage parents from using their student's personal accounts because some communication between teachers and parents may need to be private. Further, having a parent account will allow you to see multiple students from the same screen in the event you have more than one child in school.

To set up your Renweb account, please contact the school office. If you already have an account but have questions, feel free to contact us any time.

# **GRADING POLICIES**

## **STUDENT EVALUATION PROCEDURES**

Report cards will be issued every six weeks for all grade levels.

The rating system of scholastic achievement is as follows:

A+	100-97	B+	89-87	C+	79-77	D	69-60
A	96-94	B	86-84	C	76-74	F	59 & below
A-	93-90	B-	83-80	C-	73-70		

If a student has an incomplete grade at the close of a six week period, a grade of F will be entered in the grade book for that assignment.

## **SEMIANNUAL TESTING**

Students in grades 3 through 10 will take standardized achievement tests in the Spring. These tests are given every other year. DCS does not use these tests to determine student grade placement. Students in grades 11 and 12 may register on their own and take the ACT or SAT in the Spring of their junior year or the Fall of their senior year. Most colleges require one of these tests for admission. National test dates are set up five times during the year.

## **HOMEWORK**

At DCS we feel keeping homework to a minimum level in our elementary grades is imperative to honor family time. At the elementary level, families can expect to receive 15-20 minutes worth of homework up to twice a week. Homework is an important part of a secondary students education. Homework helps establish organizational habits, study habits, time management, and college preparation. Secondary students can have up to one hour of homework each evening in addition to any work not completed in class.

## **LATE WORK**

All teachers have their own late work and homework policies. Each student will be required to learn the policy for each class. Students with excessive missing assignments may, with administration approval, be assigned by a teacher to a non-disciplinary ISS (In-School Suspension) to assist them in catching up on their work. During this time students will be working in a separate room outside of the class while they are working on missing assignments.

## **RENWEB ONLINE GRADES**

Through RenWeb parents and students have 24/7 access to grades and assignments. Our teachers work diligently to keep the grades current, but grading and recording scores require some time. We ask parents to understand that the online system may be a few days to a week behind.

## **OTC GRADES**

Students in grades 11 and 12 who attend Ozarks Technical Community College will have their grades from those classes sent home quarterly according to the OTC schedule instead of every six weeks. The OTC grades will be reflected on Dayspring Christian School transcripts, but will not be part of our regular grade cards. Each student enrolled in OTC will be required to attend anytime OTC is in session and adhere to the same dress code and discipline standards as DCS. Any incidents that occur could result in a dismissal of the program.

# **STUDENT AND FAMILY RESPONSIBILITIES**

We consider attendance at Dayspring Christian School a privilege. Therefore, Christ-like behavior is the primary responsibility of each student. A student may be asked to leave our school if attitude, behavior, academic effort, or self-discipline fall short of our standard.

## **CODE OF CONDUCT**

1. Honor to God
2. Honor to Self
3. Honor to Authority
4. Honor to Peers
5. Honor to Property

Dayspring Christian School is built on a Culture of Honor. Our belief is that life flows through honor. Honor is a DCS core value and at the foundation of everything we do.

## **GENERAL GUIDELINES**

- The administration holds the right to inspect lockers, cars, or personal belongings according to Missouri School Law.
- Students are not permitted to use alcohol, tobacco, vapes, or illegal drugs.



- Knives, guns, explosives, or fireworks are not allowed on school property or in vehicles. This includes all forms of play guns, knives, swords, or bow and arrows. Any student knowingly bringing any unpermitted item to school may result in disciplinary action.
- Students are not permitted to be involved in speaking indecent or profane language or in handing out indecent or profane writing or pictures.
- No fighting verbally, physically, or cyber-bullying through social media is allowed.
- Lying, stealing, and cheating will not be tolerated.
- Students may not participate in any form of gambling on or off campus.
- Students are not to be involved in sexual immorality.
- Involvement in witchcraft, the occult, or astrology is not allowed.
- No items may be sold or given away at school without approval of the administrator.
- Horseplay, running, and loud noises are not allowed at school or while riding in school vehicles. Failure to comply while in a school vehicle may result in the loss of provided transportation privileges.
- Participation in secular music with vulgar language or suggestive lyrics is not permitted.
- **NO** personal devices such as cell phones, iPods, tablets, or MP3 players are permitted during school hours.
- Students in grades 6-12 may bring laptop computers to school, provided they are used for taking notes for class only. Students may not use their personal laptops to watch movies or play games. The student assumes their own risk for bringing a laptop to school. Laptops may not be taken to the cafeteria, and the student is responsible for making sure the computer is safe and secure before being dismissed for lunch.
- No public displays of affection with students of the opposite sex will be permitted on school property.
- Students may not chew gum at school. Students in grades 9-12 have the privilege of chewing gum in class, provided that it is used responsibly.
- Soda and energy drinks are not allowed at school. Students in grades 6-12 may have soda (but not energy drinks) in the cafeteria. No 2-liters should be brought to school.
- Skateboards, scooters, and ripstiks should not be brought to school unless it provides a means of transportation for the student. Students should then store these in the school office until after school so that they are not played with.
- Students must have permission to leave the classroom. Students are not allowed in the classroom during lunch period or after school unless a teacher is present.
- Students are expected to be on time for all classes, chapels, assemblies, and home-rooms.
- Scoffing or disrespectful remarks or behavior are not acceptable.

- The custodial storage area, the computer room, teacher resource room, and the kitchen are off limits to all students without a specified permission.
- Students loitering will not be permitted on DCS campus. All students must be enrolled and attending current, active classes unless specific permission has been given by administration. .
- Students damaging or defacing school/church property, furniture, or equipment will be required to make restitution.

## **DISCIPLINE POLICIES**

### **BEHAVIORAL DISCIPLINARY PROCEDURE**

1. The teacher will work with a student to try to resolve behavioral problems such as: obedience, diligence in work, and minor inter-student relations. After several attempts, the teacher will send the student to the principal.
2. Once a student comes to the office, the principal will talk to them about the problem they are working on with their teacher. The principal will then call their parents to discuss with them the issue and possible solutions for their student.
3. If the student fails to respond to the correction from the teacher, principal, and parent, the student will be sent to the office again. The principal will call the parent to discuss and agree upon an appropriate consequence.
4. Continual lack of student cooperation and/or parent responsiveness may result in a student being released from DCS.
5. Fighting, profanity, aggressive behavior, and overt disobedience results in an immediate visit to the principal's office and a call to the parent.
6. In cases of suspension from school, the parent will be called immediately and a letter will be sent home informing the parent of the conditions of the suspension. The suspension letter must be signed by the parent, legal guardian, or parent designee. A parent conference will be held with the administrator prior to the student's returning to school. If a child is suspended from school, all work must be made up, and partial credit will be given.

### **DISCIPLINARY SCALE**

Meeting/Contact with student and/or parent to discuss disciplinary action plan could result in the following:

1. One day of ISS (In-School Suspension)
2. Two to three days of ISS
3. Three day OSS (Out of School Suspension)
4. More than three days of OSS and possible expulsion.

5. After three disciplinary offenses, the student's record will go before the board and the the board will decide the future enrollment of the student.

## **DRESS CODE**

Dayspring Christian School requests that parents assist in having their children maintain an appearance which will bring glory to God and His school.

- Apparel with wording and logos should be appropriate for a Christian school. Therefore, no apparel should talk about body parts, sexual conduct, have inappropriate words, or display pictures or symbols of cults or violence.
  - Students may wear shorts to school provided that the shorts are not excessively tight or short. Shorts should extend down to the end of the students index finger when held against their own leg.
  - Skin-tight knit tops and spaghetti strap tank tops are not appropriate unless worn under a shirt or a loose fitting blouse. Students will not wear tops that bare the midriff and pants and shorts should not be so low that underwear is exposed.
  - Boys, grades K4 through 5th grade, are requested to not obtain any piercing or wear earrings while attending Dayspring Christian School. Excessive facial and tongue piercing rings or studs should not be worn at school.
  - If leggings are worn, tops should adequately cover the front and back of the student. The material of the leggings should not be see through.
  - For safety and hygiene reasons, no slip-on or flip flops may be worn until 6th grade. No shoes with wheels or waxed soles are allowed.
  - Any school activity or event where there may be a swimsuit required girls may wear a one piece, tankini, high-waisted bottom with a modest top. No bikinis will be allowed. Boys are required to wear swimming trunks. Any bathing suit not deemed modest may be required to be covered up with a t-shirt.
  - Girls wearing skirts or short dresses should wear shorts underneath
- No Bottom, Breasts, or Bellies should be showing at any time on students**

A high standard of excellence in appearance should be the goal of every student. Our dress should reflect the Christ-life we are living and bring honor to Him.

## **ADDITIONAL PROCEDURES**

### **PLAYGROUND PROCEDURES**

Teachers will see that the students observe the following rules:

1. Do not throw rocks, dirt, or objects.
2. Do not push, shove, or trip others.
3. Do not climb on the outside of the tube tunnel and tube slide.
4. One person per swing-

- No excessively high swinging.
  - No twisting of swings.
  - No pushing empty swings.
  - No walking in front of or behind swings that are in use.
  - No swinging upside down
  - No back flips or jumping from swings
  - No “saving” of swings.
5. If an organized ball game is being played while other students play on equipment, teachers must supervise play in both areas.
  6. Keep shoes on in the wood chip area or parking lot.

## **COMPUTER LAB PROCEDURES**

The use of the computer lab is allowed with teacher permission. Students may not access social media or other restricted websites. Students are responsible to care for the school equipment and to observe all posted computer lab rules. Violation of these guidelines may result in detention or loss of computer privileges.

Technology is sometimes used in all classrooms, however, it is always used under teacher supervision. Proper safety restrictions have been installed on all DCS electronic devices.

## **LUNCHROOM PROCEDURES**

Parents are to provide all plates, bowls, spoons, forks, and cups needed for your student’s meal. DCS will not provide paper goods and utensils.

Elementary students are to be quiet enroute to the lunchroom. Students are not to play with food or share and trade food. Elementary parents are responsible to see that students do not bring sodas, candy, or candy bars in their lunch boxes.

## **FIELD TRIPS**

Students may participate in field trips throughout the year. Parents are requested to assist in supervision and transportation. A note will be sent home in advance containing all necessary information and costs. One permission slip for students to attend trips will be signed by parents or guardians at the time of enrollment each year. Students will be required to bring a sack lunch for **ALL** field trips. The sack lunch contents must be completely disposable, including water bottles.

## **OPEN CAMPUS LUNCH POLICY**

Students driving vehicles to Dayspring Christian School must have a valid driver's license and current insurance.

- Open campus means that students can walk home (if near enough) or drive (if applicable) home or to a restaurant/store.
- Permission slips including a "Hold Harmless Agreement" must be notarized and kept on file in the school office before students will be allowed to sign themselves out for lunch. This includes; non-drivers riding with driving students or students leaving on a bike or any other form of transportation.
- Available for 9th grade and up.
- No passengers will be allowed in vehicles except siblings in grades 9th and up.
- Students leaving must sign out and sign in before class.
- Students with lunch clean-up duty must return in time to accomplish their weekly task before their afternoon class begins.

Consequences:

- If students return late after leaving for lunch, they may not be able to participate in open campus lunch in the future.

## **PARTIES**

School parties at Christmas and other times are organized by each classroom teacher. If a parent would like to attend or help volunteer, please contact your child's respective teacher. Birthday parties in class are permitted but arrangements need to be made ahead of time through your child's teacher. Off property birthday party invitations are permitted if every child in the class is included. We ask if you are not inviting every child in the class that you refrain from sending invitations to school and do so privately.

## **CHAPEL**

Chapel services will be held once each week, and may be held more often on special occasions. Parents are invited and welcome to attend these services.

## **STUDENT VISITORS**

Student visitors are welcome. The student host must first have their parent's permission and school administrator's approval at least one day in advance.

## **VISITOR POLICY**

**ALL** visitors including parents, church personnel, and teaching staff on non-contracted days must sign into the front office. No other doors or keys are permitted to be used if you are visiting the property as a visitor, for class parties, or field trips. Visitors must present photo identification, will be asked to sign in, wear visitor badges and return badges upon leaving. Please follow these guidelines to ensure the safety of our students.

## **BOY/GIRL CONDUCT**

Public displays of affection including holding hands and other physical intimacies are not to be engaged in on school property. Students violating this policy will be subject to disciplinary action.

## **CELL PHONE/ELECTRONICS POLICY**

Cell phones and other electronic devices will **NOT** be permitted to be used during school hours (8:30-2:50) unless specific teacher permission has been granted. Cell phones are permitted only before and after school hours to help eliminate distractions of students and staff.

If a student uses an electronic during school without teacher permission, the following may occur:

- **First Offense:** Device will be confiscated by DCS staff. A parent contact will be made and the student may pick up the device at the end of the school day.
- **Second Offense:** Device will be confiscated by DCS staff. A parent contact will be made and the parents may pick up the device during school hours or by the end of the school day.
- **Third Offense:** Device will be confiscated by school officials. A parent contact will be made and the parents may pick up the device during school hours or by the end of the school day. The student will then be subject to disciplinary measures deemed appropriate by the principal.

## **SOCIAL MEDIA**

The DCS Code of Honor conduct is expected of students on and off property. Therefore, any inappropriate conduct displayed on social media outlets could result in disciplinary action.

## **PET POLICY/ SHOW & TELL AND TOYS POLICY**

Students may not bring pets or toys unless specific permission has been granted from his/her teacher.

## **MORNING PROGRAM**

Parents must obtain the morning program procedures. If a student does not comply with the standards set in place they may be dismissed from the morning program.