

# **The Academy at DaySpring**

Committed to Excellence



## **Parent - Student Handbook**

2024-25  
Academic Year

2500 Metro Blvd.  
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## **Introduction**

We at DaySpring consider it a privilege and an honor to partner with you in the education of your child. We believe the environment at DaySpring is academically challenging, nurturing, and positive for all who participate, including the students, parents, faculty, and staff.

As we partner together, each doing our part, we will see students grow and flourish in their God-given gifts, talents, and abilities. We will see them stretched and their Christian worldview strengthened. Our students will grow in knowledge and understanding, and they will build character that will help them throughout their life. The DaySpring faculty will work in partnership with parents to hold each of our students to a level of excellence in all they do, whether it is intellectual, spiritual, or social.

Our prayer is that our students will see their teachers, administrators, and parents working in unity, emphasizing the same standards and values that we call them to uphold. Our teachers and administrators here at DaySpring will consistently strive to give the best possible education to your children. We will seek to follow the Biblical examples of cooperation and collaboration. We look forward to developing a one-on-one relationship with each student, as we are all integral parts in delivering and achieving the very best for your children.

Thank you for choosing to partner with us as we provide an excellent educational experience for the students and families at DaySpring Academy.

Dan Tierney, Interim Executive Director  
Alicia Whitbeck, Academy Director  
LaDonna Wagner, Academy Coordinator

# DaySpring Arts & Education Overview

## Mission

Through excellent training in the arts and innovative academic education, reflecting God's love and welcoming all, DaySpring equips our students to use their creativity and skills effectively in their lives, enriching the community.

## Vision

Our vision is to build strong foundations in the lives of all members of our community, so that they may enjoy, celebrate, and utilize their fully developed gifts for a lifetime.

Our students will enrich their communities by demonstrating how to live with excellent character and skill, enhanced creativity, critical thought, collaboration, and passion for their calling.

## Values

**Excellence** in relationships, attitudes and character, artistry and performance, technique and skill, and in the learning environment.

**Character Development**, building foundations of self discipline, responsibility, kindness, confidence, respect, service, and leadership.

**Skills** that equip all in the community for any path they choose: technique, communication, collaboration, creativity, critical thinking, and an attitude of contribution to the community.

**Community**, creating a diverse culture that is engaging, serving, partnering, and providing experiences to enrich all.

## Diversity (DEI)

DaySpring celebrates the wonderful diversity of God's creation, encouraging respect for differences and compassion for all, welcoming everyone to grow and learn together, enriching our diverse St. Louis community with their gifts and skills.

## School Sponsorship and Affiliation

DaySpring Arts & Education, which includes the **DaySpring Academy**, and **DaySpring School of the Arts**, is an independent, nonprofit organization. We are governed by a board of directors and served by a professional administrative staff. Tuition, grants, and donations are our main source of income.

## School Accreditation and Associations

DaySpring is accredited by ISACS, Independent School Association of the Central States. We are also a member of ISSL, Independent Schools of St. Louis. These associations help to assure that our school is operating at a level of excellence and that we are fulfilling our vision and mission.

## **Statement of Faith**

We believe there is one God who created the world and is intimately involved with it at all times. We believe in the Trinity: the Father, Son, and Holy Spirit, and that Jesus is the Son of God who died for our sins and rose again as the only way to salvation. We believe the Bible is the Word of God. We believe that Biblical truths should affect and change our thoughts, our lives, and our daily behaviors. We believe that these are the non-negotiables. Other more specific doctrines we believe are important, but we do not have to agree upon them.

Our teachers all agree on the non-negotiables and will teach from this Christian viewpoint. However, teachers do not share their own personal church doctrines or opinions within class.

We value people of all races, ethnicities, religions, and backgrounds and seek to love and understand all people. A profession of faith or adherence to any particular religion is not required to attend the Academy, only a willingness to participate in our curriculum and meet our standards of behavior. Our teachers are encouraged to reference the Bible and pray for their students. All of our teachers hold the above statement of faith as a personal conviction and teach from a Christian viewpoint. DaySpring is not affiliated with any one particular church or denomination, nor do we teach doctrine. Age appropriate discussions of God's hand in history, science, and other subjects are common, the celebration of Christmas as the birth of Jesus and Easter as the resurrection of Jesus are recognized, but we refer students to their parents to ask questions relating to individual and family beliefs.

## **A Short History**

DaySpring Arts & Education was created in September of 1993 by a group of artists who were seeking a different kind of arts education for their children. Remembering their own struggles as young artists, they dreamed of a place where their children could receive quality technical training in a secure and nurturing environment that would prepare them to deal gracefully with the realities of life in the competitive world of the arts. DaySpring also offered a handful of homeschool enrichment classes in those early years along with the arts classes. The vision to offer excellent training in a secure and nurturing environment with an emphasis on creativity was, and continues to be, a unifying factor between DaySpring's arts & academic training.

Beginning with only thirty students in a handful of classes, the school grew rapidly in its early years, largely through word-of-mouth and recommendations. In 1998, DaySpring incorporated as a tax-exempt nonprofit organization with a committed board of directors. In 2000 it was proposed, and accepted by the Board, that The Academy become an official part of DaySpring. It was a two day a week program with only a couple of age groups. In 2003, it was expanded to include the preschool. As The Academy grew, the levels were broken down more narrowly, and the Enrichment program became more structured with several class offerings at different age levels.

From January of 1999 to July of 2015, the school leased its first dedicated facility. Through generous gifts of money, equipment, and thousands of hours of volunteer help from dedicated supporters, we now have a wonderful building with dedicated spaces for dance and performing arts, classrooms, music studios, offices, storage, shop and construction space for shows, a Black Box Theatre, and room to grow. We also began the process of accreditation for both The Academy and DaySpring's Arts Programs. This step further validates the excellent opportunities that DaySpring offers to the community.

Annually, DaySpring is home to nearly 500 students in our arts and education programs. DaySpring is home to a structured multi-disciplinary arts program that emphasizes the importance of technical excellence and character training. Our program has expanded to include several departments which include Performing Arts (musical theater, drama, circus arts, and backstage), Dance (ballet, tap, jazz, and modern), Music (private lessons and classes), Art, Homeschool Enrichment, and The Academy at DaySpring. While different in content, all areas share a common vision, mission, values, and resources.

## Philosophy of Education

We believe that if you teach skills, such as creativity, critical thinking, collaboration and effective communication within all content areas, students will be equipped for success in whatever they do beyond school. We believe education should be dynamic, alive and relevant to students. Our teaching style and curriculum choices reflect these beliefs.

We aim to provide a creative, challenging and comprehensive education with a hands-on, problem solving approach, becoming increasingly structured in the upper grades to prepare students for continued success. At all levels, we will create lessons that have students moving, researching, collaborating, and devising creative solutions to problems.

We seek to make each student's educational experience as personal as possible, and to motivate and equip students of all abilities to reach their full potential. Personal responsibility is encouraged, and many opportunities for character development are pursued. Although we do not teach a Bible class, the Bible is at the center of all that we do. We consider it a privilege to partner with parents as they prepare their students for what God has for them.

## Written Curriculum Resources

Our curriculum has been chosen to line up with our educational philosophy. It focuses on investigative learning, high academic standards, critical thinking skills, cultural literacy, development of a love for learning, Godly character, and collaboration with those around us to achieve a common goal.

At DaySpring our teachers challenge students to discover and embrace a Biblical view of the world and integrate that view into every area and study of life. We believe in challenging students with several ideas, theories, and philosophies in order to help them understand their own world view. In our students' course work, they will be using texts or other source material that may contain ideas and theories that are in direct opposition to a Biblical worldview. It is the role of the teacher in each class, and parents at home, to help students think critically about these ideas and identify the worldviews behind them and then to help students intelligently discuss what they believe and why. The following are just a few of the types of written curriculum resources we use in conjunction with other teacher created projects and activities:

- **Sonlight/Bookshark** is used to help guide our book choices for some of our history and literature; it is also used for some of our elementary level science classes. This exposes our students at all levels to rich literature in several subject areas.
- **Writers' Workshop/Write Like This** is used for all levels of writing. Students are taught writing through modeling, mentoring, conferencing and writing. Students learn to write with purpose and how to take a piece from an idea to publication.
- **Math-U-See, Demme Learning Curriculum** used in our K-6 classrooms. Math-U-See focuses on mastery of each mathematics concept before students move on. A distinctive set of manipulatives is used to visually represent math concepts.
- **Integrated Science** by McGraw-Hill/Glencoe and Good-Will Publishers are used for our upper level science classes along with teacher generated material, experiments and dissection.
- **Our teachers utilize many other resources** and create their own resources as they endeavor to effectively teach the classes in the most effective and engaging way.

We firmly believe that any written curriculum resource is only a tool and that good teachers adapt and supplement it to make it successful for the needs of each individual class.

# 2022-23 Leadership & Administration

## Administrative Staff

Interim Executive Director  
Finance Director/HR  
Academy Director  
Academy Coordinator  
Arts Division Director/Perf. Arts DH  
Marketing & Design  
Music Dept. Head  
Dance Dept. Head  
Art Dept. Head  
Producer  
Front Desk Coordinator

Dan Tierney  
Kristy Schmittling  
Alicia Whitbeck  
LaDonna Wagner  
Kaetlin Davis  
Katie Orr  
TBA  
Anjuli Kroon  
Sukanya Mani  
Alle Head  
Emily Evans

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## DaySpring Academy Faculty

### Preschool Pioneers

3-5 year olds

Laura Gill, Stephanie Graeler, Melanie Carson

### Academy Lower School

Discoverers  
Explorers  
Adventurers  
Voyagers

Kindergarten  
First/Second Grade  
Third/Fourth Grade  
Fifth/Sixth Grade

Jessica McMaken  
Amanda Purdom  
Maggie Gray  
Abigail Gelinskey

### Academy Upper School

SpringBoarders  
High School

Seventh and Eighth Grade  
Ninth through Twelfth Grade

History  
Language Arts  
Science  
Math  
Spanish  
Higher Math/Physics

Jeremy Baartman  
Ginger Fulton  
Tracie Fleshman  
Ginger Fulton  
Maggie Gray  
Kaitlan Murray

All staff may be reached by using their DaySpring email...[firstname.lastname@dayspringarts.org](mailto:firstname.lastname@dayspringarts.org)

# Responsibilities of Partnership

## Parent Responsibilities

- Parents are an integral part of the teaching partnership at DaySpring. Their specific responsibilities correlate to the level of their student(s).
  - In the elementary years, we expect parents to direct and sit side by side with their children while working at home. This includes, but is not limited to reading to and with them, doing math with them or checking it as they complete it to make sure they understand the concepts, completing activities and projects with them at home, and working with them as they do literacy assignments and activities.
    - Kindergarten-2nd Grade students should expect to spend 2-3 hours working on the 'at home' days.
    - 3rd-6th Grade should expect to spend 3-4 hours working on the 'at home' days.
  - As each student progresses into middle school, the parents' role becomes more of an overseer. Parents should expect to spend time each day checking that students have completed their assignments and that they are on schedule with long term assignments like research papers and group projects.
  - When students enter high school, all of the responsibility for assignments should shift to them. Parents should only need to intervene if there is a problem with the student's work.
    - 7th-12th Grade should expect to spend 4-5 hours working on the 'at home' days.
- Parents are responsible for using the curriculum prescribed by DaySpring and following the weekly schedules.
- Parents are responsible for purchasing the materials on the class booklist.
- Parents are responsible for making sure students are in class on time on a consistent basis.
- Parents are responsible for communicating with the teachers and school if their child is going to miss for any reason or if there are other issues that are prohibiting the student from completing school work.
- Parents are responsible to work with the school to discourage cell phone use during the school day.
- When parents enroll their children at DaySpring, they are making a one year commitment to the program and paying tuition.
- It is the responsibility of the parents to provide the school with all pertinent information about the student, such as learning disorders, emotional issues, medical conditions or personal/family struggles. We can work together more effectively if we are aware of the situation.

## DaySpring's Responsibilities

### Schedules

DaySpring will provide a weekly syllabus of work being done in class and work to be done at home. This is referred to as the Weekly Schedule. It will include due dates for work that is to be turned in, tests and any notes about how to complete the task successfully. This schedule is posted to Gradelink weekly (Saturday mornings) for parents and students to access.

### Conferences

Parent/teacher conferences will be held twice a year at the end of the 1st and 3rd quarters to discuss each student's progress. On these days we may cancel some classes and set aside school time to meet with parents. We ask that parents make this a priority. Conferences are scheduled through an online service so each parent can log-in and set up their own times. We try to take into consideration parents who have students in multiple classes and schedule those conferences near one another.

### Progress Reports for K - 6th Grade/Report Cards for 7th - 12th Grade

- These are handed out four times a year on a quarterly basis. These are posted on Gradelink for parents to access and download as they desire.
- These are meant to help communicate to parents how a student is progressing through their grade level and/or class(es).



# Expectations for Students

## Student Dress and Grooming

- Students should dress in a way that enables them to take part in all their school activities and shows respect to the school, to themselves, and honor to God.
- We ask that students dress cleanly, neatly, and modestly. Students are not to wear shirts showing midriff, and all shorts and skirts should be to fingertips when hands are draped to the sides.
- We also ask that you use discretion when wearing t-shirts with artwork or messages.
- Hats, caps, beanies, and hoodies pulled over the head will not be permitted inside the building.
- Open-toed shoes (sandals and thongs) will not be permitted.
- Any student dressed inappropriately will be sent to the office to call their parents to bring them proper attire.

## Electronics

- In accordance with teacher expectations, laptops may be allowed in classes for academic purposes ONLY.
- Students are NOT allowed to bring any type of electronic devices into class for entertainment purposes (this includes phones, tablets, watches, and laptops). These items must be powered off and kept in the students backpack. In certain situations, students may use electronic devices with teacher approval. Electronic devices are not permitted at recess or lunch for Kindergarten through 6th grade as we encourage them to interact with one another.
- 7th-12th grade students may keep their cell phones with them during the school day, but are expected to keep their phone put away in their backpack unless a teacher approves the use for a school project. If a student has their cell phone out without permission, they will receive a reminder. If it happens again their phone will be confiscated and will be held by the director or at the front desk until pick-up. A parent must come in to retrieve the phone.
- **PARENTS** please help us enforce the cell phone policies by calling the office during the day if you have a message for your student.

## Health and Safety Issues

It is of utmost importance that DaySpring provides a safe environment for our students. Because of this commitment, the following rules will apply.

### Distribution and Consumption of Medication

- Medications must be brought to school in a container appropriately labeled with the student's name. Parents should notify the classroom teacher of times that students should take medication throughout the school day.
- With parent authorization, 9th-12th grade students may keep over the counter pain relievers, allergy medication, and inhalers with them. They may not share or distribute this medication to other students. K-8th grade students may carry their inhaler with them. Parents need to fill out a form at the front desk to authorize their student to carry the above mentioned medication with them. All other medication should be given to the office with written instructions for administration.
- Teachers and office staff will not give their own personal ibuprofen, tylenol, or other pain reliever to ANY students.
- No school staff will be held responsible or liable for medications of any kind except in specific circumstances when life-saving medications may be prescribed and specific instructions given by medical professionals.

### Student Illness

- In the classroom, the teacher will be the initial judge of the health condition of a child. If your child vomits or is running a fever, or is not well enough to participate in class, you will be called to come pick them up immediately. Students will wait in the lobby and will not be allowed to return to class.
- Students must be fever-free, not taking fever-reducing medication, for 24 hours, and have not vomited for 24 hours prior to returning to school. Please, err on the side of caution to help prevent infecting an entire class.

- If your child has highly contagious conditions such as pink-eye or lice, please notify the school and keep your child home until they have been clear of symptoms for 24 hours or more. In cases of strep throat, your child must be on antibiotics a full 24 hours from their first dose before returning to class.
- Our Covid policy is to follow current recommendations as prescribed in the Saint Louis County Covid Guidelines.
- DaySpring will endeavor to notify parents if something contagious is “going around” (without giving names or personal information about other families or students.)
- When teachers suspect mental health issues, they will alert the Academy Director. The Academy Director will then reach out to parents to share concerns.

## **Emergency Drills**

- Fire – In case of fire, it is imperative that the building be emptied quickly and calmly. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire. There are several exit routes out of the building and students will be taken out of the safest, clearest exit at the time.
- Tornado – When a tornado warning is given, the classroom teacher will lead students to the safest area within the building. Teachers will remain with the students at the designated area until an “all clear” signal is given. Tornado warning drills will be conducted periodically.
- Evacuation/LockDown – May be implemented in situations involving unsafe situations outside of the school or in the case of intruders. The teachers will lock down the rooms or exit the building in the quickest, safest possible manner and take students to a safe place. Teachers will remain with the students.

## **Building Security**

- DaySpring takes the safety of our students very seriously; to this end we have installed the security system at the front doors. Everyone must be buzzed in through the main entrance. It is important that parents notify the school if someone different is coming to drop off or pick up their child.
- All students and visitors must sign-in at the front desk.
- We will not allow students to leave the building with anyone other than parents, unless special instructions are left with the office and/or front desk.
- Please notify us of anyone who is not allowed to have contact with your child. We will take precautionary measures in these situations.
- We do not allow grade school or middle school students to leave the building alone or to wait alone for their parents outside. High school students who drive themselves to DaySpring may leave on their own at the end of classes. High school students who drive themselves may leave at lunchtime only if their parent has submitted a signed permission slip to the Academy Director. Parents may email the Academy Director to obtain a permission slip. Students may not pick up food orders for other students. If students are not back in class on time, this privilege may be revoked at the discretion of the Academy Director.
- We require students to stay with their parents at all times while in the building and in the parking lot. Parents should have visual contact with their child at all times while inside or outside the building.

## **Food**

### **In the Classroom**

- Bottles or cups that can be sealed are permitted in the classroom.
- Students are NOT allowed to eat or chew gum during class.
- Please, do not send your child to school with breakfast, bring their lunch late, or have food delivered, expecting them to be able to eat in the class.

### **Lunch**

- DaySpring does not provide a hot lunch program. Students will be asked to bring a sack lunch, including a drink, each day. Please send items that do not need refrigeration or heating up. DaySpring does not have the facilities to accommodate perishable foods.
- Food deliveries will be held at the front desk and may be picked up by the student during lunch.

- All lunch boxes or containers should be clearly labeled with the child's name.
- Lunchrooms are **nut free** when we have students with severe allergies. You will be notified at the beginning of the school year if this is the case.

### **Snack**

- Preschool through sixth grade students have a morning snack time. Parents may send a healthy, easy snack for this time - please, no candy, soda, or sugary snacks.

### **Special Treats**

- Due to food allergies and the many environmental threats that we deal with, special food treats are not allowed at school without explicit permission from the Academy Director or the Academy Coordinator. Other celebratory options might include small gift bags, balloons, pencils, and stickers.

## **General and Miscellaneous Information**

### **Main Business Office Hours**

- All school business should be conducted during the regular business hours of 9:00 a.m. to 5:00 p.m.
- Our Finance Director is here until 2:30 pm, Monday through Friday.

### **Campus and Classroom Visitors**

- DaySpring welcomes visitors to our school. For the safety of all, visitors are required to sign in at the front desk upon arrival.
- Students not enrolled in the Academy are not permitted to visit unless prior arrangements have been made with the Academy Director.
- If a parent needs to pick up a student early, needs to deliver lunch, or needs to get a message to a student, they must go through the front desk. The office staff can deliver lunches and messages between classes to prevent class disruptions.
- Any volunteer who helps in a classroom must have a background check completed and reviewed prior to volunteering.

### **Change of Address**

- When a family moves during the course of a school year, it is critical that they notify the school office of this change. This allows the school to maintain necessary and appropriate contact with the family, forward student records, and make necessary changes to our student information system. In this situation, please submit all pertinent information to the school office as soon as possible prior to the move.

### **Field Trips**

- Teacher Planned Trips will be announced in writing in advance with all details and important information.
- A permission/liability release form must be signed and returned to the school in order for the student to attend the field trip.
- The teacher will send out a way for parents to sign up to chaperone and help carpool when applicable.
- If there is a cost, the teacher will put it on the permission slip, and parents can pay at the front desk (please do not give money directly to teachers).
- Parent Planned Trips can be shared with the class teacher, and they can help disseminate information, but the teacher will not be responsible for the event in any capacity.

## Lost and Found Items

- Items that are found will be turned into the Front Desk. Please ask one of the Front Desk staff if a missing item has been turned in. There is also an area in the vestibule where items like jackets and water bottles will be put for easy access when looking for missing items.
- At the end of each semester, we donate all unclaimed lost and found items to a local charity.

## School Closure Information

- In the event of a school closure, this is how communication will be sent.
  - Text message to the parent who is signed up for alerts through jackrabbit (Texts come from this number 1-218-305-6678)
  - Email to all families
  - Facebook post
  - Weather Notice listed on the first page of our website dayspringarts.org
  - KMOV, KSDK and FOX2 news stations will list us as: DaySpring Academy
- These are the guidelines we will follow as best we can, to help you prepare for those inclement weather days that might occur.
  - For Academy classes, we will alert you by approx. 6:30am if school is canceled for the day.
  - We may also choose a “delayed start” of 10:15am if the snow/ice conditions happened the evening before, and the roads have had a chance to be cleared. Make sure to pay attention to the announcements as it will mention “delayed start” instead of “school closed”.
- We often err on the side of caution when it comes to possibly dangerous driving conditions. Academy families should look at the schedule of work for that day and do as much as possible while at home. Teachers will send out or post updates to the weekly schedule when there is a weather day that prohibits a class from meeting.
- Just because classes are canceled in the morning does not necessarily mean they will be closed in the afternoon/evening. Be sure to check later in the day for those lessons and classes. A decision for the evening is usually made by 1pm.

## Contacting Teachers

- Teachers at DaySpring can be contacted using the DaySpring email system as teacher’s firstnamelastname@dayspringarts.org. You can also call the main office and leave a message for the teachers.
- Please keep in mind that some teachers are only here at the specific times they teach. If you come into the class in the morning, teachers may be making preparations to teach. They may have time for a quick question, but not a full conference. If you need to have a conference with a teacher, please schedule an appointment.
- Do not contact teachers about school related topics on their cell phones or through social media. DaySpring requires teachers to conduct all school communication through school approved channels.

## Complaint or Problem Procedures

During the course of the year, misunderstandings or problems can arise. This is often the result of lack of communication between those involved. DaySpring’s policy for dealing with these situations and complaints is consistent with the teachings found in Matthew 18.

All questions, problems or complaints should be brought to the teacher or the person most directly related to the situation first before anyone else is involved. This method will prevent further miscommunication or assumptions.

- If the situation is not cleared up at this level through direct contact, it should then be brought to the Academy Director. If the situation is not resolved in a reasonable amount of time, then the complaint may be escalated to the Executive Director.

## Academics Line of Communication

Parent/Student ↔ Teacher ↔ Academy Director ↔ Executive Director

## **Building & Grounds**

DaySpring is blessed with a beautiful facility. All of us must assume a personal responsibility for the care and upkeep of the buildings and grounds of our school. Any damage to the buildings, grounds, or furnishings of DaySpring must be repaired and/ or replaced at the expense of those causing the damage. Students may also be subject to disciplinary action if they willfully or negligently cause the destruction of school property.

## **Student Activities**

### **Enrichment Opportunities (STEAM)**

On Fridays, our Enrichment Program offers a great variety of specialty Arts, academic enrichment and STEM classes to supplement the students' core subject classes. The classes offer experience and training in areas such as drama, art, musical theatre, dance, music, circus arts, science, engineering, foreign languages, history and more! Students in Kindergarten through sixth grade can choose four specialty classes they would like to take. These classes are not included in the Academy tuition. Students are strongly encouraged to participate in Enrichment as the classes are an integral part of an excellent education!

There are also Specialty Arts and STEM classes (STEAM) offered directly after school on Mondays and Wednesdays for middle school and high school students. These classes are taught by professional teaching artists and teachers and give students high level training in technical theatre, drama, art, musical theatre, music, engineering, film and more.

- **Music**

DaySpring's Music Department is built on the experience of professional musicians in the St. Louis area. We believe that intensive one-on-one study on an instrument not only is the best way to learn music, it produces other valuable qualities in our kids as well. Students learn not only artistry and musicality, but also critical thinking, problem solving in learning how to practice, focus and attention development, time management, and thought organization.

- **Drama, Musical Theatre, Technical Theatre**

Musical Theatre, Drama, and Technical Theatre give your dramatic child the training, focus and outlet that he or she absolutely needs! These elements of the arts challenge and develop the child who has that creative bent, and training in these areas at DaySpring brings the much needed self-control and discipline.

- **Dance**

DaySpring offers classical ballet, jazz, tap, and modern dance classes. Our dance classes start at 3 years old and go all the way up to adult classes.

- **Evening Classes**

There are also Specialty Arts and STEM classes (STEAM) offered after school, in the evenings and on Saturdays. These classes are taught by professional teaching artists and teachers and give students high level training in technical theatre, drama, art, musical theatre, music, engineering, film and more. See the separate brochure for times, descriptions and prices.

- **Engineering**

Beginning at age 7 students can take classes in programming, building, and problem solving. Students will begin with Lego Robotics and Scratch coding platforms. These classes encourage communication, collaboration, and builds critical thinking skills.

- **Special Events**

There are special activities scheduled throughout the year, in and out of classes, including parties, field trips, special dinners, movie nights, dances, and much more.

## **Opportunities for Parent Involvement**

**There are many opportunities for parents to be involved at DaySpring.**

### **Classroom Help**

- Party planning
- Teacher support
- Lunch room monitor
- Event planning and implementing
- Presentation of special topics in classroom

### **Maintenance/Outdoor work**

- Basic maintenance and repairs around the building

### **Fundraising**

- Help organize events

### **Leadership**

- Serve on DaySpring Board of Directors
- Serve on board committees

### **Social Media and online help**

- If you are a NEW family to DaySpring, please take the time to “like” and “follow” our Facebook page to stay on top of all things DaySpring!
  - Facebook: <https://www.facebook.com/dayspringarts/>
  - Instagram: @dayspringarts
  - Website: <https://www.dayspringarts.org/>
- Take a minute to do a review on Google, Yelp, GreatSchools.org etc.
- Share a personal testimonial on social media or consider sharing DaySpring’s social media posts
- Testimonies via word of mouth to your neighbors, church, family, and friends.
- Hashtags
- Sponsor DaySpring as a business

### **Work Study**

There are a number of “Work Study” opportunities which we give, including cleaning a small amount after school, or cleaning a larger amount during the day on the regular schedule of cleaning, and painting once a month for about 4 hours to keep up with the touch ups, etc. These are available for older students’ scholarship help as well.

“Volunteers do not necessarily have the time, they just have the heart.” (Elizabeth Andrew)

# Elementary School

## Attendance

Regular attendance is a critical component for success in DaySpring Academy. Parents should make daily attendance a priority. Missing 2 or 3 days is equivalent to missing an entire week, and certain classroom work simply can't be replicated at home. The following policies are in place to make our working relationship successful and to help encourage faithful attendance. Keep in mind, if your child misses a substantial amount of work, more than 9 school days per semester, they may need to repeat the level depending on personal progress and classroom performance. The decision to promote a student to the next grade or retain them at the current level is a decision made upon collaboration between the classroom teacher and the Academy Director.

## Absences

- Planned absences: Please email the office and teachers prior of absence. Teachers will strive to get assignments to you early if possible and/or give you directions on how to proceed with missed school work.
- Unexpected absences: Parents should notify the office before 9AM on the morning of an absence. Parents should also email teachers and make arrangements for any missed work. If your child has a prolonged illness, the procedure is the same. If the office does not receive notice before 9AM, the office will call to check on the student's well being. Absences not reported before 9AM are automatically considered unexcused.
- It is always the responsibility of the parent/student to contact the teacher(s) and get missed assignments and make arrangements for work that needs to be turned in. The normal expectation will be for the student to make up anything missed and turn in assignments within a time frame approved by the teacher.
- If a student misses in excess of 5 excused absences in a quarter (9 weeks) for any reason, parents will be called in for a conference to go over the impact to students progress and likelihood of having to repeat a level. If a student misses in excess of 3 unexcused absences, parents will be called in for a conference to discuss why the student is missing class.
- Missing 10 or more days in a quarter will require students to redo a level or class.
- If we miss school due to bad weather, we ask parents and students to look at the schedule of work for that day and do as much as they can at home. The teachers will email or post adjustments for the day's school work if necessary.

We understand some absences are inevitable and unavoidable. Please openly communicate with us in a timely manner.

## Arrival and Dismissal Policies and Procedures - Preschool through 6th grade

- All students should arrive for the school day at 8:45am to get themselves ready for class to begin promptly at 9am.
- If a kindergarten through 6th grade student arrives after 9am, they must get a pink (tardy) slip from the front desk before entering the classroom.
- If a student is late 5 times in one quarter, parents will be required to attend a conference to discuss the consequences that habitual tardiness is having on the student's academic success and to find a way to rectify the situation.
- Students should be accompanied into the building with a parent-not dropped off in the parking lot. Parents should sign their child in at the front office and make sure the student gets to class.
- At the end of the day, students should be picked up no later than 3:00pm from the classroom door. We understand that some parents are picking up multiple students from various rooms and so we will not assess a late fee until 3:00pm. (See our dismissal policy below.)
- Students will only be released to parents unless the school gets written or verbal permission from the parents, to release students to someone else.

## Dismissal

- At the end of the day, parents must pick up their child from their classroom door. If your student goes to an after-school class immediately after school, they will be dismissed. We do NOT send students of any age to the lobby or parking lot to wait for parents.

- Kindergarten - sixth grade students who are not picked up by 3:00pm at the end of the day, will be sent to the reception desk and parents will be charged a fee for after school student monitoring.
- Students will only be released to parents unless the school gets written or verbal permission from the parents, to release students to someone else. The school must have the first and last name of the person picking up the student.

## Classroom Materials

- Parents are responsible for purchasing the items on the class book list and using them as prescribed on home days by the classroom teacher.
- Parents are responsible to check the lesson schedule and make sure the needed materials are packed in the child's backpack. If the student doesn't bring the materials needed to do the lessons planned, the teacher will do their best to accommodate the student and will send a reminder email home to the parents. If it becomes a recurring issue that the student doesn't have the materials to be successful in class, DaySpring will order a copy of the needed resource to keep at school, and the costs associated will be charged to the student's account.
- Many of our resources at this level are consumable and copyright protected. Teachers are not able to make copies and sharing resources between students isn't always possible and does not set up a student for classroom success.

## Accommodations

- If accommodations are needed in the classroom due to a student diagnosis, parents should submit verification of the diagnosis and an Individual Education Plan (IEP) or Individual Student Plan (ISP) to the Academy Director. The Academy Director will council with the teachers and parents and accommodate the student to the best of DaySpring's ability.
- If the student does not have a diagnosis or an IEP, and the parent wishes for accommodations to be made, DaySpring will refer the student to the SNAP (Special Non-Public Access Program) through the Special School District of St. Louis County. Once a diagnosis and an IEP has been made, the Academy Director will confer with the teachers and parents and accommodate the student to the best of DaySpring's ability.
- DaySpring requests that student IEPs be updated annually so that the student may receive appropriate accommodations.
- Parents are advised that DaySpring does not employ para-educators, special education support staff, nurses, counselors, or therapists. DaySpring is under no obligation to provide accommodations for students who would benefit from those services. In the best interest of the student, DaySpring may decide the Academy is not the best fit to ensure the student's educational needs are met.

## Discipline

Discipline and order are attained through a proper balance of positive and negative consequences. Teachers will use a variety of methods to promote respectful and Godly behavior and aid in character training. Teachers will present clear expectations to students. The teacher will use positive responses for appropriate behavior. Some teachers may choose to incentivize their discipline programs in their classes, but it is not required.

If a student's behavior becomes distracting to the class the following general procedures will be followed:

Warning- Teacher will talk to student and explain his/her offense

Time-out/Removal from the group – within the classroom

Time-out/Removal from the room to the hallway or another room

Removal to Administrator's office-- there will be a discussion about strategies for helping the student participate successfully in class. Parents will be either notified after school or immediately if the behavior is severe.

If, at any time, parents have questions regarding an incident or actions taken, it is their responsibility to immediately discuss these questions with the teacher or staff member involved, in accordance with the Matthew 18 principles, and not to bring their questions to other parents, faculty, or students. If the matter is not resolved with the teacher or staff member, the parents would then discuss it with the Head of School/Academy Director.



## Arrival and Dismissal Policies and Procedures - Middle School and High School (7th through 12th Grades)

### Arrival

- On Monday, Wednesday, and Friday the seventh through twelfth grade students' day begins at **8:45am**; these students may enter the building beginning at 8:30 am.
- Students who arrive early should go to the Lobby or Black Box and should expect to be asked to help with jobs around the building. Students are not allowed to be in classrooms unsupervised before classes begin.
- Students may be dropped off and sign themselves in at the front desk. We ask that parents make sure that their child gets inside the building before driving away. **Please do not leave students sitting outside the building to wait.**
- **Community Time (required)** is every Monday and Friday morning from **8:45am to 9am** for Middle and High School students who have a 9am class. Students and teachers come together to participate in activities that foster the DaySpring Community. We intentionally do not schedule classes or other activities during this time in order to make it possible for everyone to attend. We are intentional about building the student community across all levels, announcing and discussing topics that pertain to students and their day, participating in getting-to-know you and team building activities, praying for one another, encouraging others, and discovering ways that we can build a stronger community in a godly way. It is expected that all students will arrive at school and be in the BlackBox ready to begin Community Time at 8:45am.
- It is beneficial for students to arrive at least 15 minutes early so that they have time to prepare for their first class and get to Community Time.
- If a student arrives right at 8:45am, they are to go directly to the Black Box and not to a classroom.

### Dismissal

- At the end of the day, parents of any student not driving themselves will pick up their student(s) in the pick-up line in the rear parking lot. If your student goes to an after-school class immediately after school, they will be dismissed. We will NOT send students of any age out into the lobby or parking lot to wait for parents.
- Seventh - twelfth grade students who are not picked up at the end of their school day, will be sent to After Care and parents will be charged the daily rate of \$10 for after school care.
- Students will only be released to parents unless the school gets written or verbal permission from the parents, to release students to someone else.

### Attendance

Regular attendance is a critical component for success in The Academy. Parents should make it a priority to get their students to school each day. Missing 2 or 3 days is equivalent to missing an entire week, and certain classroom work just can't be replicated at home. The following policies are in place to make our working relationship successful and to help encourage faithful attendance.

### Absences

- **Planned or Unexpected Absences:** Parents should notify the office and teachers as soon as possible and no later than 9AM the day of the absence. The teachers will work on getting the assignments to you early if possible and/or give you directions on how to proceed with missed school work. If the office does not receive notice before 9AM, the office will call to check on the student's well being. Absences not reported before 9AM are automatically considered unexcused.
- It is always the responsibility of the parent/student to contact the teacher(s) and get missed assignments and make arrangements to turn in work. The normal expectation will be for the student to make up anything missed and turn in assignments within one week of the missed school day for excused absences.
- Missed tests will be made up on the day the student returns to school from an absence unless another arrangement has been made with the teacher. All tests must be proctored by a teacher unless given permission by the Academy Director.
- Students with an excused absence will not be deducted points from participation in class.

- Students with an unexcused absence will miss participation points. It is at the discretion of the teacher to not excuse late work for unexcused absences.
- Any student who exceeds 10 absences within a semester will receive an incomplete on the report card and
- If we miss school due to bad weather, we ask parents and students to look at the schedule of work for that day and do as much as they can at home. The teacher will email or post any adjustments for the day's school work if necessary.
- If a student becomes ill, he/she must go to the director's office to call his/her parents. Students should not use personal cell phones for this purpose-they should not have them on their person. Parents of driving students must give permission to the director or front desk before a student is allowed to leave school.

We understand some absences are inevitable, unavoidable, and sometimes long-term illness can play a part in extended absences. There is definitely grace for these situations. However, it is the responsibility of the parent to communicate these circumstances to the school so we are aware.

## **Tardiness**

Punctual arrival to class and school each day is crucial to the effective use of instructional time and shows respect for classmates and teachers. Students who arrive late miss important instruction and cause a disruption to the activities already in progress. Therefore, we expect the following policies and expectations to be upheld.

- Students are expected to be in the Black Box for Community Time at 8:45 am each morning.
- Throughout the day students are expected to be in their classrooms within 5 minutes of being dismissed from their prior class or lunch.
- Students who arrive after 8:45 am, or who are late arriving to other classes throughout the day, must obtain a pink slip from the front desk before a teacher will allow them into the Black Box or classroom.
- Parents may excuse up to three tardies per quarter by sending an email to the director with an explanation of the tardy. Tardies can only be excused if there are clear and unavoidable extenuating circumstances.
- A tardy becomes an unexcused absence 30 minutes after class begins. If a student leaves class for 30 minutes, their attendance for that class will be considered an absence.

## **Tardies will be dealt with on an individual basis considering each student's circumstances**

- If tardies become consistent and problematic parents will be contacted. More than 4 tardies per quarter will be considered problematic. Upon the 5th tardy, parents will be called in for a conference and the student will be required to perform 1 hour of supervised community service at DaySpring on their own time. This will not apply to the community service hours required for graduation.
- Tardies and absences are tracked and go on the student's academic record.

## **Drivers**

- Student Drivers must stay at school once they have signed in until they are ready to leave for the day. Exceptions to this can be made if we have prior consent from their parent(s).
- Student Drivers should park in front of the building near the end of the parking lot. Be sure to park only in DaySpring's lot.
- Loitering is NOT permitted in the parking lot. Students should come straight into the building upon arrival at school.
- Extreme caution is to be exercised at all times when driving in the parking lot. Drive slowly and carefully and always give pedestrians the right-of-way.
- Students who are in violation of these guidelines could lose their driving privilege.

## **Classroom Materials**

- Parents are responsible for purchasing the items on the class book list. Students are responsible for following the weekly lesson schedule.
- Students are responsible to pack the items needed for class each. Student grades may be affected if a student does not come to class prepared. If the student doesn't bring the materials needed to do the lessons planned, the teacher will do their best to accommodate the student that day and will send a reminder email home to the parents.
- If it becomes a recurring issue that the student doesn't have the materials to be successful in class, DaySpring will order a copy of the needed resource to keep at school, and the costs associated will be charged to the student's account.
- Many of our resources at this level are consumable and copyright protected. Teachers are not able to make copies and sharing resources between students isn't always possible and does not set up a student for classroom success.

## **Accommodations**

- If accommodations are needed in the classroom due to a student diagnosis, parents should submit verification of the diagnosis and an IEP plan to the Academy Director. The Academy Director will council with the teachers and parents and accommodate the student to the best of DaySpring's ability.
- If the student does not have a diagnosis or an IEP, and the parent wishes for accommodations to be made, DaySpring will refer the student to the SNAP (Special Non-Public Access Program) through the Special School District of St. Louis County.
- DaySpring requests that student IEPs be updated annually so that the student may receive appropriate accommodations.
- Parents should acknowledge that DaySpring does not employ para-educators, special education support staff, nurses, counselors, or therapists. DaySpring is under no obligation to provide accommodations for students who would benefit from those services. In the best interest of the student, DaySpring may decide the Academy is not the best fit to ensure the student's educational needs are met.

## **Getting things to students in class**

- If a parent is going to pick up a student early, needs to deliver lunch, or get a message to a student, they should go through the reception desk. The office staff will deliver messages to students and students may pick up their lunch at the front desk during lunch time.

## Grading Scale

The following grading scale will be used for communicating progress for the SpringBoarders and High Schoolers.

100-93%	A	89-87%	B+	79-77%	C+	69-67%	D+	Below 60%	F
92-90%	A-	86-83%	B	76-73%	C	66-63%	D		
		82-80%	B-	72-70%	C-	62-60%	D-		

## Explanation of GPA

A grade point average (GPA) is the sum of a student's course grades throughout his/her high school career divided by the total number of credits. Most high schools (and colleges) report grades on a 4.0 scale. For a GPA to be calculated, all letter and word labels must be given numerical equivalents, such as A = 4.0, B = 3.0, C = 2.0; D = 1.0 and F = 0.0. The numerals are deemed to represent genuine measurements and, under this assumption, facilitate the calculation of GPAs.

## Academic Probation

All students are expected to maintain a 2.0 GPA or better. If at any time a student falls below this GPA (semester or cumulative), the parents will be notified and the student will have one semester to bring the current GPA to 2.0. There may also be an opportunity for credit recovery (on an individual basis, and at head of school's discretion) for the previous grading period. If a student fails to bring the GPA up to a 2.0 by the designated time period, the student may not be allowed to return to DaySpring Academy.

Teachers will notify parents when students are not performing well in class and may give suggestions for how to help students improve. There is no reason for a student to achieve below a 2.0, unless they refuse to complete required work.

## Homework Expectations

Students are expected to turn in classroom assignments by established due dates. If a student fails to turn in an assignment, that student will receive a zero for the assignment. An assignment turned in/submitted before or on the next class date will only be eligible for 80% of the maximum number of points allotted. Assignments submitted on the second class date after the due date will only be eligible for 50% of the maximum number of points allotted. Assignments will not be accepted after that. In cases of extenuating circumstances, in consultation with the teachers and parents, the Academy Director may adjust these guidelines.

## Graduation Requirements

In order for high school seniors to receive a High School Diploma from DaySpring Arts & Education, they will need to have completed at least 20 Credit Hours (a credit hour being equal to 120-150 hours of class time).

- The following are required from all High School Seniors:
  - 3 credits of Math
  - 3 credits of Science
  - 4 credits of English
  - 3 credits of Social Studies (Civics is required at 11th/12th grade)
  - 2 credits of Foreign Language
  - ½ credit of Personal Finance (on transcript as an elective)
  - ½ credit of Health (along w/CPR Training) (on transcript as an elective)
  - 5 credits of Elective
  - 1 credit of Community Service Hours (recommended)
- Electives can be in the subject areas listed above (public speaking, computer skills, visual arts, performing arts, media arts, vocational arts, practical arts, or other school approved courses). Electives may also be additional classes taken in mathematics, science, social studies, or language arts that go beyond what is required in that subject area.
- If any classes are taken outside DaySpring, parents must submit paperwork to the Academy Coordinator. A class must be 120-150 hrs. in length to be counted as 1 credit. Approved outside classes will count towards credits to graduate, but will not be noted as outside credits on the DaySpring transcript.

- It is required that students complete 50 Community Service hours as a requirement for our A+ Program. 25% of those may be job shadowing.
- It is recommended, but not required, that students complete 70 Additional Community Service hours so that 120 Community Service Hours are acquired for 1 class credit. Students may complete all 120 Community Service Hours if they complete:
  - Freshman Year - 30 hours
  - Sophomore Year - 30 hours
  - Junior Year - 40 hours
  - Senior Year - 40 hours
- High school students and their parents will have a yearly summer meeting with the Academy Director and/or the Academy Coordinator about their high school Academic Plan, post-secondary plan, community service hours, and/or their Capstone Project prior to the beginning of each school year.
- In addition to classes taken at DaySpring, students may receive credit on their transcripts from classes transferred to DaySpring Academy from previous schools, documented homeschool or online credits, dual enrollment programs, or individual testing such as CLEP.

## Student Behavior

Student misconduct at DaySpring is divided into two categories: Type A Behavior, which is considered serious, and Type B Behavior, which is less serious but still inappropriate and unacceptable. Students who violate the standards in either category will be subject to discipline as deemed appropriate by the administration.

### ● Type A Behaviors

These may result in suspension and/or expulsion. Type A Behavior infractions include but are not limited to:

- Possession and/or use of alcoholic beverages, tobacco products, illegal drugs, or e-cigarettes (or similar, whether they deliver nicotine or not) on campus
- Possession and/or use of fireworks, explosives, and dangerous chemicals (Violations will be reported to Maryland Heights police.)
- Possession and/or use of guns, knives, weapons, or facsimiles of weapons (Violations will be reported to Maryland Heights police.)
- Spoken or written threats made on campus during school hours or at school sponsored events (These will be reported to Maryland Heights police.)
- Fighting
- Honesty infractions such as lying, forgery, plagiarism, or cheating
- Setting a fire (This will be reported to emergency responders and/or Maryland Heights Police)
- Excessive behavioral problems
- Participation in pranks or vandalism that causes damage to the school or school property
- Discrimination, racial or ethnic slurs, hazing, intimidating others, or engaging in hate acts/remarks and all other verbal or physical conduct of a racial, ethnic, or otherwise offensive nature
- Bullying: meaning any systematic or chronic conduct, including cyberbullying, that physically, emotionally, or mentally harms a student or creates an intimidating or hostile environment that interferes with a student's educational opportunities
- Stealing
- Sexual harassment: meaning unwelcome sexual advances and all other verbal (e.g. sexually offensive jokes, innuendoes, and other sexually oriented statements or behavior) or physical conduct of a sexual or otherwise offensive nature
- Reckless driving on the school parking lot or parking violations
- Possession or sending of sexual or pornographic messages or images
- Accessing inappropriate, sexually explicit, violent, or otherwise dangerous materials on the internet

### ● Type B Behaviors

These may result in reprimand, work assignment, suspension, or other forms of disciplinary action appropriate for the behavior. Type B Behavior infractions include, but are not limited to the following:

- Profanity, obscenity, and/or vulgar speech
- Insubordination/Refusing to do what a teacher has asked or disrespect
- Classroom disruptions done intentionally or after several warnings
- Inappropriate access to the DaySpring computer network, or misuse of school technology or electronically accessed information
- Unauthorized use of cellphones during class and during school hours
- Unauthorized use of personal technology for playing video games, watching movies or music videos at any time during school hours
- Inappropriate use of social media including taking and posting pictures or video without permission
- Use of skateboards, scooters, rollerblades, or roller shoes on school premises
- Running, Wrestling and/or horseplay in the building
- Ordering food during the school day without staff permission
- Public displays of affection and/or inappropriate physical contact between students
- Entry into certain “off limits” areas of the building or grounds without staff permission: teacher cabinets, teacher desks, staff kitchen, warehouse and shop areas, and offices
- Skipping a class (Note: Any work that is missed—tests, quizzes, and/or homework may receive a zero when skipping is involved)

Students who engage in other serious misconduct in or outside of school not expressly covered by the foregoing standards (e.g. social media, internet abuse, or other digital communication), but which is disruptive to school operations and detrimental to good order and discipline, may be subject to disciplinary action up to and including suspension and/or expulsion.

## **Disciplinary Procedures**

### **Student Responsibility**

As members of a Christian community who are connected with and concerned for one another, our hope would be that all students would follow the guidelines outlined below when aware of violations of school standards. This will usually mean the following in this order:

- Personally confront the person(s) involved and encourage him/her to stop the violation and to make known his/her issue to those in authority.
- The problem should not be communicated to other students who are not immediately involved.
- It is the responsibility of the student to report a violation to school authorities so that the individual(s) who has committed the violation can be reprovved.

### **Teacher Responsibility**

Individual teachers will handle inappropriate behavior if they are made aware of it, witness it, or hear it. It is expected that most disciplinary problems will be resolved between the student and teacher.

### **Student Search & Seizure**

The administration recognizes that incidents may occur which jeopardize the health, safety, and welfare of students and staff and which necessitate the search and seizure of students, their property, cars, their book bags, cell phone, iPad, or any other electronic device by school officials. Students shall be free from unreasonable searches and seizures by school officials.

School officials may search a student’s outer clothing, pockets, or property by establishing a reasonable cause or securing the student’s voluntary consent. The search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception, i.e. the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule and/or criminal violations.
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place, i.e., the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

## **Behavior Consequences**

Discipline and order are attained through a proper balance of positive and negative consequences. Teachers will use a variety of methods to promote respectful and Godly behavior and aid in character training. Teachers and Administrators will present clear expectations to students and will follow through to meet the following consequences.

For Type B Behaviors:

1st Offense: Warning- Teacher will talk to student and explain his/her offense

2nd Offense: Removal to Administrator's office-- There will be an email sent home and the administrator will discuss with the student strategies for correcting the behavior.

3rd Offense: Removal to Administrator's office- There will be a call to the parents to come in for a conference. There will be a discussion about strategies for helping the student participate successfully in class. A note will be added to the student's academic record.

4th Offense: Release to Parents- Parents will be called and expected to pick up their student within 1 hour. An additional note will be added to the student's academic record. The student will receive an unexcused absence for missed classes. The student will be permitted to return to school once their parents have submitted a letter to the Academy Director explaining the steps they are taking and the supports they are putting in place at home to help their student meet behavioral expectations at school.

5+ Offenses: It is at the Academy Director's discretion to elevate the behavior consequences to those for Type A Behaviors.

For Type A Behaviors:

1st Offense: Student will be referred to the Academy Director. The Academy Director will call the parents and/or the authorities based on the severity of the offense. Disciplinary action is at the discretion of the Academy Director, after consulting with the Executive Director, and may include implementing a behavior plan, suspending the student, or expulsion.

2nd Offense: Student will be referred to the Academy Director. The Academy Director will call the parents and/or the authorities based on the severity of the offense. Student may be expelled from the school at the discretion of the Academy Director in consultation with the Executive Director.

## **Suspension**

A student may be suspended for Type A or Type B Behavior violations. Students suspended from school are not permitted to participate in after-school practices, rehearsals, performances or classes on the day(s) of their suspensions. A reentry meeting with parents, administrators, and/or teachers may be required. Suspensions are considered unexcused absences. Therefore, a grade reduction penalty may be issued.

## **Behavior Plan**

A student who consistently displays behavior or attitudes in opposition to the standards and requirements of DaySpring may be placed on a Behavior Plan. The following conditions will define this procedure:

- Students will be placed on a Behavior Plan at the discretion of the school administration and teachers after careful evaluation, prayer, and consultation with parents.
- The probation period will last for at least one semester.
- The plan will describe the behavior problem and the conditions and expectations for improvement.
- A Behavior Plan may specify that the student on probation will not represent DaySpring as a member of any team, organization, activity, or group.

## **Expulsion**

Students who do not respond to corrective measures and continue to exhibit negative behavior and/or attitudes, who are involved in very serious misconduct, or who bring discredit to DaySpring Academy, may be expelled or asked to immediately withdraw. Parents may appeal the expulsion of their child to the Board of Directors.

## Student Contract

Students are expected to conduct themselves in a manner that honors God, the school, their parents, their classmates, and themselves. This expectation applies to all student conduct regardless of whether the students are in class, at lunch, or in the lobby. Expectations for general conduct are:

1. I understand it is the goal of DaySpring to create an environment where everyone feels safe and respected. Therefore, I will refrain from using inappropriate language that is rude or hurtful to others and excessive grumbling or complaining. This includes arguing with those in authority: teachers, parents or staff.
2. I understand that DaySpring takes very seriously any type of threatening language made in spoken word or written word as it goes in direct opposition to creating a safe environment. Any action, remarks or written comments will be dealt with immediately and could result in probation, suspension, or expulsion.
3. I will exercise courtesy, kindness, patience, benefit of the doubt, and second chances when dealing with others, whether they are parents, teachers, or other students.
4. I will endeavor to model honesty, integrity, and peace in all my relationships.
5. To help create a safe environment and show respect for others, I will not take things or tamper with things that are not mine or that I do not have explicit permission to use.
6. In order to show respect to others who use the building and its resources, I will pick up after myself and help to keep the rooms and lobby clean. I will also refrain from marking on tables, walls or marking up any other resources others will need to use.
7. I should not bring food into my classes unless it is part of a class project or celebration.
8. To help promote an environment where others feel safe and respected and to promote peace and community, I will seek to settle all disagreements in a peaceful loving manner, seeking the aid of a teacher or parent when necessary. I will not make my disagreements a point of gossip among other students, or post derogatory, insulting, hurtful, or negative comments on social media.
9. In order to help create a quality educational experience for all students, I will do my part to get to all classes on time, seek to do all the work I have been assigned, come to class prepared, and participate in the class appropriately.
10. I will not use my cell phone or any other electronic device in class without expressed consent of the classroom teacher.
11. I agree to do my best to uphold these responsibilities, realizing that I will only be able to enjoy the privileges of The Academy at DaySpring as long as I maintain this commitment. I know that the grace and mercy of God and His Holy Spirit will enable me to do this.

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Student Signature

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Parent/Guardian Signature

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Date



# Parent Contract of Cooperation for the DaySpring Academy

Please initial and sign after acceptance:

1. \_\_\_\_\_ I have read the Academy Parent/Student Handbook and understand the school's philosophy, its statement of faith, the policies and procedures, and am in agreement with all, agreeing to fully participate and support these in our experience with DaySpring.
2. \_\_\_\_\_ I agree to teach my child on the days he/she is at home, and/or to monitor work done and give whatever input is necessary to help him/her to succeed in his/her assignments. I understand that my level of involvement is dependent upon my child's level and agree to fulfill the parent expectations for their level.
3. \_\_\_\_\_ I understand that enrolling my child in the Academy means that I agree to purchase necessary materials, use the curriculum chosen by DaySpring, and follow and complete the weekly assignments set forth by the teachers on the weekly schedule. I understand that all students in kindergarten through eighth grade must participate in all classes for their grade level. There is no option to pick and choose classes at these levels.
4. \_\_\_\_\_ I give my permission for my child to take part in school activities at DaySpring, in and around the building. I absolve the school from any liability to me or my child because of any injury on DaySpring premises.
5. \_\_\_\_\_ I understand the standards of DaySpring Academy, in that they will not tolerate profanity, obscenity in word or action, dishonor to the Word of God, or disrespect to the personnel or students of the school. This includes all spoken language and printed language.
6. \_\_\_\_\_ I agree to bring any questions, need for clarification, or confusion about classroom assignments, activities, or grades directly to the teacher, and not to make it a point of gossip among other parents or post it on social media. I recognize that it is always best to go to the source for information, answers, and clarification in order to avoid misunderstandings.
7. \_\_\_\_\_ At no time will I participate in destructive criticism of the staff, other students, parents, or the school to my child or on social media. Instead, if a problem arises regarding my experience at DaySpring, I will endeavor to resolve the problem by discussing it with the involved person/s. If the situation persists, I will discuss the problem with the Academy Director. If this does not resolve the situation, I will go to the Executive Director with the problem.
8. \_\_\_\_\_ I understand that all non-consumable materials are the property of DaySpring and must be returned upon leaving the program, or finishing the level.
9. \_\_\_\_\_ I understand that there will be no reduction in tuition for time missed by our child due to illness, weather, or other reasons.
10. \_\_\_\_\_ In making an application for my child, I fully understand that DaySpring does not accept children on a month-to-month basis. Upon enrolling my child, I affirm that I am morally and financially obligated to maintain enrollment for the complete school year. This is to provide a positive and consistent atmosphere for all students, to allow room for God to resolve difficulties if they occur, and to avoid causing budgetary problems for the school.
11. \_\_\_\_\_ I understand that the school's policy is to make no refund on enrollment fees.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

