

# **The Academy at DaySpring**

Committed to Excellence



## **Parent - Student Handbook**

2020-21 Academic Year

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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 nurturing and positive for all who participate, including the parents, faculty and staff.

As we partner together, each doing our part, we will see students grow and flourish in their God given talents. We will see them stretched and their worldview expanded. They will grow in understanding and build character that will help them throughout their life. We will endeavor to hold them to a level of excellence in all they do, whether it is academic or social.

Our prayer is that our students will see the teachers, administration and parents working in unity emphasizing the same standards and values as we call them to uphold. As a well-qualified staff here at DaySpring strives to give the best possible education to your children, we will always be seeking to follow a Biblical example of working together. We look forward to developing a one-on-one relationship with each of you as we work together to achieve the very best for your children.

My door is always open to the parents and students at DaySpring. I am eager to hear new ideas, suggestions or talk through any concerns that you may have.

Thank you for choosing to partner with us as we strive to provide the best for the students and families at DaySpring.

Angie Mather  
Academy Director

# DaySpring Arts & Education Overview

## Mission of DaySpring Academy

The mission of the DaySpring Academy is to train our students with excellence in academics and character by providing a competitive and relevant curriculum along with a professional and passionate staff in a safe and nurturing environment. We will equip our students to apply the skills and values learned in the classroom effectively in their lives however God intends.

## Vision

Our vision is to build strong foundations in lives, young and old, to sustain their fully developed God given gifts, and for them to be enjoyed, celebrated and utilized in those lives for a lifetime. Communities will be enriched by the impact of those lives demonstrating how to live with excellent character & skills, enhanced creativity, critical thought, collaboration and passion for their calling.

## Values

**Excellence** in relationships, attitudes and character, academics, performance, technique and skill, and in the environment where we teach and learn.

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

**Skills** that will serve our students well in any path they choose: technical skills for their field, communication, collaboration, creativity, critical thinking, and an attitude of contribution to the community.

**Community** creating a culture that is engaging, serving, partnering, and providing outside experiences to enrich the students' perspective.

As a Christian organization, we give attention to our students' spiritual foundations so that their lives are able to support the talents that God has given them, and so that they may be well equipped to use & develop their gifts to their fullest potential. To accomplish this our actions and decisions are guided by the principles in the Bible.

## School Sponsorship and Affiliation

DaySpring Arts & Education which includes the **Academy at DaySpring**, and **DaySpring School of the Arts**, is an independent non profit organization. We are governed by a board of directors, and a wonderful administrative staff serves us professionally. Tuition, grants and donations have been our main source of income, and now our development team is working to receive gifts from individuals and businesses in the community. There are different levels of sponsorship at which one may participate including one time modest gifts, pledges and individual and corporate sponsorship on an annual basis.

## School Accreditation and Associations

DaySpring is accredited by ISACS, Independent School Association of the Central States. We are also members 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 these truths should affect and change our thoughts, lives and behaviors daily. 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 worldview. However, teachers do not share their own personal church doctrines or opinions within class.

We value people of all races, backgrounds and religions and seek to love and understand all people. A profession of faith is not required to attend the Academy, only a willingness to participate in our curriculum and meet our standards of behavior. All our teachers are committed Christians but we do not teach one particular denominational doctrine and refer students to their parents to answer questions relating to individual beliefs. Age appropriate discussions of God's hand in history, science and other subjects are common and we love to partner with parents in seeing the students grow in God.

## 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 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 became 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 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 are currently going through the process of Accreditation for both The Academy and its Arts Programs. This step will help to validate the excellent training that DaySpring offers to the community.

DaySpring is home to nearly 800 students, including our 100+ Academy families. It is also 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 theatre, drama, circus arts and backstage), Dance (ballet, tap, jazz & modern), Music (private lessons and classes), Art, Homeschool Enrichment and The Academy at DaySpring, which while different in content, 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 the 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 we do and we consider it a privilege to partner with parents as they prepare their students for what God has for them.

## Written Curriculum Resources

Our written curriculum resources are chosen in line with our educational philosophy. They help fulfill our mission to create an environment where the focus is 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 worldview 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.
- **UCSMP, Connected Mathematics, McGraw-Hill Mathematics**; These curricula utilize games, hands-on activities, real life situations and investigations, that engage students and help them learn to apply mathematical concepts, so that they can be used in real life situations and other disciplines.
- **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

# 2019-20 Leadership, Faculty & Administration

## Board of Directors

President	Arienne Aughey
Vice President	Mike James
Secretary	Susan Pritchard
Treasurer	Christian Boden
Immediate Past President	Claudia Alexander

### Board Members

Mike Maroney	Mary Vaughan
Jerry Nance	Shonda Gray
Doug Risch	Tim Lewin

## Staff

Executive Director	Nancy Schaaf
Academy Director	Angie Mather
Performing Arts Dept. Head	Ashley Shaefer
Music Dept. Head	Gregory Winchell
Dance Dept. Head	Amber Studebaker
Art Dept. Head	Mariel Lanier
Building Manager	William Wolk
South County Director	Dianne Mueller

## Committees

Advisory Board	Claudia Alexander
Governance Committee	Arienne Aughey
Finance Committee	Christian Boden
Programming & Accreditation	Shonda Gray
25th Anniversary Event	
Building Committee	

## Administrative Team

Administrative Manager	Steffie Stout
Bookkeeping	Kristy Schmittling
Administration Team	Susan Lewin
Marketing/Outreach	Jodie Schutt
Programming Director	Claire Ward
Grants & Development	Dan Tierney

## DaySpring Faculty

**Creative Arts Preschool**      3-5 year olds      Laura Gill, Stephanie Graeler

### Academy Lower School

Discoverers	Kindergarten	Assistant	Angela Yonker
Explorers	First/Second Grade		Cindy Vogl
Adventurers	Third/Fourth Grade		Caroline Hubble & Erin Loraine
			Jenoa Olsen

### Academy Upper School

DawnTreaders (DT)	Fifth/Sixth Grade	Jenoa Olsen	Math	DT
SpringBoarders (SB)	Seventh/Eighth Grade	Genevieve Marr	Social Studies	HS
High School (HS)	Ninth and Above	Becky Powell	Language Arts	DT, SB, HS
		Emily Scott	Social Studies	DT, SB
		Mariah Scott	Science & Math	DT, HS
		Alicia Whitbeck	Science & Electives	SB, HS
		Amy Scott	Spanish	SB, HS
		Allen Moore	Math and Computer	SB, HS

## DaySpring Faculty, cont.

### Dance Department

Amber Studebaker, Dept. Head	Ballet, Young Dancers
Mary Virtue-Clermont	Ballet, Modern
Claire Horrocks	Ballet, Musical Theatre
Ashley Shaefer	Tap
Gardenia Gilbert	Ballet, Modern
Lilianna Henry	Ballet

### Performing Arts Department

Ashley Shaefer	Dept. Head
Dianne Mueller	Drama Technique, Acting Skills Musical theatre, SC
April McCandless	Musical Theater
Claire Horrocks	Performing Arts Taster
Vanessa Waggoner-Zayas	Acting Skills
Kinetic Tapestry	Circus & Aerial

### Music Department

#### Piano

Charity Davis	Huiyun Liang
Joy Floyd	Doris Lam
Rebecca Garcia	Lydia Rosensteel
Cindy Graeler	Nancy Schaaf
Elizabeth Kusterer	Sarah Walseth
Greg Winchell	

#### Voice

Rebecca Garcia
Jermaine Smith
Meredith Todd
Mica Tharp

#### Strings

Betsey Karako, violin
Gary Lee, Cello
Gaia Schellman, Violin

#### Guitar & Ukulele

Kevin Ginty
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#### Winds

Elizabeth Kusterer, Saxophone
Mary Bryant, clarinet
Joy Floyd, oboe
Elizabeth Kusterer, sax, clarinet

#### Brass

Gregory Winchell, brass
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#### Percussion

John Kasica
Gregory Winchell

All staff and board can be reached by using their DaySpring email...firstlastname@dayspringarts.org

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# For Everyone

## Responsibilities of Partnership

### Parent Responsibilities

- Parents are an integral part of the teaching partnership at DaySpring. Their specific responsibilities are in direct correlation to the level of their students.
  - In the early elementary years we expect parents to work with their children on all the At Home school work . 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 side by side as they do literacy assignments and activities.
    - Kindergarten-2nd Grade should expect to spend 3-4 hours working during the 'at home' days
    - 3rd-6th Grade should expect to spend 4-5 hours working during the 'at home' days
  - As the student progresses into middle school and junior high, the parents role becomes more of an overseer. They should expect to spend time each day checking that students have completed their assignments, that they are on schedule with long term assignments like research papers and group projects.
  - When students enter high school, most of the responsibility for assignments should shift to the student. Parents should only need to intervene if there is a problem with the student's work.
    - 7th-12th Grade Should expect to spend 6-7 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 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.
- When parents enroll their children at DaySpring, they are making a one year commitment to the program and to paying tuition.
- It is the responsibility of the parents to provide the school with all pertinent information about the student such as the presence of any learning disorders, emotional issues, medical conditions, and events that may disrupt the student's normal demeanor. We can only effectively work together if we are fully 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 Schedule". It will include due dates for work that is to be turned in and also any extra notes about how to complete the task successfully. This schedule is posted to Gradelink weekly for parents and students to access.

#### Conferences

Parent/teacher conferences will be held twice a year to discuss each student's progress. On these days we cancel classes and set aside school days 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. Two are given directly to parents at conference time and the other two are posted on Gradelink for parents to access from home..
- These are meant to help communicate to parents how a student is progressing through their grade level or class.

# 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 for God.
- We ask that students dress cleanly, neatly and modestly. Students are not to wear shirts showing midriff and all shorts and skirts should reach fingertips when hands are draped by your sides.
- We also ask that you use discretion when wearing t-shirts with artwork or messages.
- Any student dressed inappropriately, whether a pair of shorts that are too short or an inappropriate message on their shirt, will be sent to the office to call their parents to bring them proper attire.

## Electronics

- Students are NOT allowed to bring any type of electronic devices into class for entertainment or communication purposes. These items are also not permitted at recess or lunch time so that students are free to interact with one another.
- If students have a **cell phone** with them, it must be **checked in at the reception desk** when signing in. If students need to communicate with parents, we ask them to do so through the office. Most students who carry cell phones will be tempted to pull them out to check messages, play games or take pictures and this is not appropriate during the school day. It is also extremely distracting to have phone alerts going off in class-so please comply with this request!
- If a student has a phone in class, it will be confiscated by the teacher and given to the front desk to store. A student will get a reminder/warning about the policy the first time. If it happens again a phone call will be made to the parents and an incident report will go in the student's file.
- PARENTS please help us enforce the cell phone policies by calling the office during the day if you have a message for your student.
- Students may retrieve their cell phones from the front desk upon leaving school and signing out at the end of their day.

## 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.
- Students are NOT allowed to carry any medication of any kind with them in the classroom. All medication should be given to the office with any written instructions for administration.
- Parents should notify the classroom teacher of times that student should take medication throughout the school day.
- This also pertains to inhalers, EpiPens, ibuprofen and any other medications.
- The office staff will not hand out their own personal ibuprofen or pain reliever to even high school students. A parent should leave a bottle of pain reliever at the front desk with directions for how much and when the student may have it.
- No school staff will be held responsible or liable for medications of any kind.

### 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, 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.
- At home students must have not been on fever reducing medication for the past 24 hours, be fever free for 24 hours and have not vomited for 24 hours prior to coming to school. Please err on the side of caution to help prevent infecting an entire class with an illness.
- If your child had/does have 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.
- DaySpring will endeavor to notify parents if something contagious is 'going around' (without giving names or personal information about other families or students.)

## 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 be well versed regarding proper emergency procedures and 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 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 always remain with the students.

## Building Security

- DaySpring takes the safety of the 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 stop by the front desk and sign-in before going into the building.
- We will not let students leave the building with someone other than parents, unless there have been instructions left with the office and classroom teacher.
- Please notify us if there is anyone that is not allowed to have access to your child, so that we can take precautionary measures in those situations as well.
- We do not let students leave the building on their own and we don't allow them to wait for parents outside.
- We require students to stay with their parents at all times in the building and in the parking lot area. Parents should have visual contact with their child at all times when waiting inside or outside the building.

## Food

### In the Classroom

- Water bottles that seal and will not spill if bumped or turned over are great for students to bring and carry with them throughout the day.
- Open cups and cups from convenience stores and coffee shops are not allowed in the classroom.
- We would ask that students not bring coffee or soda to school.
- Students are NOT allowed to eat, chew gum or have snacks between classes or in class unless it is scheduled by the classroom teacher. **Please do not send your child to school with breakfast 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.
- All lunch boxes or containers should have the child's name on them.
- Lunchrooms are **not 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 fourth grade students have a morning snack time. Parents should send a healthy easy snack for this time-no candy, soda or sugary snacks.

### Special Treats

- Often parents like to send in special treats for the class in honor of a child's birthday or for a holiday. We ask that **before** you do this you **get the permission of the classroom teacher**. We also ask that special food treats be something that can be handed out at the end of the day as parents pick up their student. In this way, if a parent doesn't want their child to have the treat, it does not make the child feel as left out.
- The BEST treats are non-edible things ie balloons, pencils, stickers, etc.



# 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 bookkeeper is here until 2:30 pm, Monday through Friday.

## Campus and Classroom Visitors

- DaySpring welcomes visitors to our school. For safety, all visitors, including parents and grandparents, are asked to stop by the office upon arrival and notify them of your purpose in visiting.
- If you are having someone other than the parents drop off or pick up the student, they should notify the office, so we know to admit them to the building.
- Students not enrolled in the Academy are not permitted to visit unless prior arrangements have been made with the director.
- Also for safety, if a parent is going to pick up a student early, needs to deliver lunch or to get a message to a student, please do not walk into classes or lunch rooms without prior permission from staff. Instead go to the reception desk to request help and the office staff will deliver lunches and messages between classes to prevent disruptions.

## Change of Address

- When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. Please submit all pertinent information to the school office 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.
- 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 or the school will not be responsible for the event in any capacity.

## Lost and Found Items

- Items that are found will be kept in the classroom in which they are found. Our teachers will try on the next day of school to reunite the owner with them.
- If you have lost something valuable (phone, computer, purse...) you may check with the front desk to see if the item has been turned in or put behind the desk.
- At the end of the academic year, we donate all unclaimed lost and found items to Goodwill.

## School Closure Information

- Watch local television stations for the list of closed schools – Day time classes are listed as DaySpring Academy and after school classes are listed as DaySpring School of the Arts. Parents can also check the website or call the school to find out if classes are being held.
- **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 cancelled in the morning doesn't necessarily mean they will be closed in the afternoon/evening. Be sure to check later in the day for additional lessons and classes. A decision for evening is usually made by 1pm.

## Contacting Teachers

- Teachers at DaySpring can all be contacted using the DaySpring email system...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 in to the class in the morning teachers may be making preparations to teach-they may have time for a quick question, but not a full conversation. If you need to have more of a conversation with a teacher, please feel free to ask for an appointment with them.

## 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.

## Academics Line of Communication

Board

↑

Governance/Education Committee

↑

Executive Director

↑

Department Head

↑

Teacher

↑

Parent/Student

All questions, problems or complaints should be brought to the teacher first before anyone else is involved.

- If the situation is not cleared up at this level through direct contact, it should then be brought to the appropriate administrator.
- If the situation is not solved at this level, it should then be presented in writing to the chair of the Governance Committee of the Board for inclusion in the agenda of their regular monthly meeting.
- Finally, but only when all of the above three steps have been taken, the problem is submitted to the Board of Directors through written appeal from the Governance Committee or the parent or teacher. It will then be placed on the agenda of the entire Board of Directors at its regular monthly meeting.

## Building & Grounds

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 & STEAM Opportunities

On Fridays our Enrichment Program offers a great variety of specialty Arts, academic enrichment and STEM classes to choose from 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! With the three day tuition students in Discoverers through sixth grade can choose four specialty classes they would like to take. We consider these classes to be an integral part of an excellent education! Please see separate flyer for class descriptions and registration details.

- **Evening Classes**

There are also Specialty Arts and STEM classes offered directly after school on Mondays and Wednesdays, and at other times during the week 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. See the separate flyer for times, descriptions and prices.

- **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 Theater, Drama, and Technical Theater 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 throughout high school.

- **Engineering**

Beginning at age 7 students can take classes in programming, building, and problem solving. Students will begin with Lego, Scratch and Knix; then progress to Arduino platform, C++ programming and drone design.

- **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

## Classroom Help

- Party planning
- Teacher support
- Lunch room monitor
- Reception Set up and clean up
- Help at events
- Present special topics in classroom
- Drive for field trips

## Maintenance/Outdoor work

- Basic maintenance and repairs around the building
- Painting
- Work on our grassy area

## Fundraising

- Box Tops
- Amazon Smile
- Office Depot
- Schnucks
- Target
- Help Organize events

## Leadership

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

## Social Media and online help

- Take a minute to do a review on Google, Yelp, Greatschools.org etc.
- Follow us on twitter and instagram
- Like us on Facebook
- Check-ins on Facebook
- Share our facebook and event posts and emails
- Telling your story to your friends
- sharing on social media
- testimonies
- Hashtags
- sponsor DS as a business
- Thank our sponsors: List of sponsors to parents...

## Work Study

There are a number of “Work Study” opportunities for which we give work scholarships, 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. Please inquire.

“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 The Academy. Parents should make it a priority to get their students to school each day. Missing 2 or 3 days can be 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. Keep in mind if your child misses a substantial amount of work, teachers will be unable to assess their grasp of content and will not be able to provide progress reports or grades for the student.

## Absences

- **Planned absences:** Please email the office and teachers prior to the time of absence. The teachers will work with you on getting the assignments to you early if possible and/or give you directions on how to proceed with missed school work.
- **Unexpected absences:** Parents should call the office that morning to let us know. Parents should also email teachers and make arrangements for any missed work. If your child has a prolonged illness, the procedure is the same.
- 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 school days 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.
- Missing 10 or more days in a quarter (the equivalent of missing 5 weeks), may require Elementary age students to redo a level.
- 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, so please just openly communicate with us in a timely manner.

## Arrival and Dismissal Policies and Procedures

### Tuesday/Thursday and Preschool

- All students should **arrive at 8:45am** to get themselves ready to begin promptly at 9am.
- If a kindergarten through 4th grade student arrives after 9am, they must get a pink slip from the front desk to enter the classroom.
- If your student is late 5 times in one quarter, parents will be required to come in for a daytime conference to discuss the consequences that habitual tardiness is having on the student's success and 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 2:30 p.m. 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 2:45pm.

### Monday/Wednesday

#### 5th and 6th Graders (Dawn Treaders)

*(if you have a seventh-twelfth grader please see the notes in the Middle School and High School portion of the hand book)*

- On Monday and Wednesday the fifth and sixth graders begin at **8:45am** for Community time; these students may enter the building **beginning at 8am**.
- Students may be dropped off and sign themselves in at the front office. 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** is every Monday and Wednesday morning from 8:45am to 9am for all 5th and 6th graders. 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, discussing things that pertain to students and their day, play get-to-know you and team building games, pray for one another, encourage others, and together discover ways that we can build a stronger community in a godly way. It is expected that all students will arrive at school in time to be in the room ready to begin Community Time at 8:45am. **This is not optional - it is required.**
- 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.

- Students who come Friday for their specialty classes do not begin their day until 9am. There is **NO COMMUNITY TIME** for DawnTreaders on Fridays. If your student will be arriving early on this day, parents must notify the director via email so that arrangements can be made for students to help out until 9am.

## Dismissal

- At the end of the day, parents of **any student not driving themselves**, must come in to get their child. If your student goes to an after-school class immediately after school, they will be dismissed to that class. We will NOT send students of any age out into the lobby or parking lot to wait for parents.
- Kindergarten - fourth grade students who are not picked up by 2:45pm at the end of the day, will be sent to the reception desk and parents will be charged for after school student monitoring.
- Fifth and sixth 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 current daily rate for after school care.

## Discipline

Discipline and order are attained through a proper balance of positive and negative consequences. Teachers will use a variety of methods to promote 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 use incentive programs in their classes, but it is not required.

If a student's behavior becomes distracting to the class the following procedures are followed:

1. Warning- Teacher will talk to student and explain his/her offense
2. Time-out/Removal from the group – within the classroom
3. Time-out/Removal from the room to the hallway or another room
4. Sent to Administrator's office and 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 to 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 administrator.

# Middle School and High School

(7th through 12th Grades)

## Arrival

- On Monday, Wednesday, and Friday the fifth through twelfth graders begin at **8:45am** for Community time; these students may enter the building beginning at 8am.
- Students who arrive early-must go to the Black Box and should expect to be asked to help with jobs around the building.
- 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** is every Monday, Wednesday, and Friday morning from **8:45am** to 9am for SpringBoarders and High Schoolers (DawnTreaders M/W only). 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, discussing things that pertain to students and their day, play get-to-know you and team building games, pray for one another, encourage others, and together discover ways that we can build a stronger community in a godly way. It is expected that all students will arrive at school in time to be in the room ready to begin Community Time at 8:45am. **This is not optional - it is required.**
- 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.

## Dismissal

- At the end of the day, parents of **any student not driving themselves**, must come in to get their child. If your student goes to an after-school class immediately after school, they will be dismissed to that class. We will NOT send students of any age out into the lobby or parking lot to wait for parents.
- Fifth - 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 for after school care.

## 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 can be 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. Keep in mind if your child misses a substantial amount of work, teachers will be unable to assess their grasp of content and will not be able to provide progress reports or grades for the student.

## Absences

- Planned or Unexpected Absences: Please email the office and teachers to notify them of the absence. The teachers will work with you on getting the assignments to you early if possible and/or give you directions on how to proceed with missed school work.
- 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 one week of the missed school day.
- Missed tests will be made up on the day the student returns to school.
- For each absence in excess of 5, a 1% quarter grade reduction will be applied.
- Any student who exceeds 10 absences within a semester will receive an incomplete on the report card and not receive any credit for the classes missed.
- 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 certain situations out of your control. 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 traffic problems, car problems, or other extenuating circumstances.
- A tardy becomes an absence 30 minutes after class begins.

### Tardies will be dealt with in the following manner within each quarter

- 1st Tardy - recorded, no consequences
- 2nd Tardy - recorded, no consequences
- 3rd Tardy - parents will be contacted
- 4th Tardy - 30 minute after school detention-parents will be charged the \$10/hour fee for After School Care
- 5th and Sequential Tardies - 1 hour after school detention - parents will be charged the \$10/hour fee for After School Care

## Drivers

- Student Drivers must stay at school once they have signed in until they are ready to leave for the day. They are not allowed to come and go during the day; this includes leaving for lunch, to run errands or to go home and come back.
- Student Drivers should park in front of the building at the end of the building. \*Be sure to park only in DaySpring's lot
- No loitering in the parking lot is permitted. 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.

## 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. Please do not just walk into classes or lunch rooms without prior permission from staff. The office staff can deliver lunches and messages in between classes to prevent class disruptions.

## 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 65% F
92-90% A-	86-83% B	76-73% C	66-65% D	
	82-80% B-	72-70% C-		

## Academic Probation

All students are expected to maintain a 2.0 GPA or better. If at anytime a student falls below this GPA, the parents will be notified and the student will have one quarter to bring the current GPA up to 2.0. If a student fails to bring their GPA up to a 2.0 by the designated time period, they will not be allowed to return to DaySpring Academy. Teachers continually notify parents when students are not performing well in their classes and give suggestions for how to help students improve. There is no reason for a student to achieve below a 2.0, unless they are refusing to do the work.

## Homework Expectations

Students are expected to turn in classroom assignments by the set due dates. If a student does not turn in an assignment at all, they will receive a zero for the assignment. An assignment turned in/submitted within 24 hours of the due date will only be eligible for 80% of the maximum number of points allotted. Assignments submitted between 25 and 48 hours of the due date will only be eligible for 50% of the maximum number of points allotted. Assignments will not be accepted after 48 hours of the assigned due date.

We recognize that we all make mistakes and our dog or little brother really does eat our work. In these instances, you may use your allotted two flex days. These days allow you to submit an assignment up to two days (48 hours) late without penalty. You can use these days for any assignment and for any reason. You must notify the teacher of your intent to use one or both of your flex days.

## 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 130.5 hours of class time).

- The following are required from all High School Seniors:
  - 3 credits of Math
  - 3 credits of Science
  - 4 credits of Literature & Writing
  - 3 credits of Social Studies
  - 2 credits of Foreign Language
  - 5 credits of Electives
- Electives can be in the subject areas listed above, personal finance, health, public speaking, computer skills, visual art, performing arts, media arts, vocational arts or other school approved courses. If these are taken outside DaySpring, parents may submit paperwork to the office. A class must be 120-150 hrs. in length to be counted as 1 credit. These outside classes will count towards credits to graduate, but will not be noted as outside credits on the DaySpring transcript.
- Students can also earn up to 1 Credit for completing a minimum of 75 hours of Community Service per year, approved by the school. Students must fill out a Service Form (available from the director) fill it out completely, and turn it back in 2 weeks prior to the end of the school year. If it is turned in any later, it may not be included on the transcript.
- Students will also earn 1 Credit if they choose to complete a Senior Capstone Project which includes, but is not limited to, a Research Paper, Project/Internship/Product and a Presentation of the portfolio of work to a panel of faculty at the end of the year.
- High school students and their parents are encouraged to schedule a time to talk with the Academy Director about their high school plan, college, Community Service hours and/or the Senior Capstone Project prior to the beginning of the school year.

## Behavior and Discipline

The Academy at DaySpring is dedicated to honoring Jesus Christ and demonstrating respect for all people. In order to direct our behavior in this direction, we have the following expectations for our staff, parents and students:

- **Respect**

Act in such a way that you demonstrate proper respect for God, school authorities, school rules and policies, school property, the feelings and rights of other students, and yourself.

- **Honesty**

Be honest in all situations, including the taking of tests, the completion of homework, and in the interrelationships with teachers, peers and parents.

- **Integrity**

Use language and display character that is properly moral and Christ-like.

- **Cooperation**

Cooperate with the faculty and staff in achieving the goals of DaySpring regarding conduct, performance, and attitude.

- **Effort**

Use the gifts God has given you to the best of your ability in classwork and activities.

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 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 the following:

- Possession and/or use of alcoholic beverages, tobacco products, illegal drugs, or e-cigarettes (or similar, whether they deliver nicotine or not) on campus or at school sponsored activities.
- Possession and/or use of matches, lighters, 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. (Will be reported to Maryland Heights police.)
- Fighting.
- Honesty infractions such as lying, forgery, plagiarism, or cheating.
- Setting a fire
- Excessive detentions and/or behavioral problems.
- Participation in pranks or vandalism against the school or school property.
- Racial or ethnic slurs, discrimination, 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 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.

- **Type B Behaviors**

These may result in reprimand, work assignment, after school detention, 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 or disrespect
- Classroom disruptions.
- 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 during the school hours
- Inappropriate use of social media including taking and posting pictures or video without permission
- Possession and/or use of skateboards, scooters, rollerblades, or roller shoes
- Running and/or horseplay in the building
- Ordering food during the school day without the director's permission
- Public displays of affection and/or inappropriate physical contact between students
- Entry into certain "off limits" areas of the building or grounds: workshop, staff workroom, staff kitchen, staff lounge, and offices..
- Skipping a class (Note: Any work that is missed—tests, quizzes, and/or homework may receive a zero when skipping is involved.)

## **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 lockers, 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 violation.
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 are not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

## **Disciplinary Procedures**

### **Student Responsibility**

As members of a Christian community who are concerned for one another, our hope would be that all students would follow the guidelines of our Lord Jesus Christ (Matthew 18:15-17) when aware of violations of the school standards. This will usually mean the following in this order:

1. Personally confront the person and encourage him to stop the violation and to make known his problem to those in authority. Others who are aware of the problem should be encouraged to talk to the person if the first step is unsuccessful.
2. The problem should not be communicated to other students who are not immediately involved.
3. It is the responsibility of the student, in obedience to the Lord's command, to report a violation to school authorities so that the one who has committed the violation can be helped. Inability or failure to follow the first two steps should not keep a student from following the last.

### **Teacher Responsibility**

Individual teachers will deal with inappropriate behavior that they witness in their own classrooms. It is expected that most disciplinary problems will be resolved between the student and teacher.

### **After School Detentions**

Students will be issued tardy or behavior detentions through the Academy office. The student will have two dates from which to choose to serve the detention. The student is to take the detention notice home to inform his/her parents and make transportation arrangements. The signed detention form must be turned in at the beginning of the detention time (3:50 p.m.). No detention may be served without a

parent's signature on the detention form. Failure to serve a detention on one of the two dates assigned on the form will result in an additional one-hour detention. Detentions are considered a form of disciplinary punishment and should be regarded as such by students in the detention hall. Students will be expected to complete a written assignment or work detail as assigned by the detention hall monitor. Homework or other study may be done after the written assignment has been successfully completed. Talking, sleeping, eating, drinking, chewing gum, or causing any kind of disturbance will not be tolerated.

After-school tardy **detention hall** will be held in an assigned classroom. Students can ask at the beginning of the day what room that will be for that date.

The following is the **quarterly** progression for Detentions:

1. One-hour detention.
2. One-hour detention.
3. One-day suspension.
4. One-week suspension and possibly a Behavior Contract instituted.
5. Consideration of withdrawal.

\*If a student fails to serve his tardy detention on the date assigned, he will be issued a conduct detention. While accumulating tardy detentions during a quarter will not result in a suspension, students are reminded that accumulating three conduct detentions during a quarter will result in a one-day suspension.

### **Severe and/or Chronic Behavior**

If a student is involved in behavior inconsistent with the mission of the school, or has reached the limit of the classroom teacher's discipline plan, he/she will be subject to appropriate disciplinary action.

### **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, grade reduction penalty may be issued.

### **Behavior Contract**

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

- Students will be placed on a Behavior Contract 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 contract will describe the behavior problem and the conditions and expectations for improvement.
- A Behavior Contract 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

The following expectations are shared and discussed with the fifth through twelfth grade students at the beginning of the year. We ask that parents also go over these expectations and discuss the importance of them at home. Students will be given a copy to sign and return to the Academy office. Our goal is to work together to create an environment that is safe, where all students and staff are respected and education is the focus of our classes.

Students are expected to conduct themselves in a manner that is honoring to God, others, their parents, and the school. This expectation applies to all student conduct regardless of whether the students are in class or at lunch or they are 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 don't 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 understand that I should not bring bottles of soda, cups of coffee, snacks, breakfast or other food into my classes unless it is part of a class project. (students are allowed to carry a water bottle that is spill proof).
8. To help promote an environment where others feel safe and respected and we 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, I will seek to do all the work I have been assigned, come to class prepared, and to participate in the class appropriately.
10. I will not bring a cell phone or any other electronic device to class without expressed consent of the classroom teacher. I will show respect for my class, teacher and peers by checking these devices at the front desk when I arrive at school.
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.

# Parent Contract of Cooperation for the DaySpring Academy

\*\*This copy is for your reference and does not need to be printed and turned in to the office. You will receive a copy in your acceptance paperwork to sign and turn it at the time of registration.

Please initial and sign after acceptance:

1. \_\_\_\_\_ I have read and understand the school's philosophy, its statement of faith, and 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 use the curriculum chosen by DaySpring and to 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.
6. \_\_\_\_\_ I agree to bring any questions, need for clarification, or disagreement about classroom assignments or situations 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 or parents, or the school to my child or on social media, but instead, if a problem arises regarding my child, I agree that I will adhere to the policy of 1) discussing the issue with the child's teacher, 2) if not resolved, discussing the issue with the administrator and teacher, and 3) if the issue remains unresolved, to contact the executive director to set up a private meeting to discuss the issue. (Matthew 18:15)
8. \_\_\_\_\_ I understand that the book fees, class fees and supply fees, cover DaySpring's costs associated with these classes. These include workbooks, hardback books, copies, reading books, math manipulatives, online subscriptions and the time taken to prepare these materials for the classes. Some of these materials are simply rented from DaySpring and must be returned upon leaving the program, or finishing the level. The fee allows my child access to the materials only while they are enrolled in DaySpring as a student.
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 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 registration fees or tuition retainer, or discontinuance of tuition billing after July 15. If extenuating circumstances are recognized by the Executive Director and board committee, decisions about any financial changes will be made at their discretion. In keeping with this, my tuition deposit will be returned to me at the end of the year unless I withdraw my child early, in which case I will forfeit my tuition deposit, and still carry responsibility for the remaining school year tuition.

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

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

\_\_\_\_\_  
Date