

**Dayspring Academy
2838 Heights Circle Drive
Greenbrier, Tennessee 37073
Phone 672-9650 Fax 672-5175**

Dear Student and Parents:

It is a privilege to serve your educational needs. The goal at Dayspring is to provide a safe environment where Biblical values are the norm and are found exhibited by students and faculty throughout the day. In this setting, students venture out and strive to reach their maximum educational potential while further developing the attribute of integrity.

The information in this handbook can answer many of the questions you may have with regard to procedures and expectations at Dayspring. Please review this handbook together. Should you have questions, please feel free to call me.

The responsibility of a good education falls on the shoulders of student, parents, teachers, and administration. Working together, I look forward to the accomplishments of the 2007-2008 school year. Welcome to the Dayspring Academy family.

Sincerely,

Monica Brewer

Note: The information contained in this handbook is accurate as of August 1, 2007. The requirements, rules and provisions stated in this handbook and other publications are subject to change or modification at any time without notice. If changes are made to this handbook prior to its next publication, such changes will be made available in the office.

Arrival

School is open at 7:15 for drop-off under the portico in the front of the building. First bell rings at 7:35 at which time students are dismissed to classes. Second bell rings at 7:40 and a student entering class after the bell is considered tardy. The doors are locked at 7:40 and anyone arriving after this time must enter through the office entrance. A tardy slip will be issued to the student by office personnel and must be given to the teacher upon entering class. (Please be patient while waiting for a Red Hatter to open the office door for you. Dayspring Academy strives to insure the safety of your child and every door is locked throughout the day.)

Attendance

Regular attendance is a critical part of your child's educational advancement. Days missed can never be made up completely because of directed discourse taking place in the class community, labs, demonstrations, and various other forums offered. However, it is understood that there are times when absences are unavoidable and, at times, even carry educational value.

When an absence occurs please send a note to the teacher for make-up work the following day. If the absence is longer than one day's duration, please call the office before 10:00 and request make-up work. You may stop by the office after 2:00 of the same day to pick up the work. If any other arrangements are needed, you will be contacted. (If the absence is expected, please ask for make-up work prior to the absence.)

The student should bring a written note from his or her parent or the doctor within a two day time period following the absence. We are required to keep this on file. Failure to do so will result in an unexcused absence. After five unexcused absences the attendance clerk is required by law to contact the truancy officer.

Also note, the student is expected to bring a note if a portion of the day is missed.

(Preschool arrival takes place through the main corridor downstairs under the portico. The parent must park in the parking lot and walk child to preschool classroom. You must sign the sign in log in the classroom.)

Dismissal

The school day ends at 2:40. Please pull under the portico, making a single file line. At no time should a vehicle move out of the single file line and move around another vehicle. Again, safety is our number one objective. Thank you for your patience as we work together to maintain optimum safety for all our children.

Parking is prohibited under the portico at any time other than when in the arrival or dismissal waiting line. Please utilize the parking lot. In so doing, we are eliminating blocked vision. Thank you for being mindful of others.

If something unforeseen occurs and you are late, the doors will be locked downstairs at 3:00. Please pick your child up from the office.

Early Dismissal

When it is necessary for a child to leave early, the parent should send a note with the child. The teacher will then prepare any materials that need to go home that day. When the parent arrives, office personnel will contact the teacher to send the child to the office for early dismissal. The student must be signed out by the parent.

(For preschool dismissal, please park in the parking lot, enter through corridor beginning at 2:40 and sign your child out from the classroom.)

Extended Day

Extended Day services are available until 5:00 each day. The service is available at \$40.00 per week.

Snow Days/Inclement Weather

Any time weather conditions become hazardous; Dayspring Academy will announce a specific decision about the school's closing. Announcements will be made on local television stations.

If inclement weather occurs during the school day, again, announcements will be made on local television stations.

We urge you to use your judgment concerning the safety of your family. No Extended Day is available on Snow Days.

Communication Devices

No cell phones or other electronic or communication devices are to be in class or in use throughout the school day in any portion of the school without teacher approval. Cell phones are to be kept off and in the book bag which is left in the hallway. No cell phones or other devices are to be in the classroom.

If something unforeseen occurs which mandates communication on the part of the parent or student this should take place through the office.

Discipline

Discipline is essential to each child's education. A student's behavior not only impacts his or her learning positively or adversely, but impacts others. It is the student's responsibility to make choices that reflect wisdom, justice, honor, and respect for others. Kindness and caring should characterize all speech and behavior. This is true for the school day and any extra curricular school activities as well.

Teachers and administration purpose to solidify a student's self worth even when a mistake is made. When a student does not accept his or her responsibility, it is necessary that the adult take appropriate action to facilitate redirection on the student's behalf. This is at the discretion of administration. Again, a good education falls on the shoulders of the student, parents, teachers, and administration. A joint effort always brings about a positive result.

Detention is held from 12:55-1:10 as needed. The student will be required to use the time wisely and an assignment will be issued by the teacher that has written the detention. The assignment is due the following day in class with no exceptions.

In-School Suspension will be served if necessary. All class work must be completed and returned to teacher by next day in class.

Out-of-School Suspension will be served if necessary. No work or test will be allowed to be made up. Depending on the circumstances, a parent may be required to confer with the school for the student to be readmitted.

Dress Code

A strict adherence to the dress code is necessary to foster a positive educational environment of high academic standards where students and teachers can focus on learning. Refer to the uniform packet and letter for specific attire. All clothing must be of appropriate size, worn modestly, and in good repair.

Students should wear shoes with backs at all times. Students on the gym floor must have a no streak, rubber-soled tennis shoe.

No excessive jewelry should be worn at school as it is a deterrent to the learning process. Along the same line, no exotic hair, body piercing, or any other inclination that brings attention to the student based on merits other than education should be present at Dayspring.

The administration reserves the right for any judgment calls for dress code. Again, the goal of the Dayspring dress code is to maintain a driven focus for education and be committed to the idea that it is not necessary to draw attention to one's outward self, but to strive to build the attribute of integrity by wisdom, justice, honor, and respect for others.

Lost and Found

All lost and found items should be turned in or claimed through the office. Lost textbooks will be returned to the appropriate teacher. Lost library books will be returned to the library. Periodically, lost items will be sent to one of the charitable organizations in the community.

If items are lost such as a textbook or library book, the parent will be responsible for the cost of such. (Textbooks and library books must be kept in good condition. If a book is returned in poor condition, it will be necessary to purchase a replacement and the cost must be passed on to the parent.)

Medication

Any student who needs to take medication during the day shall enter through the office and leave the medicine and note from parent with the office personnel. All medications must be brought to school in the original container and clearly labeled. A log will be kept for the dispensing of all medications.