



## 2020/2021 Preschool and Elementary

### Student and Parent Handbook

(Revised 8/13/2020)

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Mascot: Warriors  
School Colors: Light Blue and Purple

#### **SCHOOL OFFICE HOURS**

Watersprings School office business hours are as follows  
(unless otherwise posted):

Monday through Friday  
During the School Year: 8:30 a.m. – 3:30 p.m.  
Summer Hours: 9:00 a.m. – 2:00 p.m.

*“And Jesus increased in wisdom, and stature, and  
in favor with God and men.” Luke 2:52*

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## **WATERSPRINGS SCHOOL STUDENT AND PARENT HANDBOOK**

### **WELCOME**

Welcome to Watersprings Preschool and Elementary School (Ages 3 to 5<sup>th</sup> grades)! As a ministry of Watersprings Church of Idaho Falls, we are a non-denominational Christian school, emphasizing the unity and basic biblical principles we share as believers in Christ. Our school is focused on providing both a spiritual environment designed to create disciples for Jesus Christ and an academic program that encourages our students to reach their full potential.

The Student and Parent Handbook has been designed as a tool to help familiarize you with the specific school policies of Watersprings School of Idaho Falls. Parents and students are asked to read the handbook together carefully, as you are both responsible to know and abide by the regulations.

The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27)

### **HANDBOOK AMENDMENTS**

The School Administration reserves the right to amend this handbook. All parents and students will be notified in writing of any changes at the time of the amendment.

### **CHURCH AFFILIATION**

Watersprings School is a ministry of Watersprings Church. Our Statement of Faith is:

## STATEMENT OF FAITH

Watersprings is a non-denominational church/school focused on the inerrancy of the Bible and the expository teaching from Genesis to Revelation.

- We believe the Bible to be the only inspired, infallible, and authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of Jesus Christ; in His virgin birth; in His sinless life; in His miracles; in His vicarious and atoning death through His shed blood; in His bodily resurrection; in His ascension to the right hand of the Father; and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is essential, and that repentance for sin and acceptance of Jesus Christ as Lord and Savior is the only way to come into a relationship with God.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe it is important to uphold the Scriptural practices of the early church. Therefore, we hold to the practice of water baptism and the regular taking of communion. We do not believe that either of these practices is essential for salvation, but that they serve as a demonstration of our living faith in Christ.
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as defined in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Corinthians 6:9-10.)

To assist in the development of Christian character and a Christian lifestyle, we strongly encourage the contracting parent to be born-again and attend an evangelical, Bible believing Christian church on a regular weekly basis. Weekly church attendance by parents and students go hand-in-hand with church and school goals.

## **ADMISSION PHILOSOPHY**

We believe it is a privilege to be called by God to train children in His ways. For our Preschool through 5<sup>th</sup> grades, our mission is to come alongside parents in training up their children in the way of the Lord (**Proverbs 22:6**). We are a Christ-centered school with Christian educational goals and objectives. We intend to encourage and enable students to receive all that God has for them intellectually, physically, spiritually, and socially. We recognize this to be the primary responsibility of the parents and for this reason, we believe the close cooperation of school and family is essential. A Christian school should never be considered a replacement for the local church in a Christian family so regular attendance at an evangelical, Bible believing church is strongly recommended. Regular church attendance by parents and students go hand-in-hand with church and school goals. The teaching of the Bible is approached with the emphasis on the inerrancy of the original Scriptures, the need for salvation through faith in Jesus Christ as personal Savior, and the ministry of the indwelling presence of the Holy Spirit that enables the Christian to live a godly life.

The applicant and their family must also acknowledge agreement with the Watersprings Statement of Faith, and they must acknowledge their willingness to respect all the terms and conditions outlined in this handbook. The school reserves the right to deny enrollment to any parent or student whose beliefs, values, or interpretation of Scripture is in conflict with those of the school. Additionally, applicants should be aware of the following.

- The grade placement for all students is determined by the administration, teachers, and staff.
- If, upon receipt of the student's cumulative file, previously undisclosed information is found that may have had a bearing on the student's admission to Watersprings School, the parents may be asked to withdraw the student.
- The first trimester of a new student's enrollment is considered a probation period.

Please refer to the Admissions section on our website for additional information about related policies and procedures.

## **ENROLLMENT PACKETS AND PROCEDURES**

Enrollment packets are available online at [waterspringschool.net](http://waterspringschool.net). In order for enrollment to be completed, a \$50 NON-REFUNDABLE deposit (which is applied towards the registration fee), along with a copy of your child's birth certificate and immunization record must be included at the time the completed enrollment packet is submitted. Partial enrollment packets will not be accepted.

## **VARIABLE TUITION**

Watersprings School has a Variable Tuition Program to aid families in need of financial assistance for school tuition.

- Parents must submit an enrollment/re-enrollment application with a non-refundable deposit of \$50.00.
- Variable Tuition applications must be completed online each year.
- School Administration reviews and prayerfully considers all applications.

### **PLACEMENT OF STUDENTS**

Watersprings School has full discretion in the placement of each child in the grade appropriate to their level of achievement, regardless of the grade completed prior to transferring into our school. Before a decision is made, the Director of Admissions and Marketing and/or Administration will conduct an interview with the parent and child. We may also require academic testing.

If a parent would like to request a specific teacher, they may do so at the time of registration. Administration will consider the request, however is not obligated to honor the request.

### **SCHOOL AGE REQUIREMENTS**

A child must be three years of age on or before September 1<sup>st</sup> for the K3 program; four years of age on or before September 1<sup>st</sup> for the K4 program; and five years of age on or before September 1<sup>st</sup> for the K5 program.

### **PROMOTION AND GRADUATION REQUIREMENTS**

Promotion shall be based on satisfactory progress and shall be based on satisfactory completion of the requirements of Watersprings School. Students will be promoted to the next grade at the end of each year unless the Special Education Team (Classroom Teacher, Administration, and Parent) determine that retention is necessary. The Special Education Team may require summer school completion prior to advancement and/or retention.

### **RE-ENROLLMENT PROCESS**

Students attending Watersprings School are given preferential treatment when re-enrolling for the following year. Parents are required to complete the online re-enrollment paperwork. If the student is entering middle school, the parent and student may be interviewed by Middle School/High School Administration.

### **TUITION REFUND POLICY**

If a student is removed by parents, by Administration, or for other reasons from Watersprings School during a month that tuition has been paid, our policy is to pro-rate the remaining days (based on an average 20 day month) and refund that money to the family, provided all other fees or charges are current. Registration fees are non-refundable.

## **WITHDRAWAL PROCEDURE**

A student that is transferring from Watersprings School to another school should inform the school office at least one week prior to withdrawal. This will help expedite the transfer of the appropriate files to the next school.

- A Watersprings School Withdrawal Form will be completed for the transferring student.
- When the student withdraws prior to the end of the trimester, they will receive exit grades only, not trimester end grades.
- The outstanding balance on the account must be paid in full for the withdrawal process to be completed.
- Watersprings School may choose to retain student cumulative files until the balance is paid in full (Idaho Code 18-4511).
- Registration, book fees, and miscellaneous fees will not be refunded.

## **CONFLICT RESOLUTION**

In order to establish and maintain a successful partnership, it is essential that parents be in agreement with the philosophies and intentions of the school. If at any point during the school year, you, as the parent, find that you are in disagreement with the philosophy, standards or administration of the school, you should make every effort to work with Administration for a solution by practicing the *Matthew 18 Principle*.

### ***The Matthew 18 Principle for Solving School Problems:***

*In Matthew 18:15-17, Jesus taught clear principles for solving people-to-people problems.*

***Step One*** - go privately, in humility, and love to the person with whom you have a problem. If the matter is resolved, forgiveness and reconciliation will take place.

***Step Two*** - if the individual will not hear you, bring one or two witnesses and approach the individual in a spirit of prayer and humility. With godly people seeking God's counsel, most situations are resolved. If the problem is not solvable through the aforementioned steps, then a school Administrator may be brought into the situation. This is the Lord's way of solving people-to-people problems. If a harmonious solution cannot be reached, your student(s) may be removed from the school.

## **MISSION STATEMENT AND PHILOSOPHY OF EDUCATION**

*Partnering with Christian parents, Watersprings School provides a Christ-centered education built upon a biblical foundation of love, truth, and discipline and trains students spiritually, academically, physically, and socially for a lifetime of glorifying and serving the Lord.*

Watersprings School's Philosophy of Education is based on the certainty that God's Word is the standard for all truth, and that the Bible is the inspired, inerrant and authoritative work of God. God has created and sustains all things. Therefore, the universe and man were created by God to glorify Him. Because of his sin nature, man cannot, through his own efforts, know or glorify God. It is only by accepting God's free gift, that man receives salvation through faith in His Son, Jesus Christ.

Our purpose is to transform and train the whole person so that the student will develop according to the example of our Lord Jesus Christ to be a godly influence in the world (Matt. 5:13). As an extension of the Christian home, we support parents who seek to obey the biblical instruction, which gives them ultimate responsibility for the education of their children. Deuteronomy 6:4-9 says, "Hear, O Israel: The LORD our God, the LORD is one! You shall love the LORD your God with all your heart, with all your soul, and with all your strength. And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down and when you rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gate."

Watersprings School's Philosophy of Education is focused on four essential areas based on Luke 2:52: "And Jesus increased in **(1) wisdom**, and **(2) stature** and **(3) favor with God** and **(4) men.**"

#### Wisdom

- Realizing that the Bible is the foundation and source for all wisdom, teaching each subject through the filter of the Bible.
- Teaching and preparing students in all academic disciplines such as reading, writing, speaking, listening, and mathematics.
- Developing the students' skills to ask questions, solve problems, and make wise decisions.
- Teaching students to utilize resources, including technology, to find, analyze and evaluate information from a biblical worldview.
- Colossians 2:2-3 "That their hearts may be encouraged, being knit together in love, and attaining to all the riches of the full assurance of understanding, to the knowledge of the mystery of God, both of the Father and of Christ, in whom are hidden all the treasures of wisdom and knowledge."

#### Stature

- Developing a respect for and desire to take care of the body that God has given because it is the temple of the Holy Spirit.
- Disciplining students to demonstrate self-control based on biblical standards.
- Teaching students to embrace the values of teamwork and sacrifice for the sake of others.
- 1 Corinthians 3:16-17 "Do you not know that you are the temple of God and that the Spirit of God dwells in you? If anyone defiles the temple of God, God will destroy him. For the temple of God is holy, which temple you are."

### Favor with God

- Leading students to understand and commit to a personal relationship with Jesus Christ.
- Imparting an understanding and practical application of the Bible as God's infallible Word.
- Teaching the students to articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- Proverbs 8:35 "For whoever finds me [wisdom] finds life, and obtains favor from the Lord."

### Favor with people

- Equipping students to communicate effectively when speaking and writing.
- Develop an understanding in students that work has dignity as an expression of the nature of God.
- Instilling in our students respect for the people with whom they work, play, and live.
- Developing the ability in students to relate to fellow students, family, and co-workers appropriately and with integrity.
- Proverbs 3:4-6 "Then you will win favor and a good name in the sight of God and man. Trust in the LORD with all your heart and lean not on your own understanding; in all your ways submit to him, and he will make your paths straight."

### Primary objectives for students

- Students grow to love the Lord our God with all their heart, soul, and mind (Matthew 22:37).
- Students choose to glorify God in all that they do (I Corinthians 10:31).
- Students are mature in doctrine and the practice of it (Ephesians 6:4 & Colossians 1:28-29).
- Students have practical experience in Christian service and ministry (2 Timothy 2:2).

### Preschool through 5th Grades

For our Preschool through 5th grades, our mission is to come alongside parents in training up their children in the way of the Lord (Proverbs 22:6). We are a Christ-centered school with Christian educational goals and objectives. We intend to encourage and enable students to receive all that God has for them academically, physically, spiritually, and socially. We recognize this to be the primary responsibility of the parents and for this reason, we believe the close cooperation of school and family is essential.

### 6th through 12th Grades

For our 6th through 12th grades we take a discipleship approach in preparing each child to live a life that is pleasing to the Lord. In these grades we place a strong emphasis on students professing Jesus Christ as their Savior and having a personal walk with Jesus. If students in these grades have not yet made this decision, Watersprings Administration reserves the right to make exceptions to this policy to give them an opportunity to grow in their knowledge of the Lord.

All policies of the school, philosophies of subjects, curriculum materials, and teaching methods shall conform to our philosophy of Christian education.

### **NONDISCRIMINATION STATEMENT**

Watersprings School admits students and hires personnel of any race, color, gender, national and ethnic origin and grants them all the rights, privileges, programs, and activities generally accorded or made available to students and employees at the school. The school does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, hiring policies, scholarships, athletic and school-administered programs.

### **ORGANIZATIONAL OVERVIEW**

Watersprings School consists of preschool (ages three and four), elementary (kindergarten through 5<sup>th</sup>), middle school (6<sup>th</sup> through 8<sup>th</sup>) and high school (9<sup>th</sup> through 12<sup>th</sup>) grades all on one campus.

### **ACADEMICS**

We encourage all students to seek to do their best in all that they do. Our number one goal is to instill in our students the knowledge and love for Jesus Christ. We also desire to provide a superior academic program that will spark a hunger for truth and knowledge and will mold them into compassionate and considerate citizens.

### **REPORTING AND GRADING**

The purpose of reporting is to give parents and students an indication of the progress that is being made. Report cards are issued each trimester. Parents are invited to attend parent-teacher conferences at the end of the first and second trimesters. The following grading system is used:

<u>Letter Grade</u>	<u>Grading Scale</u>	<u>GPA points</u>
A+	97+	4.0
A	93-96	4.0
A-	90-92	4.0
B+	87-89	3.0
B	83-86	3.0
B-	80-82	3.0
C+	77-79	2.0
C	73-76	2.0
C-	70-72	2.0
D+	67-69	1.0
D	63-66	1.0
D-	60-62	1.0
F	0-59	0.0
W	Withdrawn	0.0

Only trimester grades are permanently recorded on report cards. Students are expected to maintain the highest level of academic excellence they are individually capable of achieving. While ability, attitude, and application certainly affect learning, students are graded primarily on actual achievement. Parents are welcome to ask for a conference at any time.

### **CUMULATIVE RECORDS**

Federal and state laws grant certain rights of privacy and rights of access to students and their parents. Full access to all personally identifiable written records maintained by Watersprings School must be granted to the legal parent of the pupil under the age of 18. Legal “parent” means a natural parent, adoptive parent or legal guardian having legal custody.

Watersprings School does not have the legal authority to prohibit or restrict the natural parents’ access to a student’s records or physical contact with that student in relationship to a custody case unless the legal papers are on file with the school office. The school can only carry out the instructions specified in the final custody papers, divorce decree, court order, or restraining order. If there are conditions which prohibit either natural parent from physical custody of the student, it is the responsibility of the contracting parent who has legal custody to provide the school with the proper papers.

When a student moves to a new school, records will be forwarded upon the request of the new school. At the time of transfer, the parent may review, receive a copy and/or challenge the records. Please note that as a private school in the state of Idaho, legally records can be held if the account is not paid in full. (Idaho Code 18-4511)

### **LATE/MISSING ASSIGNMENTS**

All assignments should be completed when assigned and are due on the due date. Class work not completed by the student in class may become homework.

When an assignment is not turned in on the assigned due date, teachers will utilize the following grading policy and codes when entering late assignments on FACTS:

<b>A</b>	If a student is absent on the day that an assignment is due, the grade will be recorded with an “A” for Absent. For each day the student is absent, they will have two days to complete the assignment. This does not apply to unexcused absences (please refer to our attendance policy).
<b>M</b>	If the assignment is not completed on the date it is due, the status will be entered or changed to “M” for Missing. Completed missing work will be scored and recorded in FACTS, subject to a late penalty of no more than 10%. Missing assignments will be accepted prior to the completion of the chapter or unit test. After the chapter or unit is completed in class, work will not be accepted and the missing assignment(s) will be converted to a zero. (Missing math and reading assignments will be accepted up until the end of the trimester. )

<b>P</b>	“P” for Pending may be used to communicate that the assignment has been received but is pending a grade.
<b>I</b>	An “I” for Incomplete indicates the student has one or more items to complete on the assignment prior to receiving a grade on it.

If a student accumulates three or more missing assignments in a class during a trimester, a communication email from the corresponding teacher to the parent is required. Parents and students will be able to check the status of the assignments via FACTS.

The philosophy at Watersprings School is to provide grades in such a manner that the student’s academic capability is accurately assessed and reflected.

### **PARAMETERS FOR TESTS/QUIZZES**

Talking is not allowed during a test. If a student is caught talking during a test, the test may be taken from the student and they will be sent out of the room until all other students have completed the test. The student will have to make arrangements with the teacher to complete the test at lunch or after school that day.

### **CHEATING**

Cheating is not tolerated. Cheating may be:

- Copying someone’s work to submit as one’s own (including class work, homework, or other assignments).
- Giving or receiving answers or stealing tests.
- Plagiarizing, i.e., copying other people’s material and not attributing it to them.

**Teachers are available 30 minutes after school every day to help students.**

### **ACADEMIC WARNING/PROBATION**

At the end of each trimester, students with poor grades will be placed on Academic Warning and/or Probation. This information will be communicated to parents.

Academic Warning—A student with at least two D’s or one F at the end of a trimester will be placed on Academic Warning for the following trimester.

At the end of the subsequent trimester a student may be removed from Academic Warning with successful grades (less than two D’s and no F’s).

Academic Probation—A student will be placed on Academic Probation when they have been on Academic Warning for an entire trimester and continue to perform poorly in their academics (at least two D's or one F).

A student may be removed from Academic Probation and be placed back into Academic Warning with successful grades (less than two D's and no F's) the following trimester.

A student who is on Academic Probation for an entire trimester and continues to perform poorly academically (at least two D's or one F), may be recommended for dismissal from Watersprings School.

## **HOMEWORK GUIDELINES**

Homework refers to tasks that students are assigned to do on their own time, after school hours, as an extension of classroom work. Homework may also include work assigned in class that the student did not complete.

Types of homework include:

- **Practice:** Practice is the most common and simple type of assignment; this is given to help students master specific skills. Practice exercises should be limited to material presented in class.
- **Preview:** Preview assignments are given to prepare students to gain maximum benefit from subsequent lessons.
- **Extension:** Extension assignments are given to determine if the student can transfer a new skill or concept to a new situation. Extension assignments differ from practice assignments in the degree of application and abstract thinking required.
- **Creative:** Creative assignments require students to integrate many skills and concepts in the process of producing a response. Creative assignments normally take more time to complete (from several days to weeks) than the other three types. Book reports and research projects are examples of this type of assignment.

Purpose of Homework:

- Homework assignments should stem from class work, providing students an opportunity to apply, supplement, and reinforce information they have learned.
- Homework allows students to complete unfinished class assignments and make up work missed during absences.

Homework Facts:

- The relationship between homework and classroom activities should be evident. Homework is never busywork or punishment.
- Homework should meet the ability and maturity levels of the individual.

- The homework program reflects regularity and continuity. A maximum time limit of 15-20 minutes daily for grades 1-3, gradually increasing to 30-45 minutes daily by fifth grade. Consideration will be given to the total homework load of students, special school activities, weekends, and holidays. Please note that these times are approximate and may vary by individual teachers and grades.

## **ATHLETICS**

### **PHYSICAL EDUCATION**

At Watersprings School, our P.E. curriculum consists of sports and conditioning. Basic skills and rules will be taught for a variety of sports in which students will participate. Conditioning will consist of exercises to increase flexibility, strength, and endurance.

The following topics will be discussed in class during the first week of school:

- Required P.E. clothing
- Due to extreme risk of knee and ankle injuries during physical education courses, cross-trainers or running shoes are strongly recommended.
- Your child's P.E. teacher must be notified of any pre-existing medical condition (i.e. weak knees, ankles, wrists and/or other medical concerns such as asthma).
- If a student requires the usage of an inhaler to control asthma or any medication to facilitate them in participating in P.E., a form must be completed and returned to the P.E. teacher.
- To be excused from P.E., a written note from the parent must be presented to the student's P.E. teacher.

## **ATTENDANCE**

### **ABSENCES**

Failure of a student to attend school will be considered an absence. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." Attendance is extremely important, therefore; Watersprings School discourages long extended absences. Students who have excessive absences may be dismissed and/or may not be advanced to the next grade.

Students are required to make up any missed assignments. For each day the student is absent, they will have two days to complete the assignment. Make up work may be requested in advance; however, due to teachers' schedules, the teacher needs at least four hours to prepare the make-up work. The parent may request for the teacher to have the make-up work waiting in the office to be picked up.

## **EMERGENCY SCHOOL CLOSURE**

In the event of a school closure, a Parent Alert will be sent out. Additionally, the notification will be posted on our school Facebook page, as well as our school website. You may also tune in to local television stations (Channels 3, 6, and 8) for any weather-related school closures. Once the school day has begun, school will be kept in session until regular closing time, except in extreme conditions. Please note we DO NOT always follow the same closure schedule as schools in our local public school districts.

## **EXTENDED ABSENCES AND EXCESSIVE ABSENCES**

If a student will be out of school for an extended period, the parent can contact their student's teacher(s) to obtain the work assignments for the term of the absence. There will not be a refund in tuition or makeup days allowed for the days they will be absent. (By signing the Registration and Tuition Contract, the responsible party has agreed to pay the selected tuition amount, whether the child is in attendance or not.) **If an elementary student has 6 or more absences in a trimester, they may be dismissed and/or may not be advanced to the next grade.**

## **TARDIES**

Tardies adversely affect the student and disrupt other students in the class. It is the parent and student's responsibility to be at school and in class on time. All students are expected to be in class and seated at the time class begins. Any student who arrives after 8:30 a.m. is considered tardy and must check-in to the office for a Tardy Pass before going to class.

## **TRUANCY**

"Truancy" is an absence without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the school day or staying out of a scheduled class or activity without permission. Possible consequences of being truant will include:

- 1<sup>st</sup> offense – Student suspended one day, parent notified
- 2<sup>nd</sup> offense – Student suspended three days, parent and student must meet with an administrator
- 3<sup>rd</sup> offense – Possible expulsion from Watersprings School (Expulsions will be reviewed and approved by Administration.)

## **DISCIPLINE**

### **HOW MISCONDUCT IS HANDLED**

As a school we want to create an atmosphere of consistency and peace. To help with that consistency and peace, all classrooms have the same four simple rules, which we call "Class Expectations".

Those expectations are:

- 1) **Be punctual.**
- 2) **Be prepared.**
- 3) **Be polite.**
- 4) **Be positive.**

When disciplining a student, the end goal is true repentance and restoration. Teachers will use the following strategies:

- 1) The teacher's voice will always remain calm.
- 2) The teacher will ask the student, "So what do you think?" and will give the student time to reflect on THEIR actions.
- 3) The teacher will ask them if their behavior was a good or bad choice.
- 4) The teacher will then ask them what would have been a better choice.
- 5) Next the teacher will ask them how they plan on fixing the problem. (Teaching them how to apologize is paramount.)
- 6) Then the teacher will allow/assist them in fixing the problem.
- 7) Lastly, the teacher will pray with the child and allow the child to pray.

As much as possible, misbehavior in the classroom will be handled by the teacher. If parents have a concern, they are encouraged to make an appointment to speak with their child's teacher to address their concern. Please see the Matthew 18 Principle located on page 8 of this handbook.

Methods of maintaining student discipline at Watersprings School may include one or more of the following at the teacher's discretion:

- The teacher and student will have a meeting regarding the misbehavior.
- The teacher will make telephone, text, or email contact with the parent(s).
- The teacher may assign a consequence to the student.
- The teacher may choose to have the student spend time in another classroom for some time of reflection.
- The teacher may request a conference to include the parent(s), teacher, student, and Administration.

If, after a reasonable amount of time, the teacher feels that there is a continuing problem in behavior or attitude, the student will be referred to Administration for further disciplinary action. In this event, the Administrator or School Pastor will deal with the situation. At that time, the child will be counseled with and, if necessary, disciplined further.

Believing that God's Word best prescribes the appropriate method of correction; the Administrator may use physical activity (Idaho Code 33-1224) to discipline the child ("Foolishness is bound up in the heart of a child; the rod of correction will drive it far from him." Proverbs 22:15 "The rod and rebuke give wisdom, but a child left to himself brings shame to his mother." Proverbs 29:15). When used wisely and correctly, discipline can become a positive tool for change and growth.

### **PROBATION FOR MISCONDUCT**

The probationary policy at Watersprings School is a conditional testing period assigned to a student who fails to meet the standards of the school in his/her attitudes or behavior. A student who is placed on probation will have a designated period of time to demonstrate their ability to perform satisfactorily at Watersprings School. During the period of probation, the student is expected to improve their conduct to the extent necessary to satisfy the staff and Administration that the student will benefit from continued enrollment at Watersprings School.

Probation should be viewed as a time when the school and the family can work closely together to encourage growth and improvement in the life of the student. If the student fails to respond positively to these efforts, and adequate progress is not shown, the student may lose the privilege of attending Watersprings School.

Attending Watersprings School is a privilege granted to those who demonstrate a spirit of harmony with the philosophy and goals of the school. Watersprings School reserves the right to dismiss a student who does not conform either to the stated regulations governing student conduct or to the expressed principles, policies, and expectations of the school.

### **WITHDRAWAL/EXPULSION**

Withdrawal may be recommended for those students who have consistently struggled with behavior, social, or attendance issues. Expulsion is permanent dismissal from school by the administration after appropriate consultation with the teachers or support staff involved. A student may be expelled from school for a serious breach of conduct and/or repeated problems with behavior or academic performance. An administrator can expel a student immediately. In some cases, parents are given the opportunity to withdraw the student before the expulsion action is taken. The student and parent(s) involved in an expulsion may request a hearing with the Administrator within five school days from the date of expulsion to appeal the judgment of expulsion from Watersprings School. A student may apply for re-admission in a subsequent school year (provided at least one year of time has elapsed) and be favorably considered if there is evidence to show that the problem has been corrected.

## **GENERAL INFORMATION/SOME FACTS YOU SHOULD KNOW**

Watersprings School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, athletics, and other school-administered programs. Watersprings School acknowledges that there is no preferential treatment with God (Acts 10:34-35).

In accordance with Idaho State Law, the school staff is obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and will not, once suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **CAMPUS VISITORS**

All visitors are required to check in at the Watersprings School office with a government issued photo ID upon arrival. All visitors will have a background check conducted on them, as well as any required health screenings.

## **CLASSROOM SUPPLIES**

- Classroom supplies are included in your registration fee.
- The registration fee also covers the cost of curriculum, testing materials, standardized testing, student supplemental insurance, and ACSI Association fees.

## **CLOSED CAMPUS POLICY**

Closed campus means that all students are required to remain on campus until the end of their school day unless parents have made arrangements to pick them up for lunch or other activities. A parent/guardian must sign the student out in the school office when taking a student from school prior to dismissal time.

If the parent is not present, the student will not be allowed to leave campus with another adult unless the student has written permission from their parent authorizing the departure. A phone call may be made by the school office to the contracting parent to verify this arrangement.

## **EMERGENCY AND HEALTH PROCEDURES**

The school office offers first-aid to all injured or ill students. If a student is injured on campus, the student should report this injury to a staff member immediately. If a student becomes ill

during school hours, the student should report to their teacher who will follow the required safety protocols.

### **EXTENDED BEFORE AND AFTER SCHOOL CARE**

- Extended daycare is available for students from:
  - a) Preschool 7:15 – 8:30 a.m. and 11:30 – 6:00 p.m.
  - b) Elementary 7:15 – 8:30 a.m. and 3:00 – 6:00 p.m.
- Any child picked up after 6:00 p.m. will be charged \$5.00 per 15 minutes, per child.
- Daycare charges are billed once a week.

### **FUNDRAISING**

As a private school (a non-profit 501(c) 3 organization), Watersprings School does not receive any federal or state funds for its operation. Rather, it funds its program through student tuition, select fundraising events, and charitable contributions from those who support its mission. Everyone who is a part of the Watersprings School family bears the cost involved in providing excellent, Christ-centered education. We depend on the revenue earned from various school fundraisers to meet our budgeted expenses and to provide for additional activities and events for the students and families. Throughout the year, the Preschool, Elementary, Middle School or High School may hold fundraising events to meet specific needs; however, these are limited. All school families are asked to participate as much as possible in the fundraising efforts of Watersprings School. Fundraising information is available on our website.

### **GIFTING**

Tuition and fees do not cover the total cost of education for students. Our school depends heavily on financial contribution from parents, friends, grandparents, alumni, foundations, and businesses to make up the difference. By making a tax-deductible contribution (which qualifies you for an additional tax credit within the state of Idaho), you help us bridge the gap between tuition and operating expenses. These dollars make a great difference in our program. More information about contributions to Watersprings School can be found on the school's website or by contacting our school office.

### **HEALTHY/SICK STUDENT POLICY**

In an effort to keep children healthy, please do not send your child to school when they have a fever or other indications of an illness. Students sent to school with any of the below symptoms, or that come down with them at school, will be sent home.

- A child that has had a fever (above 100 degrees), vomiting, contagious eye infection, or diarrhea within the last 24 hours, or a rash not related to an allergy is considered sick. The student will not be allowed at school until they have been symptom free for an entire day. (A student who vomits at school at 9 am on a Monday will not be able to return to school until Wednesday, provided they are symptom free for 24 hours after the vomiting.) A student must be fever-free for 24 hours **without medication** to return to school.

- If your child is found to have a disease that is considered to be contagious (including RSV) you must have your doctor state in writing that your child is no longer contagious in order for him/her to return to school.
- Students that have head lice cannot return until they have been treated and are nit-free.

Please note that during the COVID-19 pandemic, our sick policy may be altered in order to comply with the Eastern Idaho Public Health District and CDC's guidelines. We thank you for your help in keeping our school healthy.

### **HOT LUNCH PROGRAM**

Watersprings School offers a nutritious lunch program. Costs for school lunches may be adjusted as food/milk prices change.

- Lunches are available for \$3.00 (includes milk).
- For those opting to bring a sack lunch, milk will be available for \$.35 per carton.
- Lunches should be ordered, in advance, on the FACTS Family Portal.
- Our policy is for all hot lunches or individual milk purchases to be paid for in advance.
- Lunches and milks may be purchased in the school office or on FACTS.
- If a student's lunch account becomes delinquent, the parents will be notified through email or phone that the student is required to bring a sack lunch until the account is brought current.

### **LOST AND FOUND**

All personal belongings that have been turned in as lost will be kept in the Lost and Found bin in the Teacher's Resource Room. If you lose something, it is important to claim the item as soon as possible. **Items left for over thirty days will be donated to Watersprings Thrift Store.** Personal belongings such as jackets, backpacks, books, and Bibles should be clearly marked with the name of the student. Jewelry, watches, cell phones, and other "expensive" items will be in the school office until claimed or donated.

### **MEDICATION**

If a student is taking medication of any kind (including aspirin, cough drops, and all other prescription and non-prescription medications), medication must be brought to the classroom teacher. The procedure is as follows:

1. Parents will complete the Watersprings School Emergency Information & Medication Request Form (available in the school office).
2. Parents/guardians of students with ongoing medical conditions are required to disclose all relevant information to enable the administration to determine if Watersprings School is equipped to provide qualified medical care for the student. (Please note: Watersprings School does not have licensed medical personnel on staff.)

3. Parents will provide their child's prescription medication in the original containers with the directions and the student's name clearly visible on the container. Their teacher will make arrangements to distribute the medication as directed by the physician's instructions.
4. Non-prescription drugs may be administered to the student by their teacher on an "as needed" basis.
5. In the event that a student requires non-prescription medication that is not documented on their medication log, the parent may give permission via telephone or email to the school. Date and time of permission given will be documented.
6. A doctor's authorization stating the need for a student to use an inhaler at school, along with permission from a parent/guardian, is required by the school office. It is recommended that the student administer his/her medication in the presence of a staff member. The staff member will then document the dosage and time.

### **PARENT INTERACTION WITH STUDENTS**

It is never appropriate for a parent to confront another student on campus about a behavior issue or incident that has occurred with that student. The proper procedure is to talk with the teacher or staff member first. The discipline of a student and the "fact-finding" process is the responsibility of Watersprings School.

### **PARENT VOLUNTEERS**

Although we typically encourage parents to serve within the school, due to COVID-19, we will not require parent volunteer hours this year. Additionally, any parents desiring to enter the school building will be required to pass a background check, as well as a health screening, which will include a temperature check.

### **SCHOOL HOURS**

- Elementary grades begin promptly at 8:30 am and are dismissed at 3:00 pm.
- If students arrive at school prior to 8:15 a.m. they need to report to before-school daycare. They will be charged for daycare.
- Any student not picked up by 3:10 p.m. will be clocked-in to after-school daycare.
- Students are not permitted to leave the Watersprings School campus without parental permission.

### **STUDENT DROP-OFF AND PICK-UP**

#### **MORNING DROP-OFF:**

Morning and Afternoon Drop-Off and Pick Up Procedures maps/diagrams are posted on the school website for your convenience.

## **STUDENT INSURANCE**

All enrolled students are covered by a student accident insurance policy through Watersprings Church's property and liability insurance plan. This insurance is secondary to any insurance a parent already has for their child(ren).

## **TELEPHONE POLICY**

The telephones are for staff use only. If a student needs to call home in an emergency, they must obtain permission from their teacher to use the classroom phone. Use of cell phones during school hours is prohibited. Students will be subject to discipline if they choose to disobey this policy (see page 24).

## **SAFETY**

All entrances to the school will remain locked during school hours. Only the church (south) entrance will remain unlocked during normal school hours. All parents/visitors need to check in with the school office and obtain a visitor's badge before entering the school.

## **FIRE DRILLS/LOCKDOWN DRILLS**

Watersprings School conducts monthly Fire Drills and quarterly Lockdown Drills. The teachers will discuss instructions for these drills with their students. Students are expected to become familiar with these instructions so that all drills can be conducted with minimal confusion. Parents will be notified via Parent Alert regarding these drills.

## **SCHOOL RULES, RIGHTS, AND RESPONSIBILITIES**

### **BULLYING**

Bullying is not allowed at Watersprings School. Students should feel safe and should be treated fairly and with respect. Students should be accepted for who they are and be free of negative peer pressure.

Bullying is repeated abuse that can take three forms:

- Physical: hitting, spitting, stealing, or damaging another's belongings
- Verbal: threats, lying to cause trouble, name calling, sexual remarks
- Psychological: intimidation, social exclusion, spreading gossip

How to deal with a bully:

- Act confidently and tell the bully to stop.
- Don't get physical or show emotion.
- Quickly and calmly walk away.
- Immediately tell a trusted adult or Watersprings School staff member.

Cyber-bullying – If you're being harassed online, cell phone or via any electronic device:

- Notify school administration immediately. Watersprings School reserves the right to inspect or take control of a student's cell phone or any electronic device that is the subject of an investigation of possible violation of school policy or possible criminal conduct.
- Ignore the bully or block messages.
- Save emails and/or texts to help identify the bully.
- If threats are made, call the police.

If you see someone being bullied:

- Don't join in or encourage the bully.
- Do your best to calm the situation.
- Offer your support to the bullied student.
- Tell a teacher what's happening.

### **CELL PHONES/ELECTRONIC DEVICES**

- For preschool through 5<sup>th</sup> grades, cell phones/electronic devices are not permitted for use at school.
- It is not permissible, at any time, to use a cell phone/electronic device to take pictures/videos while on campus.
- Cell phones/electronic devices are not permitted in the restrooms at any time.
- Use of cell phones/electronic devices is prohibited during school hours and while a student is in daycare (which includes loaning a phone/electronic device to another student or the phone ringing between the hours of 8:00 a.m. and 3:00 p.m.) may result in disciplinary action.

Students found using a cell phone/electronic device during school hours or during daycare will have their phone/electronic device confiscated and parents will need to pick up the phone/electronic device from the teacher who confiscated it or from the school office. As a school, we also reserve the right to discipline any student for actions taken off-campus relating to cell phone/electronic device use if they are intended to have an effect on a student or if they adversely affect the safety and well-being of a student while in school. Watersprings School also reserves the right to inspect or take control of a student's cell phone that is subject of an investigation of possible violations of school policy or possible criminal conduct.

### **DRESS STANDARD**

As Christians, it is our desire for students to please the Lord and be a good witness to others, both in appearance and behavior. We believe there is a definite relationship between good dress habits, good work habits, and proper school behavior. We require students to dress modestly and without drawing undue attention to themselves. Proper student dress, in association with

continual effort for good attitude and behavior, are important elements of our wholesome Christian learning environment.

The dress standard for boys and girls (1 Timothy 2:9-10) **applies to all student activities** (i.e., sporting events, school plays, graduation, etc.).

Administration reserves the right to determine that which attracts undue or excessive attention to the wearer and that which is questionable and inappropriate and is considered unacceptable. Parents of students in violation of the dress standard will be notified and appropriate clothing will be issued to the student for that day.

- All clothing must be of appropriate size and should not be too tight or too baggy.
- All clothing must be in good condition and clean.
- Clothing, jewelry, or accessories related to a group/gang will not be permitted on campus or at any school activity.
- Body piercing or tattoos should not be visible at any time.
- For boys, the wearing of earrings is not allowed.
- Pants should fit at the waist and not be overly baggy. If they do not stay up, a belt should be worn. At no time should undergarments be visible.
- No undergarments should be visible through clothing or outside of clothing (this includes boxers, bra straps, etc.).
- The following are not allowed: tank tops with a strap of less than the width of two fingers, bare midriff-type shirts, muscle shirts or half tops, low-riders (pants or shorts) that expose bellies or midriffs.
- Displaying on one's clothing or personal property (lunchboxes, notebooks, folders, jackets, backpacks, etc.) such items as pictures or emblems which exalt groups/movements that are contrary to biblical standards (i.e., skulls, skeletons, secular music groups, alcoholic beverages, cigarettes, etc.) are not allowed.
- Shorts, dresses, and skirt lengths must **not be shorter** than 3" above the knee.
- Girls may wear leggings; however, they must be worn with shorts, dresses, or skirts that are no shorter than 3" above the knee. (Leggings may not be worn without shorts, a dress, or skirt.)
- Rips in jeans may be 3" above the knee and lower only.
- No sweat pants or pajama pants should be worn to school (unless it is a designated "pajama day").
- Makeup may be worn in moderation.
- Hats may be worn in class, at the discretion of the teacher.
- Hats, beanies, and hoodies may not be worn in chapel.
- Hairstyles should be neat, clean, and appropriate. Bizarre or shocking hairstyles are not allowed.

- Hair may be highlighted, and bleached tips are acceptable. Hair coloring should be in naturally occurring colors. (Blue, green, purple, etc., highlights are not allowed.) If in doubt, ask administration prior to changing hair color.
- Special dress days allow students to dress according to specific guidelines given for that special dress day. All clothing must be worn with modesty and appropriateness in mind.

## **RELATIONSHIPS**

We want all our students to exercise moral discretion in social relationships. It is our belief that parents (or guardians) are primarily responsible for educating students about issues related to physical development and activities in the context of intimate relationships. When parents choose to share this type of information, and what information they choose to share, is solely at their discretion. Therefore, parents should encourage their children to refrain from discussing related issues with their peers.

In regards to boy/girl relationships, we follow the advice of the Apostle Paul to Timothy. After encouraging Timothy to “let no one despise your youth, but set the believers an example in speech and conduct, in love, in faith, in purity,” (1 Timothy 4:12) Paul goes on in chapter 5 verses 1-2, “Do not rebuke an older man but exhort him as you would a father; treat younger men like brothers, older women like mothers, younger women like sisters, in all purity”.

By encouraging the relationships between boys and girls to model those of brothers and sisters, we discourage flirting, “going out” or “breaking up,” holding hands, or other romantic physical contact, or any interactions that are not part of a sibling relationship. Our desire is to promote and encourage healthy friendships consistent with the development of strong Christian character and to provide students with guidance in building long-lasting, appropriate friendships. If a student’s actions are not consistent with the brother/sister model that Paul gives, or are a disturbance or distraction to other students, there will be a consequence. Depending on the nature and frequency of any unacceptable student behavior, such consequences may include a teacher talking with a student, a call to the student’s parents, having the student not participate in a social activity, detention, or suspension.

## **RULES IN CHAPEL**

Chapel is an important part of campus life at Watersprings School. Chapels are held once a week. Students should:

- Demonstrate proper courtesy and hospitality to all speakers by listening carefully and behaving properly. Their attitude toward the speaker should be respectful and attentive.
- Not participate in unnecessary talking, distracting others, or cause a disturbance during chapel.
- Not have any gum, food, or drinks of any kind in the sanctuary.
- Remove hats, caps, beanies, and the hoods of sweatshirts prior to entering chapel.

## **RULES IN THE LUNCH ROOM**

- Walk quietly to and from the lunchroom area.
- Use a quiet voice; as you enter, in line, and at your table.
- All students are responsible for cleaning their area when they are done eating—this includes the floor and table area.
- No food or drink items are to be taken out of the lunch room area unless directed by the teacher or person on duty. If students go outside for lunch, a cleanup crew needs to be appointed that will thoroughly clean the area when done.
- Be respectful. Keep your hands to yourself. Say please and thank you. Clean up after yourself.
- Raise your hand to leave your seat.

## **RULES AT RECESS**

- Supervision: At all times there is adult supervision of students.
  - Teachers are required to carry a cell phone in case of an emergency.
- Safety first on all equipment and at play.
- Slides – One person at a time on the slides. Students must go down on their bottom; not on their feet. Students may not climb up the slide. Snow may not be piled on the slides as it creates a hazard.
- Students are not allowed to jump off the rock wall.
- Swings – Students are not allowed to “bail-out” or jump off the swings.
- Disc Swing – No more than four people at a time are allowed on the disc swing. No standing on the disc swing.
- Water bottles are not allowed on the play equipment. Water bottles can be set up against the wall on the sidewalk while playing.
- Students will pick up any trash left on the playground.
- Students are not allowed anywhere they cannot be seen or supervised by the staff member on duty.
- No throwing snowballs, snow, ice, rocks, boulders, woodchips, pebbles, etc.
- No sliding/skating/playing on the ice or the snow banks.
- Students may not bring toys onto the playground. Sporting equipment is allowed; however, it is understood that it is to be shared with the other students.
- No throwing balls and other playground equipment inappropriately.
- Students are expected to be respectful to staff and to other students.
- Students are expected to be edifying in their communication, the games they play and in their interactions with each other.
- Students should walk to the play area and walk back to the building.
- Students should be quiet at the doors and in the halls when entering the building.

## **RULES IN SCHOOL**

- No running in the building.
- Students need to walk to and from recess and lunch.
- A staff member should always be with the students.
- Respectful, courteous language is expected of all.
- Wrestling or rough play is not allowed.
- The hallways should be quiet.
- Students must always demonstrate respect for and cooperation with teachers and classmates.
- Students are to arrive on time to each class and be prepared with the necessary materials and appropriate attitude, which indicates a readiness to learn.
- Communication of any kind between students that is disruptive to the teacher or classmates is unacceptable.
- Food, beverages, and gum are not permitted during class time, unless authorized by the teacher.
- Students may not be in the staff offices/classrooms unless a teacher or staff member is present.
- The teacher's desk, computer, keys, gradebook, and other belongings are personal property and will be treated as such by students.

The following are not allowed:

- Demonstrations of personal affection (i.e., holding hands, kissing, etc.)
- Bringing or possessing on campus fireworks, firecrackers, matches, lighters, or other flammable materials.
- Knives or other objects that could inflict bodily harm. If a student brings one to school, it will be confiscated and disciplinary action will be taken.
- Tampering with personal belongings or taking items from another student's desk, backpack, or locker.
- Gossiping or spreading rumors
- Bullying, teasing, harassment, or language not becoming of a Christian
- Fundraising for individual purposes is not permitted. Contact school principal to obtain approval for all school/class fundraising activities.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Every Watersprings School student has the following rights and responsibilities:

1. You have the right to be physically safe and free from harassment and bullying.
2. You have the right to express your thoughts and feelings, as long as they are conveyed in a manner that is respectful and Christ-like.

3. You have the right to learn, and the school will make every effort to help you to become a successful student and citizen.
4. You have the right to be treated with respect.
5. You have the responsibility to follow the school's policies and rules.
6. You have the responsibility to help create an excellent learning environment.
7. You have the responsibility to respect all Watersprings School faculty, staff, and students as well as school property and the property of your fellow students.

## **TECHNOLOGY POLICY**

### **COMPUTER/INTERNET USE**

Watersprings School has established a computer network with Internet access to support and enhance learning and prepare students for success. The school has installed filtering software to minimize access to inappropriate material. The use of the network and Internet is a privilege, not a right, which may be revoked at any time for inappropriate behavior. Conduct on the computers is to reflect and be consistent with Christian ethical and moral principles and high standards of character and conduct. Students should immediately notify an adult if they encounter any material that violates the Acceptable Use Policy found below in order to protect them against any claim they may have intentionally violated this policy.

### **ACCEPTABLE USES**

The computer network and Internet are to be used only for educational purposes. This includes classroom activities, educational research, and career development. Students will have access to the Internet via classroom, library, and lab computers. Student access is limited to school hours. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review files from time to time to ensure that the system is being used properly. Network users must keep their passwords private. Accounts and/or passwords may not be shared. Network users are expected to adhere to the safety guidelines listed below.

### **UNACCEPTABLE USES**

- The Internet may not be used to establish new email accounts or check existing email accounts.
- The Internet may not be used to access/participate in any interactive websites or applications. This includes chat rooms, blogs, message boards, instant messaging, etc.
- The Internet may not be used to download or copy any software, games, music, internet wallpaper, or to play games.
- School computers may not be used to access any Social Media sites/accounts, including Facebook, Twitter, Pinterest, Snapchat, etc.
- School computers may not be used for commercial purposes. Users may not buy or sell products or services through the system.
- School computers may not be used for any activity or to transmit any material, that violates United States' or local laws. This includes, but is not limited to, illegal

activities such as threatening the safety of another person or violating copyright laws.

- Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
- Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
- Network users may not access websites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.

## **SOCIAL MEDIA**

Please take a look at ALL of your child's social media accounts. Many various apps that kids are currently utilizing have the option to post in conversation threads, and this is where some of the inappropriate content is being posted. Examples: Musically, Facebook, Twitter, Instagram, Snapchat, Trending, etc. Please discuss with your child the dangers of social media and what appropriate use is.

## **SPIRITUAL LIFE & CONDUCT OF THE STUDENT**

Each student should understand that attending Watersprings School is a privilege granted to those who will demonstrate a spirit of harmony with the philosophy and goals of the school. By applying for admission to Watersprings School, the student indicates the desire to become a sincere, cooperative member of the student body.

Spiritual growth is never the result of superimposed rules; therefore, Watersprings School's standards of conduct are not designed merely to produce a pattern of outward conformity. Our school desires that students demonstrate, by their conduct, an inward acceptance of Christ and an attitude of submission to His Lordship. It is our prayer that all students will be led by the Holy Spirit to abide by the rules and standards of Watersprings School. To produce an environment that will encourage these goals, we expect every student to demonstrate by attitude and behavior, a life committed to following Christ. "Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity." 1 Timothy 4:12

While attending Watersprings School, all students are expected to follow the guidelines stated herein 365 days a year, both on and off campus. Additionally, the contracting parent and Watersprings School student are expected to live by a scriptural standard of behavior that is consistent with the principles found in the Word of God. While enrolled at Watersprings School, students must, at all times, refrain from:

- The use of illegal drugs, alcoholic beverages, or any form of tobacco
- Involvement in immoral activities
- Swearing, telling dirty stories or using language unbecoming of a Christian
- Fighting or dangerous horseplay
- Vandalism or graffiti
- Possessing weapons of any kind on campus or at school events
- Bullying
- Acts of dishonesty, such as lying, stealing, or cheating

The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27)

Students who violate these standards will be subject to disciplinary action, which may include dismissal from school. Students should also make every effort to avoid compromising situations that might give the appearance of being involved in the above activities.

### **TRANSPORTATION**

Watersprings School does not provide bus transportation to and from school. We provide bus transportation for field trips and athletic events.

### **BUS AND VAN TRANSPORTATION**

Our buses and vans are maintained to provide clean, safe transportation to the various Watersprings School activities. Care and conduct are essential to Watersprings School being able to provide this transportation.

Bus and van guidelines are as follows:

- No students are to be on the bus or van without the driver being present.
- Eating, drinking, or chewing gum is not permitted on the bus or in the van, unless authorized by the driver.
- Students must remain seated at all times and have no part of the body extended outside the bus or van. There should be no yelling or gesturing to persons outside the bus or van.
- Damage to buses or any other vehicles will be paid for by the one doing the damage.
- Be certain that all trash has been disposed of properly.
- Students must ride on the bus or van to the field trip, unless other arrangements have been authorized by the parent and/or Watersprings School Administration.

- It is not Watersprings School's policy to allow parents to ride the bus or van. However, there may be occasions when Administration may deem it necessary to allow a parent to ride the bus or van to help with supervision.
- All students who ride the bus or van to the field trip must also ride back to school on the bus or van unless they leave with the contracting parent. Parents assume all responsibility for the child upon notification to the teacher that the student is departing.

### **STUDENT/PARENT HANDBOOK AGREEMENT**

As a condition of acceptance into Watersprings School, all parents are required to sign the Parent Permissions Form in the online enrollment forms each year, signifying that they fully acknowledge, understand and agree with all the things included in this Student/Parent Handbook. By signing, they also understand that their student's enrollment is contingent upon compliance, at all times, with the terms and conditions specified in this Student/Parent Handbook.

**Thank you for allowing us to partner with you in your child's education. We look forward to a great school year!**