



Watersprings

SCHOOL

Student and Parent Handbook Middle School/High School 2019-2020

“Transforming a generation through Christian education.”

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GENERAL INFORMATION

Welcome

Welcome to Watersprings School Middle/ High School! 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.

Office Hours

The office hours for the Middle/High School Campus (6th-12th grades) are as follows:

School Year: 8:00am – 4:00 pm

Summer Hours: Varied. Please call (208) 542-6250 for information.

School Hours

School begins promptly at 8:15 am and ends at 3:30 pm. Please refer to the school calendar on our website for important dates and events.

Accreditation and Affiliation

Our 6th – 12th grade program is fully accredited with the Association of Christian Schools International (ACSI) and AdvancEd.

A Few Key Facts

Watersprings School admits students of both genders, and 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. We acknowledge there is no preferential treatment with God (Acts 10:34-35).

In accordance with Idaho State Law, the school staff is obligated, 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 contacting legal authorities. 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.

Handbook Amendments

The School Administration reserves the right to amend this handbook.

Parents and students will be notified in writing of any changes at the time of the amendment.

PHILOSOPHY OF EDUCATION

Our Philosophy of Christian 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 the 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."

The school is an extension of the family and also an extension of the Christian Church. In this capacity, we will promote this relationship of family, church, school and members of the body of Christ. For our 7th through 12th graders, we take a discipleship approach to prepare your child to live a life that is pleasing to the Lord. In these grades we require students to profess Jesus Christ as their Savior and to have a personal walk with Jesus.

Regular church attendance is encouraged.

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 who choose to glorify God in all that they do (I Corinthians 10:31).
- Students who are mature in doctrine and the practice of it (Ephesians 6:4 & Colossians 1:28-29).
- Students who have practical experience in Christian service and ministry (2 Timothy 2:2).

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

Watersprings Statement of Faith

Watersprings School is an outreach of Watersprings Church of Idaho Falls, a non-denominational church focused on the inerrancy of the Bible and the expository teaching from Genesis to Revelation. Our statement of faith is:

- 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 Cor 6:18; 7:2-5; Heb 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 Cor 6:9-10.)

ADMISSION, ATTENDANCE AND ACADEMICS

Admission Philosophy

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, the parents may be asked to withdraw the student.
- The first trimester of a new student's enrollment is considered to be a probationary period.

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

When considering applicants to our 6th-12th grades, the following is considered:

Expectations of Applying Students

Academic

- A 2.0 cumulative GPA or lower may disqualify a student from being eligible for enrollment.
- If an applicant's evaluation data is below grade level, s/he may be required to do remedial work, may be accepted at the previous grade level, or may not be accepted for enrollment, depending upon the severity of the learning gap or learning difference. Disclosure of diagnosed learning differences is necessary and required at the time of application.

Behavioral

- The student must demonstrate appropriate emotional stability, attention span, self-discipline, and the necessary social skills to function in a group setting.
- The applicant must agree to abide by the rules and regulations of the school.

Spiritual and Motivational

- The student, if not yet a believer, acknowledges a desire to learn more about Christ and His plan for salvation.

Students must be receptive to spiritual instruction and guidance and should demonstrate their adherence to these principles in their attitudes and conduct. Therefore, students should refrain from activities or behaviors that are not consistent with Biblical teachings.

Expectations of Parents

Spiritual and Motivational

In addition to the expectations provided earlier in this section of the handbook, it is essential that the parents exhibit a lifestyle in keeping with the Christian faith. Parents alone have the single greatest impact on their children's lives and must therefore manifest by example the highest Christian virtue, serving as a role model to their children. This includes, but is not limited to, refraining from such activities as are in violation of scriptural principles of godly living (Romans 1:28-32). Further, the parents must acknowledge that the Scriptures admonish us to abstain from every appearance of evil (1 Thessalonians 5:22), for example, an unmarried couple living together, and that such conduct violates scriptural principles and would therefore potentially impact the ability of their child to attend Watersprings School.

Support of School

- Parents agree to plan and budget for the cost of Christian education, keeping all payment arrangements with the school.
- A family transferring from another school may not be accepted if a past due balance is owed to that school unless suitable financial arrangements have been made. Also, no Watersprings School records will be issued from the school office until all bills owed to the school for tuition and/or other fees, lost or damaged texts and library books, and other debts have been paid.

Parents must agree to the policies set by the administration and agree to fully support the administration and faculty of Watersprings School.

Attendance

We recognize the importance of attendance and punctuality at school. Regular attendance and punctuality benefit students by assisting them in learning academic, time management, and teamwork skills. Each student must be in attendance no less than 90% of the time a class is taught in order to gain credit for that class. Absences in excess of 6 days per trimester **may cause the student to lose credit in the affected subject(s)**. Students in attendance less than the 90% requirement must obtain administrative approval before academic credit will be granted.

As the Watersprings Middle/High School calendar allows for several Fridays off of school each trimester, parents are encouraged to plan accordingly and attempt to schedule appointments on non-school days. If a student does need to miss school due to a medical appointment, the student must remember to check in with the school office upon return to receive an excused Class Admittance slip.

The following types of absences **are counted** toward the 90% rule:

- An **excused absence** is an absence from school with the knowledge and approval of the student's parent(s)/guardian(s). Written, oral, or electronic communication from parents is expected by 9:30a.m. on the day of the absence. Parents need to make sure their child makes up any missed daily work, tests or other assignments. Generally, a two day's allowance for make-up work is provided for each day's absence to a maximum of five school days, unless other arrangements have been made with individual teachers. Full credit will be given for assignments returned within the time limits set by the teacher when students have excused absences, excluding pre-arranged absences (see below).
- **Prearranged absences** occur when a student knows in advance that they will be absent. For a planned absence of three days or longer, such as a family trip or special occasion, notification must be made at least one week in advance. Parents/students can also request the student's assignments in advance. Class work provided to the student in advance of a prearranged absence is due on their return unless different arrangements have been made with their teacher(s).
- An **unexcused absence** is an absence from school that has not been excused via written, oral, or electronic communication from a parent or guardian. Absences left unexcused over 48 hours may be considered truant. Truancy is an absence without the consent of the student's parent(s)/guardian(s) or school officials. This includes an absence from school and class after arrival at school and departure from school during the school day without permission of school officials. Any student who is unexcused will receive a zero on all assignments missed. Teachers may require the student to make up the work without credit so that a concept might be learned/better understood.
- **Suspended Absence** includes absences due to in-school or out of school suspension or absence from class.

The following types of absences are not counted toward the 90% rule:

- **In-school** - Absences that occur within the school day that pull a student from a scheduled class to another area within the school. Examples include extended visits to the office or when a student is at a school approved meeting (i.e. student body, college meetings, etc.)
- **Medical** - Absences due to medical reasons that is confirmed with documentation by professional personnel such as medical doctors, dentists, psychologists, etc.
- **Bereavement** - An absence taken due to a death in the family.
- **School excused** - Absences for events such as school sponsored sporting events or college visitations by Juniors or Seniors (college visits beyond two (2) need to be approved by the administration prior to the absence), or extenuating circumstances approved by the administration.

Tardies

School starts at 8:15 each morning, and students are expected to be at school on time. A student who is more than 30 minutes late to class will be considered absent. The student must sign-in at the office. Students late to other classes during the day will be marked tardy by the teacher. If a student is detained by a teacher, a written excuse should be secured from that teacher before reporting to the next class.

Unexcused Tardies

Very few circumstances result in excused tardies; they are generally unexcused. As unexcused tardies (not tardies per class) accumulate each trimester, the following consequences will be administered:

Tardies	Consequence
1st – 3rd	Verbal Warning
4th – 7 th	One full lunch detention served for additional tardy up to 7, parents notified
8 th	Watersprings School Discipline Review Committee convened

Excused Tardies

Personal illness, an emergency, a doctor's appointment, extreme weather conditions, and parent appointments are considered valid excuses for tardiness. However, persistent excused tardies add up to lost minutes in class. Once a student has accumulated 4 excused tardies in any given class, those tardies will be converted to an excused absence in that particular class. Once a student accumulates more than 6 absences in any class they will be required to obtain administrative approval to get credit for the class. Refer to the Absences section of this handbook for additional details regarding absences.

Both excused and unexcused tardy tallies start over each trimester.

School Excused Tardies

Tardies related to students participating in school athletics or other school events of any kind receive a school excused tardy. This does not count in either the excused or unexcused tardy count. These tardies may also be issued at the discretion of a teacher or administrator depending on circumstances.

Academics

All Watersprings School courses incorporate a Christian worldview into the teaching and study materials. All classes are presented in the light of biblical truth.

Course Summary

- **Science** courses are taught from a creationist point of view since we believe the teachings in Genesis accounting for God's active hand in the inception and detailed development of our universe. Students complete classes in Life Science, Earth and Space Science, Biology, Chemistry and Physical Science classes, in which they are taught to view the innermost workings of nature as God intended.
- **Mathematics** is not taught as an invention of man, but from God, a mirror which reflects His order and reliability in a unique way. Both consumer math and advanced math classes are available, in addition to the traditional high school math courses.

- **Historical** timelines are set in the perspective of God’s plan for the ages. We evaluate the impact of biblical principles and of individual Christian faith on major historical themes such as exploration, colonization, economic progress, art, literature, and constitutional government.
- **Language Arts** is taught so as to enhance and apply the values of the Christian faith. Because men are influenced by words, and all words communicate some value system, we strive to select and evaluate literature in the light of biblical values. We also give priority to mastery of the written and spoken word.
- **Bible** classes are an integral part of the curriculum at our school. God’s truth is “...profitable for teaching, for reproof, for correction for training in righteousness, that the man of God may be adequate, equipped for every good work.” (2 Timothy 3:16-17). We teach through the Bible with supplementation as needed on specific issues.
- **Electives** provide students with an opportunity to pursue a variety of interests including the fine arts, physical education, foreign language, etc. Students electing to enroll in study hall as an elective do not receive a credit for this class.

Homework

Homework is assigned primarily for the purpose of review and reinforcement of content and skills introduced in class. Students bear primary responsibility for weekly homework assignments. The amount of homework time will vary depending on several conditions including, but not limited to (1) the student and their use of time in school (2) the subject area and its level of difficulty, and (3) the conditions and/or distractions at home. The amount of homework given will be commensurate with the grade level of the student; however, the actual amount of time required for homework will vary as students work at different rates and efficiency levels. Should you have concerns regarding the amount of time your child appears to be spending in completing assignments, please contact your child’s teacher.

Reporting and Grading

The purpose of reporting is to give parents and students indication of the progress that is being made. Report cards are issued each trimester. Progress reports are sent via email every four weeks. Parents are encouraged to attend parent-teacher conferences at the end of the first and second trimesters. The following grading system is used:

Letter Grade	Grading Scale	GPA points
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 transcripts. An “F” for a trimester grade means credit has not been earned and the student/parent must make plans to repeat the course if necessary. A cumulative GPA is kept on file for each student beginning in 9th grade (earlier if high school credit classes are taken prior to 9th grade).

An “I” or Incomplete means the student has not met all the requirements for credit in that class. An incomplete may be recorded on a report card when the student has been absent within the last two weeks of the grading period or has had extended excused absences during the grading period. The “I” may be removed, or replaced by a regular grade, upon completion of the work, during the following three weeks of the new grading period. If the work is not made up within the three weeks, the student will receive a zero for the assignment(s) not completed and will be averaged in with the other course grades for their trimester work.

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.

Honor Roll

Grade point averages are calculated at the completion of each trimester and they include the grades from all core and elective classes. Students earning a 3.5-3.99 grade point average qualify for Honor Roll designation. Students earning a 4.0 grade point average qualify for High Honor Roll designation.

Dual Credit Courses

Dual Credit courses are a college level course that enables students to earn both high school and college credit. Students obtain credit by completing all course work, quizzes and exams with a grade of a D- (60%) or higher. These classes may be taught either on campus, off campus, or on-line. Note: The college credits are granted by various universities or colleges and may or may not be transferable to other colleges or universities. Additional fees apply.

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 in FACTS:

A	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).
M	If the assignment is not completed on the date it is due, the status will be entered or changed to “M” for Missing and will be reflected as a zero in the gradebook. Completed missing work will be scored and recorded in RenWeb, 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.
P	“P” for Pending may be used to communicate that the assignment has been received but is pending a grade.
I	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.

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.

Athletic/Extracurricular Eligibility Requirements

For a student, to participate in school-sponsored athletics or academic events the following conditions apply:

- Progress Reports are generated every Tuesday. If a student has two D's or one F on a Progress Report, the student is ineligible to compete until the next Progress Report is printed (the following Tuesday) reflecting eligibility status (one D or better). Students may not do extra assignments or extra credit not offered to the entire class simply to improve their grade to play in a game. Students must practice during times of ineligibility, but not at the expense of getting their work completed.
- If a student has an unexcused absence for any part of the day, he/she will not be allowed to participate in any extra-curricular activity that day without the permission of the administration.

Special needs students, who have been formally evaluated and diagnosed, can qualify for an academic eligibility exemption.

Math Progression Policy

Successful progression from one math course to another requires that a student comprehend what they have been taught each year so that they may build on that knowledge and application. As such, students receiving less than a 70% average over the yearlong duration of a math course will be subject to an academic review by the Guidance Counselor, Administration and appropriate math teacher(s) before being allowed to progress to the next math course.

Additionally, if a student steadily performs at a D or F level in math, the student's performance and placement will be reviewed to determine if the student should be allowed to remain in their current math class or be moved to the next lower class to solidify their understanding of required material.

7th and 8th Grade Algebra I Policy

When the high school level class Algebra I is taken, grades will count on the high school transcript.

Transfer Students

Students who transfer to Watersprings School from another school are typically placed in classes similar to the ones they were taking at the previous school. If more than 2 weeks have passed in the current trimester, the new student will have their grades carried forward. If less than 2 weeks have passed, the student will be considered to be starting the class from the beginning. We will work with students on an individual basis to ensure the smoothest transition possible.

Watersprings Graduation Requirements

Credit is earned for each trimester class passed. The requirements for graduation from Watersprings School are as follows:

Core requirements

11 credits	English/Literature
8 credits	Math (two must be taken during student's senior year)
11 credits	Science
10 credits	History (2 Geography, 3 US History, 2 US Govt, 2 World History, 1 Economics)
8 credits	Bible (students must take Bible each trimester at Watersprings)
1 credit	Health
1 credit	Speech
1 credit	Career Development
51 credits	Total core requirements
10 credits	Electives (minimum of 2 Foreign Language, 2 PE*)
61 credits	Graduation Requirement

*At Watersprings School, students who participate in sports are eligible to earn additional credits. These are reflected on the student's transcript as a participation credit in the appropriate sport. While a student can potentially earn many PE credits for PE classes taken and sports played, only 4 of the required 10 elective credits can be physical education related. The remaining 6 credits must be received for taking non-PE classes.

Because of the emphasis on a Christian perspective in learning, and our mission statement of developing the whole person for Christ, students are expected to meet graduation requirements through Watersprings offered or approved courses. Therefore, all classes offered by Watersprings School must be taken on campus unless other arrangements are approved by the administration.

Elective Policy

A variety of electives are offered to high schoolers each trimester. Students are given the list of options and a chance to select their top three choices. Preference is given to students in the highest grade level. Parents are informed of the elective options and given a chance to discuss them with their children. After a student selects their elective and is assigned to a class, only extenuating circumstances will be considered for a change of class. Any changes must occur in the first week of the new trimester.

CODE OF CONDUCT

Conduct and Discipline

The preeminent principle concerning conduct with one another is that of Christ's command: "A new commandment I give to you, that you love one another, even as I have loved you, that you also love one another. By this all men will know that you are my disciples, if you have love for one another." (John 13:34-35 NKJV) Christian love requires us to protect and seek God's best for others, so obedience is expected. Our Christian liberty does not allow us to infringe on the safety and rights of others. Handbook standards, policies, teacher/staff instructions, and biblical principles are to be obeyed as a proper response to God's authority and to those whom He has placed in authority.

Privilege

Attendance at Watersprings School is a privilege. Conduct on or off school premises that violates school regulations or civil law may be considered grounds for disciplinary action. Likewise, when a student's attitude is not in accordance with school policies or principles, disciplinary steps will be taken. Any student whose consistent conduct or attitude in or out of school demonstrates a continuing opposition to the basic principles and purpose of the school will be asked to withdraw from the school or may be expelled. Students are expected to obey all reasonable, lawful requests from adults placed in positions of authority in the school.

Conduct

We seek to provide a positive, safe environment conducive to the teaching/learning process. We believe the Scriptures establish the basic principles that should guide the development of Christian character and govern all Christian behavior. The school retains the right to engage in search and seizure as a routine or in cases of suspicion. Desks and lockers are school property and their contents can be searched at any time. Items deemed inappropriate can be taken from the student. Parents of students who in any way deface or damage school building/furnishings/equipment/property will be liable for damages to the extent of replacement or repair costs.

Student Guidelines for Appropriate Conduct

"Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ." (Philippians 1:27) These principles can be summarized in 3 main school rules.

- 1. Be respectful of your surroundings and follow all rules.**
 - a. Treat the building, grounds, classrooms, and everything in and around those areas with respect and as if they belong to God... they do.
 - b. Practice personal cleanliness and orderliness of possessions. Keep floor and desk areas neat at all times.
 - c. Be where you are supposed to be when you are supposed to be there - student activity is limited to supervised areas and students are to use designated and assigned exits and entrances.

- d. Follow classroom rules as follows:
- Be punctual
 - Be prepared
 - Be polite
 - Be positive
- e. Cheating of any kind is prohibited. Examples of cheating include copying another student's work, using notes or help secretly during an exam, and plagiarism, which is defined as "using someone else's works, words or ideas as if they were your own." (<http://www.yale.edu/yalecol/puplications'uregs/appendix/cheating.html>) Cheating will result in a zero on the assignment initially. Subsequent violations may result in more serious consequences.

2. No inappropriate touch or speech. Treat everyone with respect or dignity.

- a. Show respect and courtesy for others. Bullying, intimidating, teasing, and fighting are strictly forbidden. "Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. Let each of you look out not only for his own interests, but also for the interests of others. Let this mind be in you which was also in Christ Jesus." (Philippians 2:3-5 NKJV)
- b. Students should refrain from public displays of affection (PDA) between members of the opposite sex. PDA would include hand-holding, hugging, and kissing. PDA by students is not permitted at school or at any school activity on or off campus.
- c. Sexual harassment is defined as any unwelcome sexual conduct that limits a student's ability to participate in or benefit from his or her education, or a pattern of such conduct that creates a hostile environment. Sexual harassment may include:
- Unnecessary touching, including patting, pinching, and repeated brushing against another person's body.
 - Cornering or blocking of normal movements.
 - Unwanted sexual comments, gestures and jokes.
 - Displaying, wearing or distributing sexually suggestive pictures or written materials.
 - Unwanted teasing about an individual's ability to succeed in a certain class because of gender.

These behaviors are forbidden, they should be reported and they will have consequences.

- d. Respond with immediate and cheerful obedience to authority and school regulations. "Do all things without complaining and disputing, that you may become blameless and harmless, children of God without fault in the midst of a crooked and perverse generation, among whom you shine as lights in the world." (Philippians 2:14-15 NKJV)
- e. Improper language (coarse, vulgar, or abusive language, swearing, ridicule, slander, gossiping) is prohibited. James 3:1-10 reminds us that the tongue is the most difficult part of the body to control. It is very easy to lash out or speak in a thoughtless manner. In large part, however, our growth in the Lord is reflected by our ability to control our

words. “Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers. And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all bitterness, wrath, anger, clamor, and evil speaking be put away from you, with all malice. And be kind to one another, tenderhearted, forgiving one another, just as God in Christ forgave you.” (Ephesians 4:29-32 NKJV). Just because the world allows the boundaries to continue to slide in regards to what is acceptable and not acceptable, as a Christian school we will adhere to a higher standard. Students should seek to be encouraging and uplifting to others. Words that “tear down” others will not be tolerated.

f. Practice truthfulness and honesty in word and life.

3. Follow the dress code. We believe there is a relationship between good dress habits, and proper school behavior. A student’s dress and appearance should be characterized by cleanliness, neatness, modesty, appropriateness and safety. Any type of attire or grooming which attracts undue attention to the wearer and distracts from the educational process is not acceptable. Extremes in dress, style, or makeup are to be avoided as well as anything that is purposely suggestive in appeal or has the trademark of some segment of society decidedly ungodly in influence. Although the appearance of any student is primarily the responsibility of that individual and parents, we expect students to maintain the type of appearance that is not distracting to teachers or other students or detrimental to the educational process. Our major daily concern is the education of students and not the policing of apparel. If any question arises on any issue, the decision of the school has to prevail. Students who come to school without proper attention to personal grooming or appropriate dress may be asked to call their parents for a change of clothing, may be sent home to correct these concerns, or may wear a school-provided outfit. The administration reserves the right to make final decisions in regard to questionable dress or appearance.

- a. Shoes must be worn at all times. Slippers are not considered to be shoes.
- b. Shorts are permitted for school wear but must not be shorter than 3 inches above the knee, measuring from the top of the kneecap. Girls may wear skirts or dresses. The hemline must be no more than 3 inches above the knee, measuring from the top of the kneecap. This length applies whether leggings are worn under the skirt or not.
- c. Any sweat pants, yoga pants, or pajama-type pants may not be worn to school, unless they are required for any extenuating circumstances (e.g., surgery, etc.) which have been approved by the administration. Spandex and similar clothing must not be worn unless covered by clothing that meets the above criteria. Track pants/wind pants are considered acceptable.
- d. Any article of clothing that is revealing around the neck, shoulder, arm or midriff area must not be worn. Tank tops or spaghetti straps are permitted ONLY if they have a shirt underneath OR a covering over the top of the shirt as cleavage should not be visible at any time. All pants are to be worn at proper waist level. “Bag and sag” or “Low-riders” are not acceptable. Underwear should not be showing—a long t-shirt or other shirt covering does not count.
- e. Clothing worn to school cannot have negative or immoral messages, drug, alcohol, or suggestive insignias, messages, or otherwise age-inappropriate messages.
- f. Clothing must not have tears, holes or abrasions that allow skin to be visible above the 3” line above the kneecap.

- g. Hats are not to be worn in the building during school hours.
- h. Girls only may wear modest earrings. This is the only allowable “pierced” jewelry. Other piercings, gauges, etc. are not allowed. Tattoos must be covered.
- i. Makeup or hairstyles that are of unnatural colors are not allowed.
- j. Dress at extracurricular activities must be in keeping with the activity.
- k. The Watersprings PE uniform must be worn for physical education classes.

Periodically students may participate in designated “special dress” activities that allow them to wear something unusual, but modesty is still required. Those who enroll in Watersprings must be willing to abide by these standards. Students who violate the dress policy will remain out of class until the appropriate attire is acquired. These are guidelines which, if carefully considered and well-practiced, will help students to avoid situations that cause difficulties.

Discipline

Watersprings School is committed to a safe, nurturing learning environment for all students. This includes an atmosphere conducive to studies and free from disruption as well as making school a place where students feel loved and accepted. Parents delegate authority to the school, and teachers stand in place of the parent during school hours.

The best discipline is self-discipline. It is this training that develops self-control, orderly conduct, character, and promotes intellectual growth and social graces. Students are expected to develop and exercise self-discipline in all areas of school life and to observe the rules of the school. When a student deviates from acceptable behavior, it is the responsibility of the home and the school to help via correction and guidance. Parents and teachers must fully cooperate, being careful to avoid anything that damages respect, understanding, and confidence in each other. By working together in a team approach, parents and school staff set standards by modeling and emphasizing positive behavior as opposed to disruptive behavior that requires corrective measures.

Drugs & Alcohol

Watersprings School is an alcohol and drug-free campus. Therefore, the possession, use, or distribution of alcohol or illegal drugs on the Watersprings School campus is strictly prohibited and will result in disciplinary action by the school and referral to law enforcement authorities. Students of Watersprings School are to refrain from the possession and use of alcohol, tobacco, or drugs, both in and outside of school. This includes vaping and the use of electronic cigarettes. Any Watersprings student found to be in violation of this policy will be subject to legal consequences and/or disenrollment from Watersprings School. Therefore, the conduct of students on or off campus, during breaks, vacations, summer break or weekends is subject to school discipline.

- Watersprings Administration reserves the right to require a drug or alcohol test from any student at any time to ensure the safety of school employees and students. The request for a drug or alcohol test may be random or based on a reasonable suspicion of use/distribution of illegal substances. Student confidentiality will be maintained throughout the testing process. Watersprings Administration, in cooperation with Watersprings Church, may conduct random on-campus searches for illegal substances. Watersprings School reserves the right to invite the Idaho Falls Police Department or any appropriate narcotics

search group onto the campus for the purpose of searching for drugs and alcohol. Should the parents and/or student refuse to submit to any required searches/tests or in any way interfere with the process, the student will be subject to immediate disenrollment from Watersprings School.

- The purpose of drug/alcohol testing a student is to identify a problem that may be present in order to assist parents in dealing with possible substance abuse behavior.
- No Watersprings School student will consume alcohol, tobacco, or any unauthorized controlled substance or encourage any other student to consume them. The use of tobacco, electronic cigarettes, or alcohol off campus, even with the knowledge or consent of parents, is considered to be a violation of Watersprings School policy and will result in disciplinary action.
- No Watersprings School student is to own, use, or distribute drug paraphernalia. Such activity constitutes a violation of the intent of the Watersprings substance abuse policy and will result in disciplinary action.
- Any student who hosts/organizes or attends a party/gathering where alcohol or underage drinking is present or provides any alcohol/illegal substances for a party/gathering will be subject to disciplinary action by Watersprings School and possible disenrollment from the school.
- Watersprings School Administration reserves the right to inspect student lockers, personal vehicles, and personal possessions such as bags and electronic devices. Failure to submit to such inspection may result in disciplinary action or disenrollment from Watersprings School.

Student and parents are expected to cooperate fully with the Watersprings Administration when conducting inquiries into student behavioral issues. Furthermore, failure to tell the truth during an inquiry could result in disciplinary action and possible disenrollment from Watersprings School.

Disciplinary Actions

The majority of classroom discipline will be handled by the classroom teacher. In general, students will receive an initial warning from a teacher for inappropriate behavior. If the behavior continues, the student will receive additional consequences. Watersprings views disciplinary actions as part of a loving process to help mold and shape our students. These are always conducted after prayer and discussion between teachers and the administration, and often after discussion with parents. Our “toolbox” for dealing with behavioral issues includes the following options. Any one of these or a combination may be used depending on the student, type of infraction(s), and frequency of occurrence.

- **Meetings:** Behavioral interventions usually begin with a meeting between the teacher and student to discuss the misbehavior and corrective measures that may help the student. The teacher may assign consequences for the incident. Depending on the nature and severity of the misbehavior, the teacher may notify the student’s parents and/or the administration of the issue and additional meetings may be necessary to address the misbehavior.
- **Behavioral or Academic Probation:** A student may be placed on probation when there are persistent behavioral or academic problems. This status alerts both student and parents that continued attendance at Watersprings School is jeopardized unless there is a

change. Students who are on probation for two trimesters in any one year may be asked to withdraw from Watersprings.

- **Detention:** A detention is a disciplinary period of time assigned by a teacher or administrator to be fulfilled before school, during lunch or after school for conduct that requires correction. The time and place of detention served by the student is determined by the teacher or administrator who assigned it. Parents are responsible to accommodate transportation needs. In this case, notification of the assigned detention is given so all necessary arrangements can be made.
- **Suspensions:** An in-school suspension is a forced absence from class for ½ to 1 day, at school, with schoolwork required and graded. An in-school suspension will be supervised by the administration (parents will be notified accordingly). An out-of-school suspension is a forced absence from school off the school premises. Students must complete work per teacher request. Major exams may be made up.
- **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. 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.

Plagiarism

Plagiarism is the accidental or intentional use of another person's words, works, or ideas without giving proper credit. It is a form of dishonesty, being equivalent to stealing someone's intellectual property.

In order to ensure you do not plagiarize material, be sure to properly cite all information taken from another source. You **MUST** cite your sources if you:

1. Use exact words or phrases taken directly from another source
2. Paraphrase a source
3. Use someone else's ideas

Plagiarism can also be reusing your own writing in multiple classes or for multiple assignments. For instance, if you reuse the same essay for a Bible class and an English class, or if you reuse an essay from a previous year, these are forms of self-plagiarism.

If your teacher suspects plagiarism, the following course of action will be taken:

1. **First/minor offense:** Student will conference individually with the teacher to discuss the plagiarized material and will be given the chance to redo the assignment. (The classroom teacher will communicate with the parents).

2. **Second/more serious offense:** Student will agree to conference with the teacher and parents to discuss the offense. Student may be given the chance to redo the assignment, at the teacher's discretion.
3. **Third/major offense:** Student will conference with the teacher, the principal, and parents. Student will receive an "F" on the assignment and will not be able to redo the assignment.
4. **A fourth offense** may warrant a review of the student's academic and/or behavioral record by the administrative team and may be cause for dismissal.

Each offense will be documented within FACTS.

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". At Watersprings School, we encourage the relationships between boys and girls to model those of brothers and sisters. We discourage note passing, flirting, and "going out" (which often results in "breaking up"). Any holding hands or other romantic physical contact is specifically prohibited. 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. This includes all contact the students have on Watersprings School grounds and at all school-related or sponsored functions. 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, or detention/suspension.

MISCELLANEOUS INFORMATION

Associated Student Body

All middle school and high school students are members of the Watersprings ASB (Associated Student Body) and as such are involved in student government. Students are represented on the student council and are involved in the following ASB offices: President, Vice-President, Secretary, and Treasurer. The student council works with the faculty and administration in planning and sponsoring student activities throughout the year.

Watersprings-sponsored student activities must have chaperones and the purpose for the activity should be in keeping with the philosophy of the school. Watersprings School does not accept the responsibility for activities of a social nature which may include Watersprings School students but were not planned under the direction of the school.

Book Damage

If a book (library, text or resource) is damaged beyond normal wear, the student responsible will be charged for the required repair or replacement. This applies to lost books also.

Bus Rules

Bus rules will be strictly enforced by the bus driver and school administration to ensure the safety of all students riding the bus. Students must remain seated throughout the trip. Riders must refrain from talking in a loud voice and must keep arms and objects inside the windows at all times. No gestures should be made to drivers of other vehicles. Students must show respect to the bus driver, vehicle, and other passengers. The bus driver is responsible for the welfare of everyone riding the bus and is in charge at all times. When a student fails to comply with the rules, a warning will be issued to that student. Persistent discipline problems may result in suspension of riding privileges.

Campus Visitors/Volunteers

All visitors are required to check in at the office upon arrival to campus. Their identification will be checked and they will be given a visitor's badge once they have been approved to be on campus. We welcome volunteers to help out in the classroom and on the campus in general. All volunteers are required to pass a background check, as well as abide by all the expectations specified in this Handbook.

Cell Phones/Electronic Devices

Middle School students will be permitted to use their cell phones before and after school and during class changes only. Cell phones are not permitted to be in use during the lunch hour. Should your child wish to bring a phone to school, the best place for their phone is in their locker. Please be sure cell phones are off or on silent.

High School students will be permitted to use their cell phones before and after school and during both class changes and lunch. Cell phone use is not permitted in the classroom unless the teacher

requests its use for instructional purposes. Phones should be turned off or on silent and placed in a teacher designated location within the classroom, in one's backpack, or in one's locker. Cell phones are not permitted in chapel.

During lunch, students may use their electronic devices for recreational reasons (to listen to music, play a game, etc.) as long as the content is appropriate. At any point, while the student and the device are on school property or at a school function a staff member may ask the student to present the device for a review of the content being displayed or shared. If a student is found to have questionable content on the device, or is sharing questionable content with other students, the device will be confiscated and parents will be contacted.

If a phone or other electronic device is seen or heard in class, or is used without specific permission of the teacher in charge, the teacher will confiscate the device and the following progression applies:

- 1st offense, the student is shown grace and may retrieve the device at the end of the day.
- 2nd offense, the device is confiscated and parents are notified of the second infraction. The student may retrieve the device at the end of the day. The infraction will be documented on FACTS.
- 3rd offense, the device is confiscated and must be retrieved by a parent. We will enforce a one week suspension of the device at school. If the student brings the item to school, it must be checked in to the office each morning and retrieved at the end of the school day. The infraction will be documented on FACTS.
- 4th offense, parents will be notified and students will be required to leave the device home or check the device daily at our office for the remainder of the trimester. The infraction will be documented on FACTS.

Chapel

Watersprings School believes that the spiritual life of its students is of the utmost importance and strives to encourage and maintain the highest standards of Christian conduct. Chapel services provide one source of inspiration and instruction. Chapel is held every week school is in session and students are expected to attend.

Class schedule

Middle/High School classes begin promptly at 8:15am and end at 3:30pm. The bell schedule is as follows:

Middle School (6th-8th Grades)	High School (9th-12th Grades)
8:15-9:10 - Period 1	8:15-9:19am - Period 1
9:14-10:09 - Period 2	9:23-10:27am - Period 2
10:13-11:08 - Period 3	10:31-11:35am - Period 3
11:12-12:07 - Period 4	11:39-12:43pm - Period 4
12:07-12:37 - Lunch Break	2:43-1:18pm - Lunch break
12:37-1:32 - Period 5	1:18-2:22pm - Period 5
1:36-2:32 - Period 6	2:26-3:30pm - Period 6
2:35-3:30 - Period 7	

Closed Campus

All students in grades 6th-10th are required to remain on campus during school hours. If a student is to be released early from school with someone other than a parent, a written request signed by the parent or guardian stating the time and reason for early dismissal must be presented to the office prior to departure. When picking up a student to leave the campus for any reason prior to the release time, the responsible adult must first check in at the school office and sign-out their student. Students in 11th and 12th grade who have a Junior/Senior Lunch Privilege Form and a Student Driving Privilege Form on file in the school office are allowed to leave campus for lunch.

Communication Between Home and School

It is our desire to keep the lines of communication open with all parents. Teachers will communicate the daily assignments to the students. Please take time to go over all assignments with your child so you will know what is being taught and how your child is progressing. Throughout the school year there will be various opportunities for parents and teachers to become better acquainted and to work together. These include our Parent Orientation in the fall and Parent/Teacher Conferences that are held at the end of the first and second trimesters. You may also contact the school or your child's teachers at any time when questions or concerns arise.

Parents wishing to talk with a teacher may call the school office any time during the school day and leave a message for a teacher to return a call. Parents may also email teachers.

Notes (via email or handwritten) to the school from parents are required when:

- The student desires early dismissal from school.
- The student needs to refrain from physical education activities.

- The student is not going home by means of the usual transportation.

Deliveries

Classroom instruction will not be disrupted to deliver non-urgent messages or items such as lunches, forgotten homework, flowers, etc. to classrooms. Students must be responsible for checking with the office for such items during passing periods, lunch, and after school. Gift items will be stored in the office until the end of the school day.

E-mail, FACTS and Social Networking

Teachers' primary means of communication, including daily assignments and homework, is through e-mail and FACTS, our internet-based grade and attendance tracking program. If parents do not have access to the internet, they need to notify the teacher in order that other arrangements can be made. Watersprings School uses email as the primary means of communication with parents.

Changes of Address/Phone Numbers

Parents should make changes to any parent or student address, telephone number(s), or cell phone number(s) and emails on FACTS so our office records contain the correct information at all times, especially in case of emergencies.

Technology Policy

Watersprings School provides a wide range of technology resources to its students for the purpose of advancing the educational mission of our school. As a user of the school's technology, you are expected to review and understand the below procedures.

1. Protect your login information from others. Do not use other users' passwords.
2. Respect the school's property and be responsible in the use of the equipment. Do not destroy, modify or abuse the hardware or software in any way.
3. Do not delete or add software to the computers without permission.
4. Do not use the technology for illegal, harassing, vandalizing, inappropriate or indecent purposes.
5. Do not use the Internet to access or process inappropriate material.
6. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
7. Technology may not be used to interfere or disrupt other users, services or equipment, including:
 - a. Distribution of unsolicited advertising (Spam)
 - b. Propagation of viruses
 - c. Distribution of large quantities of information (chain letters, network games or broadcasting messages).
8. Do not assume that because something is on the Internet that you can copy it. Respect copyrights.

9. Do not give out any personal information over the Internet.
10. Violation of any of the above conditions of use may be cause for disciplinary action. Violations may constitute cause for revocation of access privileges, suspension of access to computers/technology, other school disciplinary action, and/or appropriate legal action.

Note: Watersprings School has Internet filtering software in place.

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 that 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 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, or 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.

Knives at School

Knives are not allowed on campus, in a pocket or other location. If a student brings one to school it will be confiscated and disciplinary action will be taken.

Conflict Resolution

If a parent/guardian or student has a concern or complaint regarding a specific teacher and/or administrator, it is essential that initial communication be with that teacher and/ or administrator. When a student brings a complaint home, take the time to advise him/her as to how to approach the teacher and/or administrator to begin the resolution of this conflict. This training or advice will give the student a wonderful opportunity to learn the skills of conflict resolution. It is imperative we partner together to give young people the skills needed to work through these daily concerns and then have the positive experience of seeing them solved in a biblical/relational way.

Please refer to Appendix A of this handbook for a detailed description of the principles found in Matthew 18 for resolving problems or conflict.

When addressing concerns/grievances with the teacher please follow these steps:

Step 1: Set an appointment for a face-to-face meeting with the teacher. Parents are expected to work with the teacher before approaching administration.

Step 2: If issue has not been resolved appropriately, contact the school secretary to schedule a meeting with the Principal.

Step 3: If issue has still not been resolved appropriately, contact the Principal to schedule a meeting with the Grievance Board and possibly the staff member involved.

Step 4: If the issue has still not been resolved appropriately, contact the principal to schedule a meeting with the Executive School Board. Executive School Board decisions are final.

Academic Counseling

Watersprings School provides academic guidance services in an effort to help students reach their scholastic potential. Recognizing that the Lord has a perfect plan for each student, Watersprings School seeks to connect students with opportunities and information to aid them in both the college

admissions and scholarship application processes as well as in career planning and navigating life beyond high school.

Emergency School Closure

Please tune in to local television stations (Channels 3, 6, and 8) and local radio for any weather-related school closures. You will also be able to find this information on our website, on the Watersprings School Facebook page, and as an announcement viewable through the Parent Web section of FACTS. A Parent Alert will also be sent out. 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.

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 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, each campus 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.

Fundraising for individual purposes is not permitted. Contact the Middle School/High School Principal to obtain approval for all school/class fundraising activities.

Gifting

Tuition and fees do not cover the total cost of education for students. Our school depends heavily on gift income 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 gifting to Watersprings School can be found on the school's website or by contacting our school office.

Health and Learning/Sick Student Policy

Please do not send your child to school when they have a fever or other indications of an illness. Students should not be at school when they are sick. A child that has had a fever, vomiting, colored running nose, contagious eye infection, or diarrhea within the last 24 hours, or a rash not related to an allergy, will be considered sick. If your child is found to have an illness that is considered to be contagious 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 sent to school with any of the above symptoms, or that come down with them at school, will be sent home. Students that have head lice cannot return until they have been treated and are nit-free.

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 teacher or an administrator immediately. If a student becomes ill during school hours, the student should report to their teacher who will dismiss them to go to the school office.

If a student needs to leave campus, the parent will be contacted to come into the school office to sign their student out. Parents may designate an authorized person (I.D. required) to pick up their student for them. In the event that the student leaves campus due to illness without first signing out at the school office, the student will receive an unexcused absence.

Our school office does not administer medications outside of emergency medical situations. If a student must take a prescribed or over-the-counter medication during school hours, they must check the medication in at the office and retrieve it from the secretary at the appropriate time. These should not be on the student or in their backpacks/lockers.

Hot Lunch Program

Watersprings offers a reasonably priced hot lunch program. For those opting to bring a sack lunch, milk is available for purchase separately. Lunch and milk may be purchased in advance in the school office or on FACTS. Food and drinks are to be consumed in the lunchroom unless students have permission to eat outside. Students are responsible for cleaning their eating area and properly disposing of their garbage. Students may eat in their classrooms during class parties and/or with special permission from their teacher.

Our policy is for all hot lunches or individual milk purchases to be paid for in advance. If a student does not have any money in their lunch account, our policy is to feed the student one lunch on "credit." After that, they will need to bring a sack lunch until their balance is cleared and additional lunches are purchased. If a student has a balance and signs up for hot lunch, they will be asked that day to call a parent to bring them a sack lunch. This policy is necessary to ensure our hot lunch program is adequately funded.

Lost and Found

Clothing or items of value should be clearly labeled with your student's name. Properly labeled items will be returned to the owner. Items that have not been retrieved by the end of each month will be donated to Watersprings Thrift.

School Office

Office hours during the school year are from 8:00am – 4:00pm. When parents desire to visit a classroom for any reason, they must first sign in at the school office and receive a visitor's pass. Lunches, homework, books, etc., may be left in the office to be delivered, and should not be taken directly to the student. Parents and students should not rely on the office staff to receive or deliver personal messages. Students are encouraged to work out all extracurricular activities in advance of the school day so as to avoid the use of the office phone for personal calls.

Sportsmanship

All students, parents and fans represent Watersprings School at sporting events, whether on the field or in the stands. Conduct must reflect Christian sportsmanship toward the opposing team(s) and toward the officials. Attitudes and behavior are at all times to be in line with Christian conduct that will be pleasing to God, bring honor to Him, and in no way jeopardize our Christian witness. Fans and students are asked to be positive toward officials, coaches, players, and other fans. Good sportsmanship includes respecting the facilities of other schools and obeying their rules, however they may differ from our own.

Student Insurance

All enrolled students are covered by a student accident insurance policy. This insurance is supplemental only to any insurance a parent already has for their child(ren).

Testing Services

Special testing services are available to families through the public school district at the request of the teacher. When there is classroom evidence of a need for this service, teachers will follow the appropriate procedures for scheduling through our Student Academic Support Services Coordinator. Teachers or parents may initiate this process but parental approval is required in all cases.

THANK YOU VERY MUCH FOR THE PRIVILEGE OF PARTNERING IN YOUR CHILD'S EDUCATION! WE LOOK FORWARD TO A GREAT SCHOOL YEAR!

APPENDIX A

The Matthew 18 Principle for Solving School Problems

Written by Dr. Paul A. Kienel

Executive Director of the Association of Christian Schools International

The “me generation” philosophy of “I’ll do it my way” sometimes spills over into the Christian community. For example, when differences develop between individuals some Christians take matters into their “own hands” and by-pass the biblical procedure of solving problems.

A Christian school is made up of people-parents, administrators, teachers and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrong doing. Nevertheless, it is God’s will that we live and work together in harmony. Jesus said, “A new commandment I give unto you, that ye love one another, as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if you have love one to another.” (John 13:34-35)

Due to our human nature we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. I call it “the Matthew 18 principle” for solving school problems. The following are the words of Jesus:

(Matthew 18:15-17) "Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. "But if he will not hear, take with you one or two more, that 'by the mouth of two or three witnesses every word may be established.' "And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector. (NKJV) There are several clear principles that Jesus taught in solving people –to-people problems:

- 1. Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. (Proverbs 11:9) The hypocrite with his mouth destroys his neighbor, but through knowledge the righteous will be delivered. (NKJV)
- 2. Keep the circle small.** “...if thy brother shall trespass against thee, go and tell him his fault between thee and him alone...” The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people level.
- 3. Be straightforward.** “...tell him his fault...” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly yet clearly presented. The Scripture says “...faithful are the wounds of a friend...” (Proverbs 27:6)
- 4. Be forgiving.** “...if he shall hear thee, thou hast gained thy brother.” This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us. Gal. 6:1 reads “...if a man be overtaken in a fault, ye which are spiritual,

restore such a one in the spirit of meekness: considering thyself, lest thou also be tempted.” As I mentioned earlier, most school problems are resolved at the two people level. Forgiveness and restoration is a normal happy conclusion. But what is the Matthew 18 principle if the individual will not “hear” you, or openly disagrees with your version of the problem? Let’s say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

5. **The parent and teacher should agree to share the matter with the school administrator.** At this stage the counsel of Jesus would be “...take with thee one or two more, that in the mouth of two or three witnesses every word may be established. “Both parent and teacher should rehearse their version of the issue or issues with the school’s administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and also willing to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution. I estimate that 80% of school problems are solved at the two people level. Another 18% of school problems are solved at the three and four people level which includes the school’s administration. This leaves 2% to be resolved at the level of the school board. The board represents the church or church community. Let’s say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?
6. **The school administrator should explain the problem to the school board.** Depending on the complexity of the problem, it may be appropriate for the board to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction of necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord’s way of solving people-to-people problems.

A Christian school is a ministry in Christ’s name. Everything that is done in the context of the school must be done Christ’s way. The world’s methods of solving problems are inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord’s work. The Bible is clear on this. “Dare any of you, having a matter against another, go to law before the unjust, and not before the saints?” (I Corinthians 6:1)

Satan would like to destroy the normal flow of harmony and good fellowship in a Christian school environment. That is not possible if we are continually on our guard, praying, and following the Matthew 18 principle of solving school problems when issues arise.