



Student and Parent Handbook 2024-2025

(Revised 7/19/2024)

Mission Statement

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.

4250 South 25th East, Idaho Falls, Idaho 83404

www.waterspringsschool.net

*Committed to a culture of **Love**, excellence in **Learning**, cultivating **Leadership** for the Kingdom, and leaving a **Legacy** grounded in Christ.*

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Watersprings Church Pastor

Ty Orr, Senior Pastor

Head of School

Katheryn King, kking@waterspringsschool.net

Preschool and Elementary

Elementary Principal: Jana Stepp janastepp@waterspringsschool.net

Preschool Director: Barbara Bassett bbassett@waterspringsschool.net

Office: elementary@waterspringsschool.net

Office Hours: 8:00 am to 3:30 pm

Phone: 208-542-6250

Fax: 208-441-6806

Middle School/High School

Principal: Wendy Putnam wputnam@waterspringsschool.net

Office/Administrative Assistant: school@waterspringsschool.net

Office Hours: 8:00 am to 4:00 pm

Phone: 208-542-6250

Fax: 208-932-0225

Billing

Pay online at factsmgt.com

For billing questions, please call the school office and ask for the School Bookkeeper.

School Hours

Preschool: 8:30 am to 11:30 am

Elementary: 8:30 am to 3:00 pm

Middle School/High School: 8:15 am to 3:30 pm

Before and After School Enrichment Child Care: 7:15 am – 8:30 am and 3:00 - 6:00 pm Available for K3 – 5th Grades

After Hours Texting Number: (208) 204-0708

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WELCOME

Welcome to Watersprings School! As a ministry of Watersprings Church of Idaho Falls, Watersprings School is a non-denominational Christian school, providing a Christ-centered education to students in preschool beginning at age three through the 12th grade, emphasizing the basic biblical principles shared as believers in Christ. Watersprings School is focused on providing both a spiritual environment designed to create disciples for Jesus Christ and an academic program that encourages students to reach their full potential.

ACCREDITATION

The faculty and staff of Watersprings School are qualified, vetted, trained, equipped, certified as required, and called to perform the ministries of the school as unto the Lord.

Watersprings School Preschool is a licensed Child Care facility by Idaho Child Care Licensing and meets or exceeds all minimum standards as required by the State of Idaho.

Grades 6 through 12 are fully accredited through the Association of Christian Schools International (ACSI) and Cognia, affording our students the ability to receive credit for and/or transfer grades to any high school, college, or university both nationally and internationally.

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, as well as any required health screenings.

PHILOSOPHY OF CHRISTIAN EDUCATION

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."

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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."

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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 (1 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).

STATEMENT OF FAITH

Watersprings Church and School 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 gender 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).

STUDENT AND 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 and Parent Handbook. By signing, parents also understand that their child's enrollment is contingent upon compliance with the terms and conditions specified in this Student and Parent Handbook.

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ACADEMIC POLICIES

All Watersprings School courses are taught from a Christian worldview.

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.

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 on Academic Warning (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 (at least two D's or one F), may be recommended for dismissal from Watersprings 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 also applies to lost books.

CLASS SCHEDULE

Preschool classes begin at 8:30 a.m. and dismiss at 11:30 a.m.

Elementary classes begin promptly at 8:30 a.m. and dismiss at 3:00 p.m.

Middle School/High School classes begin promptly at 8:15 a.m. and dismiss at 3:30 p.m.

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The bell schedule is as follows:

Middle School (6 th -8 th Grades)		High School (9 th -12 th Grades)	
Period 1	8:15-9:10	Period 1	8:15-9:19
Period 2	9:14-10:09	Period 2	9:23-10:27
Period 3	10:13-11:08	Period 3	10:31-11:35
Period 4	11:12-12:07	Period 4	11:39-12:43
Lunch	12:07-12:33	Lunch	12:43-1:14
Period 5	12:37-1:32	Period 5	1:18-2:22
Period 6	1:36-2:32	Period 6	2:26-3:30
Period 7	2:35-3:30		
Wednesday Schedule		Wednesday Schedule	
Period 1	8:15-9:11	Period 1	8:15-9:11
Chapel	9:15-10:00	Chapel	9:15-10:00
Period 2	10:04-10:49	Period 2	10:04-11:00
Period 3	10:53-11:38	Period 3	11:04-12:00
Lunch	11:38-12:14	Period 4	12:04-1:00
Period 4	12:18-1:03	Lunch	1:00-1:31
Period 5	1:07-1:52	Period 5	1:35-2:31
Period 6	1:56-2:41	Period 6	2:35-3:30
Period 7	2:45-3:30		

COURSE SUMMARIES

A thorough list of specific curricula per grade level may be accessed from our school website.

- **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.
- **Language Arts** is taught so as to enhance and apply the values of the Christian faith. Because individuals 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.
- **Mathematics** is not taught as an invention of man, but from God, a mirror which reflects His order and reliability in a unique way.
- **Science** courses are taught from a creationist point of view since we believe the teachings in Genesis account for God's active hand in the inception and detailed development of our universe.

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- **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.
- **Electives** provide students with an opportunity to pursue a variety of interests including the fine arts, physical education, foreign language, etc.

COURSE REPEAT POLICY FOR CLASSES

Students may repeat any course in which a grade of D or lower was earned. Since it is not possible to earn more than the allotted number of credits for a specific course offering, students who choose to repeat a class will not be eligible to earn an additional credit for such classes. When the course is repeated, both courses and their grades are shown on the transcript, but only the highest grade received will be used in calculating the cumulative GPA. If the same grade is earned twice, only one grade will be used to calculate the GPA. Any fees for repeated courses will be incurred by the parent.

DROP/ADD POLICY FOR ELECTIVES

Changes to a student's electives require administrative approval and must take place within the first week of the trimester.

DUAL CREDIT COURSES

Dual Credit courses are college-level courses that enable 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 online. Note: College credits granted by various universities or colleges may or may not be transferable to other colleges or universities. Additional fees may apply. It is the responsibility of the student to request college transcripts directly from the awarding institution.

GRADUATION CORDS

Graduates in the National Honor Society (NHS) will wear cords in addition to a different tassel recognizing them as members of NHS. Students with a GPA of 3.5 or higher will wear a yellow cord.

GRADUATION REQUIREMENTS

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

Bible (12 credits) *
 English (12 credits)
 Mathematics (12 credits)
 Science (12 credits)
 Social Studies (10 credits)
 Foreign Language (6 credits) ***

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Speech (1 credit)
Health (1 credit)
Career Development (1 credit)
Electives (5 credits) **
Senior Capstone (1 credit)

Total: 73 credits***

* Bible credits are required for each trimester in attendance at Watersprings School.

** At Watersprings School, students are eligible to earn a maximum of 2 elective credits through participation in school sports and/or the school play. These are reflected on a student's transcript as a participation credit.

*** The class of 2026 and 2027 will only be required to earn 3 Foreign Language credits, making their total required credits 70.

Credits – 1 credit is earned each trimester for each course successfully completed.

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

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 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.
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.

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Parents and students may check the status of the assignments via FACTS.

The philosophy of Watersprings School is to provide grades in such a manner as to reflect an accurate measure of student achievement.

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

MATH PROGRESSION POLICY (MIDDLE SCHOOL/HIGH SCHOOL)

Watersprings School middle schoolers have opportunities for beyond grade level advancement in preparation for high school course offerings. Students in 7th grade may be eligible for placement in Pre-Algebra based on their 6th grade Math grades, teacher recommendation, and academic testing. These students may then enroll in Algebra 1 during their 8th grade year for high school credit.

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.

Copying another student's ideas or words for an assignment is also plagiarism. 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 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.

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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 and reported to the administration.

REPORTING AND GRADING

The philosophy at Watersprings School is to provide grades in such a manner that the student's academic capability is accurately assessed and reflected. The purpose of reporting is to give parents and students an indication of academic progress that is being made. Report cards are issued each trimester. In Middle School/High School, progress reports are sent via email every four weeks. The following grading system is used to assess grades in each subject. Dual Credit courses are awarded one additional GPA point for weighting.

Letter Grade	Grading Scale	GPA points	GPA for Dual Credit Courses
A+	97+	4.0	5.0
A	93-96	4.0	5.0
A-	90-92	4.0	5.0
B+	87-89	3.0	4.0
B	83-86	3.0	4.0
B-	80-82	3.0	4.0
C+	77-79	2.0	3.0
C	73-76	2.0	3.0
C-	70-72	2.0	3.0
D+	67-69	1.0	1.0
D	63-66	1.0	1.0
D-	60-62	1.0	1.0
F	0-59	0.0	0.0
W	Withdrawn	0.0	0.0

Only trimester grades are permanently recorded on report cards. 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 for all high school courses.

An "Incomplete" or "I" 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.

Grades will be finalized and cannot be modified three weeks after the close of a trimester.

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TESTING

Students in Kindergarten through 7th grade are assessed through the Renaissance Learning, Inc. platform, which offers a suite of standardized, computer-adaptive assessments called Renaissance Star for reading, math, and early literacy in K–12 education: Renaissance Star Reading, Renaissance Star Math, and Renaissance Star Early Literacy.

These assessments are designed to provide teachers and administrators with data on student progress, achievement, and growth throughout the year. The tests are multiple-choice and adaptive, meaning the difficulty level of the questions changes based on the student's ability.

Students in grades third through twelfth will be administered the ACSI Bible Assessment. This assessment focuses on students' knowledge, understanding, and life application of Scripture. It is designed to assist in identifying the mastery level of students in these three areas, and, as a program diagnostic tool, support teachers and administration in evaluating the Bible instructional program.

Middle School/High School –

Beginning in one's 8th grade year, student progress is measured using the ACT Assessments, which include the PreACT 8/9 and the PreACT. Juniors and Seniors also take the ACT in order to satisfy standardized testing requirements for college entrance. Juniors and Seniors wishing to take the PSAT or SAT will need to contact their local high school to register.

Special Education

Special Education testing services are available through the public school district at the request of the teacher or parent. When there is classroom evidence of a need for this service, referrals will follow the appropriate procedures as laid out by the local public school district.

Learning Support

We are excited to pilot a new program designed to provide additional learning support to students who need it. This year, students who qualify will be able to visit our Learning Lounge, a dedicated space where students can receive personalized assistance and guidance from our Learning Support Specialist. In the Learning Lounge, students will have the opportunity to enhance their academic skills, work on challenging subjects, and receive targeted support to help them succeed. Students can be referred to the Learning Lounge for academic support by their parent or classroom teacher, however final approval must be given by the administration. Please note that additional costs apply for this support. However, scholarships are available for qualifying families to ensure access for all students in need of additional support.

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TESTS/QUIZZES

Tests and quizzes are intended to measure and monitor a student's acquisition of knowledge in a subject area. Tests and quizzes are scheduled with prior notice so students can be prepared. Whenever possible, not more than two tests are scheduled on the same day.

If a student is caught talking during a test, the test may be taken from the student. The student will have to make arrangements with the teacher to complete the test at lunch or after school that day.

In middle school/high school, final trimester grades in each course are calculated as follows:

Tests	60%
Quizzes	30%
Daily work/homework	10%

Any exceptions to the above will be communicated to students by the classroom teacher upon approval by the principal and will be outlined in the course syllabus.

ADMISSIONS POLICY

We believe it is a privilege to be called by God to train children in His ways. We are a Christ-centered school with Christian educational goals and objectives. We encourage 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. To assist in the development of Christian character and a Christian lifestyle, regular attendance at an evangelical, Bible-believing church on a weekly basis is strongly recommended. Weekly church attendance by parents and students goes hand-in-hand with church and school goals.

At Watersprings School, 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 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, 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; any criminal behavior, or being unable to support the moral principles of the school (See Leviticus 20:13 and Romans 1:27). Additionally, the school reserves the

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right to deny enrollment to any parent or student whose beliefs, values, or interpretation of Scripture is in conflict with those of the school. Students should also make every effort to avoid compromising situations that might give the appearance of being involved in the above activities. “Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ” (Philippians 1:27).

Applicants should be aware of the following.

- 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.
- As part of the Admissions process, Administration and the Admissions Director will conduct an interview with the parent and child.
- Academic testing may be required.
- Upon receipt of the student’s cumulative file, if previously undisclosed information is found that may have had a bearing on the student’s admission to Watersprings School, admission may be denied or enrollment withdrawn.
- The first trimester of a new student’s enrollment is considered a probation period.

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, requests are not guaranteed. Please refer to the Admissions section on our website for additional information about related policies and procedures.

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 will be granted to the legal parent of the student 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 transfers 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, legal records can be held if the account is not paid in full (Idaho Code 18-4511).

ENROLLMENT/RE-ENROLLMENT PROCEDURES

1. New student applications are available online at waterspringsschool.net.

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2. All new students applying for enrollment will be interviewed by the admissions committee. Enrollment decisions are made by the admissions committee.
3. If students are accepted, Enrollment Forms will be sent via email for completion.
4. Copies of Birth Certificates and Immunization Records will be submitted with Enrollment Forms.

REGISTRATION FEE

The registration fee covers the cost of classroom supplies, curriculum, testing materials, standardized testing, student supplemental insurance, and ACSI fees.

RE-ENROLLMENT

Students attending Watersprings School are given a preferential option to re-enroll for the following school year before open enrollment is offered to new families. Families wishing to re-enroll must complete the online re-enrollment paperwork. Administration reserves the right to re-interview a student or family at any time.

INCLUSION POLICY

Watersprings School is committed to providing developmentally appropriate curriculum and experiences designed to meet each student's needs while training students spiritually and academically for a lifetime of glorifying and serving the Lord. Watersprings School reserves the right to deny admission to any student whose academic or physical needs exceed the resources available through the school's general education program.

The faculty at Watersprings School will make every attempt to support students with identified learning differences through accommodations and/or modifications necessary to meet the needs of the individual student. Academic Support Plans may be utilized to provide support to those with learning differences.

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, the student 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.

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SPIRITUAL

- Our mission is to come alongside parents in training up their children in the way of the Lord (Proverbs 22:6).
- The preschool or elementary student, if not yet a believer, acknowledges a desire to learn more about Christ and His plan for salvation.
- In 6th through 12th grades, we take more of 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.
- Students are encouraged to be receptive to spiritual instruction and guidance and to 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

- In addition to the expectations provided earlier in this section of the handbook, it is essential that 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).
- Parents must acknowledge that the Scriptures admonish us to abstain from every appearance of evil (1 Thessalonians 5:22). For example, the conduct of an unmarried couple living together violates scriptural principles and would therefore potentially impact the ability of their child to attend Watersprings School.

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

A positive partnership between the school and a student's parent/guardian is essential to the accomplishment of the school's mission. Watersprings School reserves the right to terminate any student's enrollment contract if the school reasonably concludes that the actions of a student's parent/guardian make a positive partnership impossible or otherwise interfere with the school's accomplishment of its educational purposes.

CHANGE OF ADDRESS/PHONE NUMBER

Parents are required to inform the school office of any updates to their or their child's address, telephone number(s), cell phone number(s), and email address by emailing the changes to

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school@waterspringsschool.net. Maintaining accurate contact information is crucial for Watersprings School, especially in case of an emergency.

PARENT INTERACTION WITH STUDENTS

If a parent has a conflict with a student, please refer to the Conflict Resolution section of this handbook. Conflicts between a parent and a student who is not their child should be directed to the appropriate parent, administrator, or faculty member. It is never appropriate for a parent to confront another student on campus about a behavior issue or incident that has occurred. The discipline of a student and the “fact-finding” process is the responsibility of Watersprings School.

PARENT VOLUNTEERS

We highly encourage parents to actively participate in various volunteer opportunities within the school. Each family is required to volunteer 20 hours per school year. Alternatively, families can opt to pay \$10.00 per unserved hour, up to a maximum of \$200.00 per year.

Volunteer Requirements -

- **Background Check:** All volunteers must pass a background check.
- **Adherence to Guidelines:** Volunteers must follow the expectations outlined in this handbook.

Tracking Volunteer Hours -

- **Self-Tracking:** Parents are responsible for tracking their own volunteer hours.
- **Logging Hours:** For volunteer activities during school hours, parents can have their hours logged by notifying the school office when receiving their visitor's badge.
- **Submission Deadline:** Volunteer hours should be submitted to the school by May 16, 2025.

For additional information, such as volunteer needs/opportunities, please contact the school office or your child's teacher.

NONDISCRIMINATION POLICY

Watersprings School admits students of any race, color, national and ethnic origin and grants them all the rights, privileges, programs, and activities generally accorded or made available to students 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, financial assistance programs, athletic, and school-administered programs. We acknowledge there is no preferential treatment with God (Acts 10:34-35).

SCHOOL AGE REQUIREMENTS

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

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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 two weeks have passed in the current trimester, the new student will have their grades carried forward. If less than two 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.

TUITION REFUND POLICY

If a student's terminated is terminated for any reason, the family will receive a refund at a pro-rated amount, provided all other fees or charges are current. Registration, Building, and Parent Volunteer Fees are non-refundable.

VARIABLE TUITION

Watersprings School has a Variable Tuition Program to aid families in need of financial assistance for school tuition. Variable Tuition applications can be found on our school website under the Admissions/ "Tuition and Fees" tab.

- Parents must submit an enrollment/re-enrollment application.
- Variable Tuition applications must be completed online each year.
- School administration reviews and prayerfully considers all applications.

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 needs to 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.
- Withdrawal After May 12th: There is a \$150 Late Withdrawal Fee, per student, if a student withdraws from the upcoming school year after the May 12th deadline. This fee covers the FACTS Customer Enrollment Fee, as well as additional administrative fees incurred by the school.

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ATHLETICS AND EXTRACURRICULAR ACTIVITIES

EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

For middle and high school students participating in school-sponsored athletics or academic events, the following conditions apply:

Academic Eligibility

- Students must be academically eligible in order to participate in extracurricular activities such as sports, academic events, Associated Student Body (ASB), etc.
- If a student has two D's or one F when athletic grade reports are run (every 4 weeks on a Tuesday), the student will be put on Academic Probation and is ineligible for that week.
- For those students ruled ineligible, grades will be checked weekly throughout the trimester in an effort to return the student to participation.

Students must attend, but may not practice during time of ineligibility.

MIDDLE SCHOOL and HIGH SCHOOL SPORTS

Watersprings students in grades 6-12 are afforded the opportunity to participate in a variety of sports.

	Girls	Boys
Fall:	Cross Country*, Volleyball, Cheer*	Football, Cross Country
Winter:	Basketball, Cheer *	Basketball
Spring:	Track and Field, Golf*	Track and Field, Golf*

* High School Only

Students desiring to participate in sports not offered by Watersprings School are eligible to play through the public school system. For more information, please contact our Athletic Director or inquire with the appropriate public school district or club league team.

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.

Please note the following P.E. expectations:

- Middle School/High School Only: A P.E. uniform will be required for students in grades 6-12 and should be worn for every P.E. class. Fees for P.E. uniforms will be applied to FACTS accounts.
- Due to extreme risk of knee and ankle injuries during physical education courses, cross-trainers or running shoes are strongly recommended.

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- Your child's P.E. teacher must be notified of any pre-existing medical condition (i.e. prior injuries, 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 a doctor or parent must be presented to the student's P.E. teacher.

SPORTSMANSHIP

All students, parents, and fans represent Watersprings School at sporting events, whether on the field or in the stands. Conduct must reflect Christ-like sportsmanship toward the opposing team(s) and toward the officials. Attitudes and behavior are at all times to be in line with Christ-like conduct that will be pleasing to God, will bring honor to Him, and in no way will 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.

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.

In Preschool and Elementary, attendance is taken at the beginning of the school day. A student must be at school for at least half the day to be considered present for the day. Preschool and Elementary classes begin promptly at 8:30 a.m. and are dismissed at 3:00 p.m. If students arrive at school prior to 8:15 a.m. they need to report to before-school Enrichment Child Care. They will be charged for Enrichment Child Care. Any student not picked up by 3:10 p.m. will be clocked-in to after-school Enrichment Child Care.

Middle School/High School classes begin promptly at 8:15 a.m. and are dismissed at 3:30 p.m. If students arrive at school between 7:30 and 8:00 am, they need to report to the gymnasium. Any Middle School student not picked up by 4:00 pm will be clocked into Child Care.

For Middle and High School students, 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 calendar allows for several Fridays off from 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 check out and back in at the school office.

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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.” 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 a day’s notice 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.

EXTENDED ABSENCES AND EXCESSIVE ABSENCES

Watersprings School discourages long, extended 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 student is in attendance or not.) **If any student has 6 or more absences in a trimester, they may be dismissed, may not be advanced to the next grade, or will be required to obtain administrative approval to get credit for the class.**

MIDDLE SCHOOL/HIGH SCHOOL ABSENCE CATEGORIES

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, verbal, or electronic communication from parents is expected by 9:30 a.m. on the day of the absence. Parents need to make sure their child makes up any missed daily work, tests, or other assignments. 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 via a preplanned absence form. Class work provided to the student in advance of a prearranged absence is due upon 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, verbal, 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.

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- **Suspended Absence** includes absences due to in-school or out-of-school suspension or absence from class due to suspension.

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 are confirmed with documentation by professional personnel such as medical doctors, dentists, psychologists, etc.
- **Bereavement** - An absence 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

Tardies adversely affect the student and disrupt other students in the class. It is the parent's 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 elementary student who arrives after 8:30, and any middle/high school student who arrives after 8:15, or after the beginning bell for subsequent classes, will be considered tardy and must check-in to the office for a Tardy Pass before going to class.

Middle School/High School Students

Middle School/High School students who are 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:

Should a student accrue 3 unexcused tardies, the following consequences will be applied:

3 unexcused tardies (not tardies per class)

- Grade 6 – 10: Lunch detention
- Grades 11 – 12: Off-campus lunch privilege revoked for a period of 1 week

For each subsequent tardy

- Grades 6 – 10: Lunch detention

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- Grades 11 – 12: Off-campus lunch privilege revoked for a period of 1 week

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 the circumstances. Both excused and unexcused tardy tallies start over each trimester.

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:

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

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 that school is in session and students are required to attend. Parents are welcome to attend.

CLOSED CAMPUS POLICY

In preschool and elementary, all students are required to remain on campus until the end of their school day unless parents/guardians 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/guardian is not present, the student will not be allowed to leave campus with another adult unless the student has written permission from their parent/guardian authorizing the departure. Phone verification may be conducted.

All students in grades 6-10 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 child.

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LUNCH EXCEPTION

Students in 11th and 12th grades 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.

CAMPUS VISITORS

A campus visitor is anyone who is not currently enrolled as a student or employed as a faculty or staff member. Such visitors must go to the school office, sign in, and receive a visitor's pass before going to other areas on campus during normal school hours. Parents are welcome to visit the school during the school day. Student visitors and alumni, due to limited seating, may not attend classes during the school day. Watersprings School students (MS/HS) may have visitors at lunch with administrative approval (24 hours in advance). Student visitors must be in dress code. Alumni may visit teachers during the teacher's lunch or free periods and/or students during their lunch period. Alumni dress must be modest and appropriate.

CODE OF CONDUCT

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. 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. We desire 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. "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" (1Timothy 4:12). While attending Watersprings School, all students are expected to follow these guidelines stated both on and off campus, 365 days a year.

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 use of tobacco, electronic cigarettes, or alcohol on or off campus, even with the knowledge or consent of parents, is considered to be a violation of Watersprings School policy. 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. 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.

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.

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BULLYING

Bullying is not allowed at Watersprings School. 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.
- Do not get physical or show emotion.
- Quickly and calmly walk away.
- Immediately tell a trusted adult or Watersprings School staff member.

Cyber-bullying – if you are being harassed online, by cell phone, or via any electronic device:

- Notify school administration immediately.
- 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:

- Do not join in or encourage the bully.
- Do your best to calm the situation.
- Offer your support to the bullied student.
- Tell a teacher what is happening.

DISCIPLINE/HOW MISCONDUCT IS HANDLED

Watersprings School is committed to partnering with parents to provide a safe, nurturing learning environment for all students.

TRAINING: 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.

CORRECTION: Watersprings views disciplinary actions as part of a loving process to help mold and shape our students. 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. 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).

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- 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 will intervene. At that time, the student 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.) When used wisely and correctly, discipline can become a positive tool for change and growth.

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 in this handbook.

DETENTION

A detention is a disciplinary period of time assigned by an 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 administrator. Parents are responsible for accommodating transportation needs. Notification of the assigned detention is given so all necessary arrangements can be made.

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.

SUSPENSION

An in-school suspension is a forced absence from class for half of a day to one full day, at school, with schoolwork required and graded. An in-school suspension will be supervised by 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 upon return to school.

WITHDRAWAL/EXPULSION

Withdrawal may be recommended for students who consistently struggle with academic, behavioral, 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.

DRESS CODE

Watersprings School relies on parents to help maintain appearance standards by checking that their child is properly dressed and groomed before leaving for school. Teachers and administrators have the authority to interpret and enforce these standards. If parents and teachers cannot reach an agreement, the principal will make the final decision.

We believe that good dress habits are related to proper school behavior. Students' dress and appearance should reflect cleanliness, neatness, modesty, appropriateness, and safety. Any attire or appearance that attracts undue attention or distracts from the educational process is not acceptable. Extremes in dress, style, or makeup should be avoided, as well as anything suggestive or associated with ungodly influences.

Students who do not meet grooming or dress standards may be asked to call their parents for a change of clothing, be sent home to correct the issue, or wear a school-provided outfit. The administration will determine if a student is in violation of the dress code and decide on the necessary action.

The dress standard (1 Timothy 2:9-10) **applies to all students at all school activities** (i.e., sporting events, school plays, graduation, etc.).

- 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.
- Shoes must be worn at all times. Slippers are not considered to be shoes.

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- Clothing, jewelry, or accessories related to a group/gang will not be permitted on campus or at any school activity.
- Only girls may wear earrings and/or a subtle nose stud. For boys, the wearing of earrings is not allowed. Other piercings, gauges, etc. should not be visible at any time.
- Tattoos should not be visible at any time.
- Undergarments should not be visible underneath or outside of clothing (this includes boxers, bra straps, etc.).
- Shirts should provide modest coverage at the neckline, shoulder, arm, and midriff areas.
- Pants should fit at the waist and not be overly baggy. If they do not stay up, a belt should be worn. Low-riders (pants or shorts) that expose the body are not allowed. A long t-shirt or other shirt covering is not considered an acceptable alteration.
- Headbands (such as the style of Junk headbands) are not permitted.
- No yoga pants or pajama pants should be worn to school (unless it is a designated “pajama day” or unless an extenuating circumstance occurs, and Administration approves in advance).
- Shorts (boys and girls) must not be shorter than mid-thigh.
- Girls’ skirts may not be shorter than 3 inches above the knee, measuring from the top of the kneecap. This length applies whether leggings are worn underneath or not.
- Leggings or spandex may not be worn without shorts, a dress, or skirt that meet the above criteria.
- Clothing must not have rips, tears, holes, or abrasions that allow skin to be visible above the mid-thigh length.
- Clothing worn to school cannot have negative or immoral messages, drug, alcohol, or suggestive insignias, messages, or otherwise age-inappropriate messages.
- Personal property brought to school (lunchboxes, notebooks, folders, jackets, backpacks, etc.) should reflect the school’s philosophy. Items such 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.
- Hoodies worn over the head are not allowed.
- Hats and beanies may be worn in class, at the discretion of the teacher, but need to be removed for chapel.
- Makeup may be worn in moderation.
- Hairstyles should be neat, clean, and appropriate. 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.
- The Watersprings P.E. uniform must be worn for physical education classes (Middle School/High School only).
- Dress at extracurricular activities must be in keeping with the activity.
- The dress code applies to the school day and all events on or off campus in which Watersprings School participates unless otherwise stipulated. When a student is in violation of the dress code, the

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parents or legal guardian may be called to bring a change of clothes, or the student may be sent home to make any needed alterations. If it is impossible for the student to go home to change, he or she will be held out of class for the remainder of the day. A limited number of acceptable clothing items are available in the school office and may be worn, washed, and returned to the school the following day. Failure to return an item will result in a \$10 fee.

- Add: Earbuds are not permitted to be worn while on campus (arrival-dismissal)

Periodically, students may participate in designated “special dress” activities that allow them to wear something unusual, but modesty is still required.

PHONES/ELECTRONIC DEVICES POLICY

School 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 office phone.

- Cell phones/electronic devices are not permitted in the restrooms nor allowed to be used in the locker rooms at any time.

PRESCHOOL/ELEMENTARY

- For preschool through 5th grades, cell phones/electronic devices are not permitted for use at school, even for the use of pictures/videos.
- Use of cell phones/electronic devices is prohibited at Enrichment Child Care (which includes loaning a phone/electronic device to another student).

Preschool/Elementary students found using a cell phone/electronic device during school hours or during Enrichment Child Care will have their phone/electronic device confiscated and parents will need to pick up the phone/electronic device 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.

MIDDLE SCHOOL/HIGH SCHOOL

Watersprings School seeks to provide an environment free of distractions for student safety, liability, and protection of personal property.

Middle School and High School students may not bring personal laptops or tablets to school and cannot use cell phones or any electronic devices except school-issued Chromebooks while on campus (arrival-dismissal). All personal electronic devices must be stored in lockers or backpacks throughout the school day and powered off or on silent. Electronic devices should not be used during dismissal except when communicating with parents for pick up. Juniors and Seniors may use their cell phones while off campus during the lunch hour.

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All students must remember that language in reference to texts, pictures, photographs, music, or recordings on phones, tablets, or any other electronic devices, that is vulgar or not in harmony with the philosophy of Watersprings School, is subject to disciplinary action.

If a student's phone or other electronic device is seen or heard while a student is at school, 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 at home or check the device daily at our office for the remainder of the trimester. The infraction will be documented on FACTS.

SCHOOL RULES

Rules for school are categorized into two main rules. These rules apply in the classroom, on the playground, in chapel, in the lunchroom, at sporting events, and at any school function on or off campus.

Respect surroundings and school policies:

- Treat the building, grounds, classrooms, and everything in and around those areas with respect and as if they belong to God.
 - Practice personal cleanliness and orderliness of possessions. Keep floor and desk areas neat at all times.
 - 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.
 - Follow classroom rules as follows: Be punctual, be prepared, be polite, and be positive.
 - 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.
 - No gum, candy, food, or drinks (besides water) are allowed except during lunch or snack times or with teacher discretion.
 - Knives, guns, weapons of any kind, or their toy imitation, are strictly forbidden.
1. Respecting others:
- Show respect and courtesy for others. Bullying, intimidation, 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).

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- Students should refrain from public displays of affection (PDA). PDA includes handholding, hugging, and kissing. PDA by students is not permitted at school or at any school activity on or off campus.

2. **Sexual Harassment Policy**

Sexual harassment of any kind is forbidden. 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; or unwanted teasing about an individual's ability to succeed in a certain class because of gender.

3. 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).
4. Improper language (coarse, vulgar, or abusive language, swearing, ridicule, slander, gossiping) is prohibited.
5. Practice truthfulness and honesty in word and life.

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 regard 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.

COLD WEATHER POLICY

Students will remain indoors when the temperature is too harsh for safe outside play. Watersprings School utilizes the [Child Care Weather Watch Chart](#) to determine when and how long students will be permitted to play outside.

COMMUNICATION BETWEEN HOME AND SCHOOL

It is our desire to keep the lines of communication open with all parents. Teachers will communicate 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

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Back to School Nights, Parent Orientations, Parent Training opportunities, and Parent/Teacher Conferences. 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 are encouraged to email at any time or call the school office to leave a message for a teacher to return a call.

Communication to the school (via phone, email, or in writing) from parents is required when:

- The student needs 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.

Email and FACTS

Teachers' primary source of communication is through email 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 so other arrangements can be made.

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*.

When addressing concerns/grievances please follow these steps:

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

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

Step 3: If an issue has still not been resolved appropriately, contact the principal to schedule a meeting with the Head of School and possibly the staff member involved. The Head of School makes the final decision.

EXCERPT FROM MATTHEW 18 PRINCIPLE FOR 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 wrongdoing. Nevertheless, it is God's will that we live and work

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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-person 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 correct, 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. It is estimated that 80% of school problems are

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solved at the two-person level. Another 18% of school problems are solved at the three and four people level, which includes the school's administration.

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?" (1 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.

ENRICHMENT CHILD CARE

- Enrichment Child Care is available for students from:
Preschool 7:15 a.m. – 8:30 a.m. and 11:30 a.m. – 6:00 p.m.
Elementary 7:15 a.m. – 8:30 a.m. and 3:00 p.m. – 6:00 p.m.
- Any child picked up after 6:00 p.m. will be charged \$5.00 per 15 minutes, per child.
- Enrichment Child Care charges are billed once a week.
- Any Middle School student not picked up by 4:00 pm will be checked into Enrichment Child Care and charges will be incurred.

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 may be stored in the office until the end of the school day.

EMERGENCY SCHOOL CLOSURE

In the event of a school closure, a Parent Alert will be sent out via text message and email. 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

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conditions. Please note we DO NOT always follow the same closure schedule as schools in our local public school districts.

EXPECTED STUDENT OUTCOMES

The mission of Watersprings School is to provide a Christ-centered education in order to train students spiritually, academically, physically and socially for a lifetime of serving the Lord. It is our fervent prayer that, as a result of this education and the Lord's ongoing work upon the hearts and minds of our students, that our graduates will be continually maturing in the following areas:

Spiritual

- Commits to a personal relationship with Christ and pursues ongoing spiritual development (John 3:16, Romans 10:9, Acts 17:11, Colossians 1:9-10)
- Understands the gospel, salvation, and how to witness to others (II Timothy 2:2, Matthew 28:18-20, Mark 16:15-16, 1 Peter 3:15)
- Practices spiritual disciplines such as devotions, personal Bible study, and prayer (Joshua 1:8, Psalm 119:15, Philippians 2:2, 1 Thessalonians 5:17, Ephesians 6:18)
- Commits to regular fellowship with a body of believers through a local church (Hebrews 10:25, Matthew 28:16-20, 1 Corinthians 12)
- Knows, understands, and applies the Bible as God's infallible Word (II Timothy 3:16-17)
- Interprets and articulates a biblical worldview and operates from that perspective in the world and in daily decision making (Genesis 1:28)
- Articulates differences between Christianity and other worldviews (2 Timothy 2:15)
- Dialogues effectively with those who hold other worldviews (2 Timothy 2:15)
- Defends one's faith by using the Word of God (1 Peter 3:15, 2 Timothy 4:2)

Academic

- Demonstrates academic preparedness in all academic disciplines (Luke 2:52)
- Thinks critically and logically to ascertain truth and solve real-world problems (Proverbs 1:5)
- Pursues a strong work ethic and a commitment to lifelong learning (Colossians 3:23)
- Has the skills to ask questions, solve problems and make wise decisions (Proverbs 2:1-5, 3:5-6)
- Knows how to utilize resources, including technology, and to find, analyze and evaluate information within a Christian context (Philippians 4:8)

Physical

- Treats their bodies as the temples of the Holy Spirit (1 Corinthians 6:19-20)
- Demonstrates self-control based on Biblical standards (2 Timothy 1:7, Galatians 5:22-23)
- Embraces the values of teamwork and sacrifice for the sake of others (John 15:13, Ecclesiastes 4:9-10)

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Social

- Learns to communicate effectively when speaking and writing (2 Timothy 4:2)
- Understands that work has dignity as an expression of the nature of God (Colossians 3:23-24)
- Respects the people with whom they work, play, and live and relates to them appropriately and with integrity (Titus 2:7)
- Practices stewardship of all God has entrusted to him/her (1 Corinthians 4:2)
- Demonstrates servant-leadership (Matthew 20:2-8, John 15:13)

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 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.

Fundraising for individual purposes is not permitted. Contact the respective 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 financial contributions 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.

HEALTH POLICY

SICK 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 following symptoms, or who experience symptoms at school, will be sent home.

- A student who has a fever above 100 degrees, vomiting, contagious eye infection, 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 24-hour period/one entire school day **without**

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medication. (A student who vomits at school at 9 a.m. on a Monday will not be able to return to school until Wednesday, provided they are symptom free for 24 hours after the vomiting.)

- If your child is found to have an illness 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.

The school office offers first aid to all injured or ill students. If a student becomes ill during school hours, parents will be notified, and the child sent home to recover. Parents should sign their child out when they arrive at school to retrieve their child. Parents may designate an authorized person (I.D. required) to pick up their student for them.

MEDICATION

If a student must take a prescribed or over-the-counter medication during school hours, they must follow the below procedure. Medication should not be on the student or in their backpacks/lockers. Watersprings School does not have licensed medical personnel on staff. 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.

The medication procedure is as follows:

Prescription Medication Procedure

1. Parents will complete the Watersprings Authorization for Medication Administration Form (available on the school website).
2. Parents will take the prescription and the completed Watersprings Authorization for Medication Administration Form to the school secretary. The student's prescription/medication must be in the original container with the directions and the student's name clearly visible on the container.
3. The secretary will make arrangements to distribute the medication as directed by the physician's instructions.
4. As stated on the Authorization for Prescription Medication Administration Form, after the expiration of the physician's order any remaining medication will need to be picked up by the parent/guardian from the school office within one week, or the medication will be disposed of.

Over-the-Counter Medication

Watersprings School does not provide over-the-counter medication for students. All medications must be supplied to the school office by a parent/guardian. If a student must take an over-the-counter medication during school hours, they must check the medication in at the school office, in its original container, along with dosage details written and signed by the parent, and retrieve it from the secretary at the appropriate time.

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HOT LUNCH PROGRAM

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

Preschool Lunch: \$3.25 (includes milk)

Elementary Lunch: \$3.50 (includes milk)

Middle School/High School Lunch: \$3.75 (milk not included)

Extra Entrée for a 2nd through 12th Grade Student:: \$1.00

Milk: \$.50

- 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.
- 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 lunch from home until the account is brought current.

INSURANCE

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

LOST AND FOUND

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

MANDATORY REPORTING

In accordance with Idaho State Law, school employees are required 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 employees 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.

SAFETY

All entrances to the school will remain locked during 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 periodic lockdown drills. The teachers will discuss instructions for these drills with their students. Students are expected to become familiar with these

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instructions so that all drills can be conducted with minimal confusion. Parents will be notified via Parent Alert regarding these drills.

SECURITY CAMERA FOOTAGE

In consideration of student privacy, video footage from security cameras is viewable only by school administration.

SOCIAL MEDIA

Parents are encouraged to monitor their child's social media accounts. Many apps that children are currently utilizing have the option to post in private conversation threads. This may be where some inappropriate content is being hidden. Examples: TikTok, Facebook, Twitter, Instagram, Snapchat, Pinterest, etc. Please discuss the dangers of social media with your child and what appropriate use is.

STUDENT DROP-OFF AND PICK-UP

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

STUDENT RIGHTS AND RESPONSIBILITIES

Every Watersprings School student has the following rights and responsibilities:

- You have the right to be physically safe and free from harassment and bullying.
- 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.
- You have the right to learn, and the school will make every effort to help you to become a successful student and citizen.
- You have the right to be treated with respect.
- You have the responsibility to follow the school's policies and rules.
- You have the responsibility to help contribute to an excellent learning environment.
- You have the responsibility to respect all Watersprings School faculty, staff, and students as well as school property and the property of fellow students.

TECHNOLOGY

Watersprings School provides a wide range of technological resources, including Google Workspace for Education, to its students for the purpose of advancing the educational mission of our school. Students will use these technological resources to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. Google collects information such as name, email address, and password. Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at

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[Google Workspace for Education Privacy Notice.](#)

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.

ACCEPTABLE USE POLICY

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 USE

- 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.

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- 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, Instagram, 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, administrator, and/or network administrator.

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 above in order to protect them against any claim they may have intentionally violated this policy.

CHROMEBOOK POLICIES AND PROCEDURES (GRADES 6 – 12)

As part of our commitment to providing students with 21st century skills, Watersprings School is excited to issue Chromebooks to students in grades 6 through 12. These devices will serve as valuable tools to enhance learning, foster collaboration, and promote digital literacy. The following policies and procedures outline the responsible, ethical, and effective use of Chromebooks within a safe and productive educational environment for all students.

Chromebook Issuance and Return

Chromebook Issuance - Students in grades 6-12 will be issued a Chromebook at the beginning of each school year.

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Parents/guardians and students must have a signed Watersprings School Acceptable Use Policy and Student Acknowledgement form on file in the Middle School/High School Office before a Chromebook is issued to the student.

Chromebooks are the property of Watersprings School and are subject to inspection at any time without prior notice. Watersprings School reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage. Because files remain the property of Watersprings School, no one should have any expectation of privacy regarding such materials.

Chromebook Return - Chromebooks and chargers will be collected at the end of the school year in order that maintenance can be conducted over the summer.

School-issued Chromebooks are to be returned to the school should a student withdraw or terminate their enrollment.

Chromebook Fines - Chromebooks and chargers will be turned in, when requested, in satisfactory condition. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. Administration will make the final determination regarding any fees that may be assessed.

If a student fails to return their Chromebook, the student/parent/guardian will be responsible for the full cost of the Chromebook.

How to Care for a Chromebook - Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly should be delivered to the Middle School/High School Office.

Chromebooks are the property of Watersprings School and all users will follow these procedures and the Watersprings School Acceptable Use Policy.

General Precautions

1. Chromebooks do not respond well when exposed to liquids. Avoid applying liquids to Chromebooks. Chromebooks may be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean a Chromebook.
2. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem immediately to the classroom teacher or to the Middle School/High School Office.
3. Students should never carry their Chromebooks while the screen is open, unless directed to do so by a teacher.

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4. Chromebooks should be shut down or placed in standby mode before moving them to conserve battery life.
5. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Watersprings School.
6. Chromebooks must have a Watersprings School identification tag on them at all times and this tag must not be removed or altered in any way.
7. Chromebooks should never be left in a car or any unsupervised area.
8. Students are responsible for keeping their Chromebook charged for school each day.
9. Students should refrain from exposing their Chromebook to water, beverages, or any other liquid.

Chromebook Use at School - Chromebooks are intended for use at school each day. Students must be responsible to bring their Chromebook to each of their classes, unless specifically advised not to do so by their teacher.

Chromebooks Left at Home - Should a student fail to bring their Chromebook to school, the student will be asked to call home in order that the Chromebook can be brought to them. In extenuating circumstances, a loaner Chromebook may be checked out from the Middle School/High School Office.

Chromebook Repair - Should a student's Chromebook need to be repaired, a loaner Chromebook may be issued for temporary use.

Charging the Chromebook Battery - Chromebooks must be brought to school each day in a fully charged condition requiring that students charge their Chromebooks each evening. In cases where use of the Chromebook has caused batteries to run low, students may be able to connect their Chromebooks to a charging station in class.

Screensavers, Backgrounds and Passwords

1. Backgrounds are fixed and may not be changed.
2. Chromebooks will lock when closed. Your school-issued password should remain private to maintain the security of your device. Passwords should not be changed without administrative approval.

Earbuds - Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. School-issued earbuds are the only earbuds permitted at school. In the event of loss or damage, replacement earbuds may be purchased in the Middle School/High School Office.

Printing - Students will submit assignments to teachers through an online dropbox (Google Classroom) or other digital means. Students who wish to print on a home printer will need to connect their Chromebook to their home wireless network.

Managing Files and Saving Work

Saving to the Google Drive - Students will save all their documents to their Google Drive assigned to them by Watersprings School. Google Drive may be accessed through any web browser or an application may be installed on any machine including the student's personal machine.

Chromebook Protection and Storage

Chromebook Identification - Student Chromebooks will be labeled in the manner specified by the school and will be checked out to students to provide maximum asset accountability.

Password Protection - Students should use their own Watersprings School user-id and password to protect their Chromebook. Passwords are to be kept confidential.

Storing Your Chromebook - Chromebooks should never be left unattended.

When stored in one's locker, nothing should be placed on top of the Chromebook.

Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. For security and temperature control measures, Chromebooks should never be stored in a vehicle at school or at home.

Chromebooks Left in Unsupervised Areas - Chromebooks should never be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, locker rooms, unlocked classrooms, hallways, etc. Unsupervised Chromebooks will be taken to the Middle School/High School Office.

Student Acknowledgement

1. I acknowledge that this Chromebook has been assigned to me, and I will take good care of it.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the Chromebook.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by carrying it with the lid closed and holding it securely.
9. I will use my Chromebook in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Watersprings School.
12. I understand and agree to follow the policies and procedures described in the Student Chromebook Handbook and to abide by Watersprings School's Acceptable Use Policy while at school or at home at all times while using the school-issued Chromebook.
13. I will be responsible for all damage not covered under the manufacturer's warranty.

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14. I agree to pay for the replacement of my power cords, battery, and other Chromebook components in the event any of these items are lost, stolen or damaged.
15. I agree to return all issued equipment, complete and in good working condition.

TRANSPORTATION

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

BUS AND VAN TRANSPORTATION FOR SCHOOL EVENTS

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:

- Rules will be strictly enforced by the driver and school administration to ensure the safety of all students riding the bus.
- Students must show respect to the driver, vehicle, and other passengers.
- The driver is responsible for the welfare of everyone riding in the vehicle and is in charge at all times.
- 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 people outside the vehicle.
- Damage to 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 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.
- If 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.

HANDBOOK AMENDMENTS

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

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