



2019-20
PARENT/STUDENT
HANDBOOK

PARENT-STUDENT HANDBOOK

TABLE OF CONTENTS

GENERAL INFORMATION

1.	Introduction	4
2.	School History	4
3.	Mission Statement	4
4.	Statement of Faith	5
5.	Accreditation and Membership	5
6.	Personnel Standards and Certification	5
7.	Campus Description	5
8.	Visitors	6
9.	Daily Schedule, Early Arrivals, Extended Care, and License Exempt K4 Program	6
10.	Springwood School Website – Communication Tool	6
11.	FACTS/RenWeb – Communication Tool	7
12.	Parent-Teacher Communication	7
13.	Activities and Organizations	7
14.	Phones	8
15.	Financial Information	8
16.	Financial Aid	9
17.	Lunchroom Operation	9
18.	Fire, Tornado, and Emergency Situations	9
19.	Student Health Services	10
20.	Traffic Instructions	11
21.	Automobiles on Campus	11
22.	Accidents on Campus	11
23.	Cell Phones	11
24.	Bicycles, Skateboards, and Off-Road Vehicles	12
25.	Copy Machine	12
26.	Drug Abstinence Program	12
27.	Field Trips	14
28.	Gym Policies	14
29.	Lost and Found	14
30.	Marriage or Pregnancy of Students	14
31.	Media Center	14
32.	Property Inspection	14
33.	School Transportation	15
34.	Harassment	15
35.	Public Relations Photos/Videos	15

ADMISSION and WITHDRAWAL

1. Nondiscriminatory Policy Regarding Students	16
2. Springwood School Admission Policy	16
3. Student Placement	16
4. Withdrawal Process	16

ACADEMICS

1. Honor Code	17
2. Curriculum	18
3. Grading Policies	19
4. Graduation Requirements	20
5. Valedictorian/Salutatorian/Honor Graduates	22
6. Honors Program	22
7. Honor Roll and Head of School's Certificate Criteria	23
8. Promotion/Retention	24
9. Extracurricular Participation Requirements	24
10. Homework	25
11. Change of Course	25
12. Semester Exams and Exemptions	26
13. Grades K4-12 Technology Acceptable Use Policy	26
14. Grades 9-12 Laptop Program	27
15. Guidance and Counseling	27
16. Testing Program	28
17. Student Records	28
18. Senior Privileges	28
19. Summer Reading Program	29
20. Summer School (Credit Recovery)	29

ATTENDANCE

1. Statement of Expectation	30
2. Absenteeism	30
3. Make-Up Work	30
4. Tardiness	31
5. Early Dismissals	31

DISCIPLINE

1. Discipline Policies	32
2. Discipline Guidelines	33
3. Personal Appearance and Dress	37

ATHLETICS/FINE ARTS EXTRACURRICULAR PROGRAM

1. Athletics	40
2. Eligibility Rules	40
3. AISA Student Appearance Policy	42

Note: Items specific to Elementary Children are denoted by this graphic:



WE ARE ...

SPRINGWOOD

Educating for Today, Tomorrow and Eternity



GENERAL INFORMATION

1. Introduction

The administration of Springwood School has set forth, in this Parent-Student Handbook, guidelines we believe essential to motivate good work, build character, and set high expectations. It is in the spirit of cooperation and love for those who attend Springwood School that these guidelines are established. We believe many of these guidelines relate directly to the truths evident in the greatest book of all...The Holy Bible. The guidelines are presented as positive aids to the academic, physical, and spiritual development of each child.

It is with great joy that we take this opportunity to welcome you to the Springwood School family. We ask for your prayers and your support in this tremendous educational undertaking. We believe Proverbs 22:6, "Train up a child in the way he should go and when he is old he will not depart from it."

Each day on campus at Springwood School brings students in contact with a multitude of strong academic instruction, technology and resources, as well as numerous avenues to express their individuality through athletics and fine arts. These experiences combine to help each student grow intellectually, physically, and spiritually. Springwood is committed to keeping the school and its activities family oriented and Christ-focused. The professional, caring Springwood School faculty and staff facilitate this growth through personal attention to each student. Students find that it is possible to fulfill their dreams in the classroom and beyond. When students graduate they leave with much more than a diploma!

2. School History

The Chattahoochee Valley Educational Foundation was incorporated as a nonprofit corporation in Chambers County, Alabama, on November 11, 1967. The organization and operation of Springwood School has been the only function of the Chattahoochee Valley Educational Foundation. Springwood School began operation in September of 1970 with one classroom building and an enrollment of 161 students in Grades 1-9. In 1971, with an enrollment of 220 students, Springwood added the 10th grade and a new Gymnasium/Classroom building. In 1972, with the addition of the 11th grade, the school's enrollment increased to 264 students. The 1973-74 school year began with the addition of a High School Building and culminated with the graduation of the first senior class of 22 students out of a total enrollment of 303 in Grades 1-12.

Springwood realized its long-range goal of a total school program in school year 1974-75 with the addition of a kindergarten program. In that year Springwood had a senior class of 32 and added 55 kindergarten students. A football stadium, with a capacity of 1500, was added in 1981.

In 1985, the addition of the Fine Arts Center provided many more opportunities for students in drama, art and music.

Currently, Springwood School enrolls approximately 300 students in Grades K4-12.

3. Mission Statement

As a college preparatory school, Springwood is dedicated to providing quality education in a nurturing environment, focusing on mind, body, and spirit.

4. Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

This statement was developed by the Association of Christian Schools International (ACSI). ACSI is a Protestant, interdenominational organization headquartered in Colorado Springs, Colorado. ACSI has more than 23,000 schools from 100 countries as members.

5. Accreditation and Membership

Springwood School is dually accredited through 2021 by AdvancED and the Southern Association of Independent Schools (SAIS). AdvancEd is the largest community of education professionals in the world and the SAIS has over 350 member schools. Springwood holds full membership with the SAIS and the Alabama Independent School Association (AISA) and is a general member of the Georgia Independent School Association (GISA).

6. Personnel Standards and Certification

The quality of administration, faculty, and staff greatly influences the school environment. Springwood School employs teachers who have command of their subject matter and ability to impart this knowledge to students in a challenging manner. All teachers hold college degrees and meet qualification standards as established by the school's accrediting agencies.

7. Campus Description

Springwood School is located on the west side of Lanett, Alabama, in Chambers County. Springwood's 46-acre campus includes a Kindergarten and Primary Building, Elementary Building, Gymnasium/Classroom Building, High School Building, Media Center, Fine Arts Center and Springwood International Resident Facility. The Office of the Head of School is in the Fine Arts Center.

Springwood's campus also includes an athletic stadium for football, baseball and softball fields, adequate parking lots, as well as Elementary and Kindergarten playgrounds.

The Springwood School Media Center with a 35-station computer lab is centrally located on campus. It is the hub for research activity and has an inventory of well over 7,000 items. Students can easily search the computer database to locate resources for research activities or for pleasure reading. To enhance academic endeavors, computer student stations allow access to many information resources that are available from

the Internet. Springwood School has separate science labs for the junior high and high school in addition to another computer lab for elementary students.

8. Visitors

To keep our students secure and to limit the interruptions to our learning environment, all parents and visitors should report to the School office upon arrival. By requesting guests and parents to follow this procedure, we are not attempting to be an inconvenience; we are only seeking to take appropriate steps in order to keep Springwood as safe and secure as possible.

9. Daily Schedule, Early Arrivals, Extended Care & License Exempt K4 Program

The school day begins each morning at 8:00am. The buildings are opened at approximately 7:30am. **Parents should not leave their children at school before 7:30am.**



Kindergarten and elementary students should be dropped off in front of their homeroom building. Kindergarten and elementary students will report to a designated area in each building where a morning-duty teacher will supervise all students until 7:45am. At that time students will report to their respective homerooms.

Students in Grades 7-12 should report to their first period class by 7:55am. The tardy bell rings at 8:00am, and students should be ready to begin at that time.

Springwood School operates an Extended Care program for children in Grades K4-6. The extended care program begins at 2:45 and ends at 6:00pm each day that school is in session during the year. All arrangements for child care must be made in advance. There is no provision for drop-in care.

The K4 program at Springwood operates under the guidelines of the Alabama Department of Human Resources as a license exempt facility. Each year, parents of K4 students are notified of the requirements associated with being a license exempt program including staff qualifications, pupil-staff ratio, discipline policies, curriculum including religious teachings and current lunch program.

Once notification is completed, Springwood files an affidavit with the Department of Human Resources that parents have been notified of these requirements.

10. Springwood School Website – Communication Tool

You will want to be acquainted with the Springwood School website at www.springwoodschool.com. It will be a primary source of information for the Springwood family. Listed below are some examples of what you'll find on the site.

Academic Calendar	Announcements & Lunch Menu	Highlights in Local News
Faculty & Staff Contact Information	Important Reminders	Fine Arts Events
Tools for College-Bound Students	Athletic Teams & Schedules	
Documents & Forms	Handbooks & Photos	

In addition, Springwood School offers Facebook, Instagram, Twitter and the Blog as additional sources of information.

11. FACTS/RenWeb – Communication Tool

Springwood uses FACTS/RenWeb, a database management software to track all student records. This software also gives the Springwood families the opportunity to monitor student progress via the internet using ParentsWeb. This tool allows parents to access important information for their children, as well as academic progress. The cost is included with tuition.

12. Parent-Teacher Communication

Communication between the School and the parents is essential to insure the appropriate levels of success of each student. Believing that the School is in partnership with the parents, Springwood School recognizes the importance of encouraging the parents and the School to work together in the best interest of the child. The following methods of communication are encouraged:

Electronic mail–Each teacher has access to e-mail and can usually be reached through this method of communication. A teacher’s e-mail address is the first initial of their first name and their last name@springwoodschool.com. For example, tsmith@springwoodschool.com

Phone call-This method of communication is difficult during the school day because of teaching schedules, but is available for all teachers.

Conferences–Occasionally, it will be necessary for a teacher or parent to initiate a conference concerning a child’s academic or disciplinary progress. In the event that a parent would like to schedule a conference please call the School office to arrange it. A parent who has a concern about a situation involving their child should first contact and meet with the appropriate teacher about the situation. If the issue cannot be resolved at that level, a meeting with the parent, the teacher, and respective member of the Administration should be arranged. By following this sequence, matters can be handled more efficiently and promptly with respect to all parties concerned.

13. Activities and Organizations

Springwood has many opportunities in and out of the classroom experience. Extracurricular activities include:

Elementary

Recorder Band	Grade 4	Kitty Kat Cheer	Grades 1-3
Band	Grades 5-6	Pee Wee Cheer	Grades 4-6
Science Olympiad	Grades 5-6	Tech Team	Grades 3-6
Theatre	Grades 4-6	Wildcat Athletics	Grade 6

Junior High & High School

Alabama Bass Fishing Team	Grades 9-12	HS Scholar’s Bowl Team	Grades 7-12
Annual	Grades 9-12	JH Scholar’s Bowl Team	Grades 7-9
Band	Grades 7-12	Junior Scholars	Grades 8-9
B.E.S.T Robotics Team	Grades 7-12	Math Team	Grades 11-12
Chorus	Grades 7-12	National Honor Society	Grades 10-12
Theatre	Grades 7-12	Student Government Association	Grades 7-12
Fellowship of Christian Athletes	Grades 7-12	Wildcat Athletics	Grades 6-12
		Tech Team	Grades 7-12

Alumni Association-The Alumni Association makes a continual effort to keep graduates informed of the progress and needs of the school. The association promotes and encourages support of all Springwood programs.

Athletic Club-The Athletic Club meets periodically. The club provides financial support on behalf of Springwood's athletic programs. Anyone interested in promoting athletics is invited to join. Members include faculty and staff, parents, grandparents, alumni, and friends of the school. The members actively participate in the operation of the concession stand, revenue generating projects, and other activities for the enhancement of Springwood and its athletic program.

Parent-Teacher Organization (PTO)-The Springwood Parent-Teacher Organization consists of officers, class representatives, all parents of Springwood students and all teachers and administrators of the school. The primary objective is to assist Springwood School in reaching its full potential, to keep the lines of communication open between the parents, teachers, administrators and Board, and to provide leadership for PTO projects. Each class representative is expected to work on committee assignments for PTO functions and projects and to encourage other parents to participate in these projects.

P.T.O. President: TBD

Vice-President: TBD

P.T.O. Mission Statement-The mission of the Springwood School P.T.O. is to support the work of the staff as they provide a quality education in a nurturing environment, focusing on mind, body, and spirit.

14. Phones

Phones in the School office will be used for emergencies only (sickness, etc.). Unless a privilege of use has been allowed, cell phones may not be used during school hours. Parents who must reach their child during school hours should do so by contacting the school office.

15. Financial Information

Springwood School's expenses are varied and the operating budget, including faculty salaries, plant maintenance, and supplies, must be stable. In order to maintain these services over the full school year, it is absolutely essential that the annual income from tuition be assured. For this reason, we ask that students be enrolled for the entire school year. Therefore, no reduction or refund of registration or prepaid monthly tuition can be allowed by Springwood School for absence, withdrawal, or dismissal during that month except for a change of permanent residence by the family from the area served by the school or upon an emergency withdrawal for health reasons.

Registration and tuition are payable as follows: An initial registration fee is due with the enrollment or re-enrollment each spring preceding the school year. Tuition is due in 12 monthly installments, the first being due on June 1 preceding the school year and the last on May 1 of the school year. The following policy is in effect:

- Tuition must be current on the first day of school in order for a student to be allowed to begin school.
- A family more than two (2) months delinquent in tuition will be asked to withdraw the child/children unless special arrangements have been made in writing with the Head of School.
- Additionally, only students whose accounts are settled will be permitted to take semester exams. This includes tuition, lunchroom charges, library fees/fines, unreturned athletic equipment, and any other financial obligations. Delinquency in payment could also affect a student's eligibility to participate in extra-curricular activities. Accounts must be current in order to register students for the following school year.

Parents need to be aware of these facts while considering the tuition:

- The Board of Trustees and the Finance Committee of the Board research and examine every aspect of Springwood's income and expenses at meetings held throughout the year. After all research is completed, the Board votes to operate under the published tuition rate.
- Approximately 80% of the cost of operating Springwood consists of teachers' salaries and benefits.
- The tuition fees are scaled according to the operating costs of each section of the school.
- Springwood School represents the finest educational opportunity in the Valley area. Springwood needs your support to keep our standards high.

Facilities Fee-A nonrefundable facilities fee is required for enrollment of the first child of a family unit in Grades 1-12. Subsequent enrollment of children of the same family unit (living in the same house with at least one common parent or guardian) does not require an additional fee. The facilities fee may be paid by one of the following options:

- \$1000 paid at acceptance, as payment in full (partial refund during the first three years, should the family move out of the area a distance greater than thirty miles).
- \$500 paid at acceptance as the initial fee and an addition of \$50 per month for 11 tuition payments.
- \$250 paid at acceptance as the initial fee and an addition of \$10 per month to the normal tuition for 144 tuition payments (the 12-year enrollment period of a child entering Springwood in the first grade and continuing until graduation). If the enrollment period for the first child does not continue for 144 periods, the facilities fee would be added to normal tuition rates for subsequently enrolled children of the same family unit until the total requirement of 144 payments is satisfied.
- **For the 2018-19 school year, this fee has been waived.**

16. Financial Aid

Springwood operates a program of financial aid for those families who demonstrate need. Applications are available in the school office.

17. Lunchroom Operation



Lunch for Grades K4-12 will be prepared and served in the Fine Arts Center under the direction and responsibility of Shelly Rimmel. Lunch menus will be posted on both FACTS/RenWeb and Springwood website. Parents are encouraged, but not required, to have children purchase lunch at school. Students must remain in the lunch room for the entire lunch period unless permission is granted by an administrator.

Lunch orders are taken during homeroom/1st period. Students can either bring cash each day or prepay with cash or checks for multiple days. Payments can also be made online through FACTS/RenWeb or by bank draft.

18. Fire, Tornado, and Emergency Situations

Fire Drills-The signal for a fire drill is a continuous long ring of the bell. Evacuation procedures and routes to designated safe areas are posted in each classroom. Fire drills are important in teaching students how to react when faced with an emergency. Upon notification of a fire drill or actual fire, teachers will supervise children through the outside doorways to pre-arranged safe areas. Windows and doors must be closed and lights turned off. Notification to return to the classrooms will be given, and teachers are to follow the same route back into the classrooms.

Tornado Drills-The signal for a tornado drill is continuous short rings of the bell. The school office monitors weather advisories during severe storms and will relocate students and staff to the safest possible locations during tornado warnings. Tornado drills will be held at regular intervals throughout the school year to practice orderly and safe passage to inside walls and areas away from high ceilings and glass windows and

doors. Upon notification of a tornado warning, teachers will take students to pre-arranged locations and take proper precautions.

Inclement Weather or Emergency Closing-In cases of severe storm conditions, it may be necessary to close school. In this situation, a mass email will be sent, as well as a notification to local media. Information will also be posted on the school website. www.springwoodschool.com

In other instances including inclement weather, it may be necessary to open school late or dismiss early. Late openings will be announced as indicated above. It is understood that parents must exercise discretion depending on conditions in their specific area.

In the event of an early closing due to weather, the school will also notify parents via mass email, as well as the media. Students who do not drive will be supervised until transportation arrives.

Additionally, Emergency and Exposure Control Plan is reviewed with faculty members. Copies of this plan are in the FAC Office. Safety drills will be conducted in conjunction with local law enforcement to maximize campus safety.

19. Student Health Services

Student health services are provided in the Fine Arts Center for all students. A sick or injured student is to report to a teacher immediately. The teacher will assess the situation and take appropriate action, which may include referral to the school office for further assessment and notification to a parent. Students who have a fever must be picked up or permitted by parents to drive home.

Through ParentsWeb notification the school must have on record parental instructions regarding a student's need to take prescription medication and permission for providing Tylenol. Students may not self-administer any medications at school. Prescription medication in the original container must be clearly labeled with student name as well as time and dosage information. Students are responsible to come to the office to receive their medication. A medicine log will be maintained by the office staff.

Also on ParentsWeb, notification should be provided each year of any health issues their child may have. Under special circumstances, the school will administer over-the-counter medications to students. All other over-the-counter medications must be provided by parents and administered at home before the school day begins.

Physical Education Participation

Extended time without active participation in physical education classes requires a written note from a physician.

Acquired Immune Deficiency Syndrome (AIDS) Policy

Springwood School has an extensive policy concerning AIDS. The complete policy covers students, employees, education concerning the disease, and the procedures for handling bodily fluids. The complete policy is found on file in the school office. The policy includes specific confidentiality and due process procedures. Individuals may request to review the policy as needed.

Flu Prevention

During all stages of a flu outbreak, it will be essential to monitor and document the number of students and staff who are absent with influenza-like illness.

According to the Centers for Disease Control and Prevention (CDC), influenza symptoms usually start suddenly and may include the following:

- Fever (usually above 101)
- Headache
- Tiredness (can be extreme)
- Cough
- Sore Throat
- Runny or stuffy nose
- Body aches
- Diarrhea and vomiting
(more common among children than adults)

A student with influenza-like illness symptoms must be evaluated for fever. If a student has a temperature of 100° F or greater and is experiencing influenza-like illness symptoms (as described above), he/she should be excluded from school until free of symptoms. Please note that not all symptoms are present in all persons; however, gastrointestinal (stomach) upsets without the above symptoms should not be considered influenza.

It is extremely important that parents notify the school if their child is diagnosed by a physician as having the flu.

20. Traffic Instructions

All drivers of vehicles must practice safe and alert driving practices on campus. Instructions will be provided for morning and afternoon traffic.

21. Automobiles on Campus

Any student with a valid driver's license and a signed parental permission form is eligible to drive on campus. Permission may be revoked at any time by the Administration for violation of school traffic policies. The school also reserves the option to check students' automobiles on campus, if the need arises to protect our students from the influence of alcohol, drugs, etc. The speed limit on campus is 15 miles per hour and must be strictly observed. No reckless driving will be tolerated. Riding on the outside of automobiles is not allowed. Students may park in approved parking spaces in the High School parking lot. **Students may not remain in vehicles when they arrive in the morning or go to the parking area during the school day unless permission is given by a school official.**

Radios and stereos in vehicles are to be used judiciously so as not to offend others. A general rule of thumb is that your radio or stereo should not be audible more than ten feet from your vehicle. Non-observance of this rule will be considered abuse of driving privileges and will result in suspension of this privilege. Students may not drive vehicles to the Elementary or Fine Arts area during school hours.

22. Accidents on Campus

Springwood School is enrolled in a program that provides secondary coverage for school-time accident claims. A claim form must be completed and submitted to the insurance company by a parent or legal guardian within 90 days of the accident to ensure payment of eligible expenses. Please contact Terry Walls (334-644-2150) as soon as possible if there is an accident or injury that requires medical treatment so that a claim form can be prepared.

23. Cell Phones

Cell phones use is not permitted on campus between the hours of 7:30am and 3:05pm. Unless the privilege of use has been directed by appropriate school authority. Cell phones that are visible during school hours will be collected by faculty or administration and will be returned at the conclusion of the school day. Violations result in Level II disciplinary action resulting in a \$20 fine. Any device in the possession of a student during testing may result in a grade of zero on the evaluation. Use of an electronic device to share information is a violation of the school honor code.

24. Bicycles, Skateboards and Off-Road Vehicles

Students may ride bicycles to and from school. Bicycles are subject to the same regulations on campus as student automobiles. Helmets are required. The school cannot take responsibility for damage or loss of a bicycle or helmet while on campus. Scooters, tricycles, wagons and other such non-motorized vehicles may be brought on campus only with the permission of the appropriate faculty member or administrator. Skateboards are not to be brought on campus at any time. Visitors to campus are asked to observe this and other school rules.

Students who ride off-road vehicles to school must park the vehicle behind the High School in the designated area. Helmets are required, and these vehicles are not to be left or driven in the school parking lots.

25. Copy Machine

The school's copy machines located in each building are to be operated by Springwood School personnel only. Students may not operate copy machines unless supervised by a teacher or office personnel. A fee will be charged for student copies. The fee will be determined by the nature of the copies.

26. Drug Abstinence Program

Illicit or inappropriate drug use is pervasive in our society. Springwood School is a subset of this society. With this in mind, Springwood School has a "random plus" drug testing program.

Springwood School is a college preparatory school where students are challenged with Christian principles that promote the development of the total person. Substance abuse interferes with that development by its physical and emotional effect on the individual and its possible effect on those around them. We strive to promote and maintain a learning atmosphere that is drug free at every level. It is our desire to cultivate leadership from Springwood students and staff members in the community as well as on campus. The primary focus of this program is prevention and early intervention. The full policy is on file in the main office and is included in admissions packets for new students who enroll at Springwood. The primary provisions of the program are as follows:

- Students, faculty, staff, and trustees must participate in this drug program if they are to be admitted, hired, or remain at Springwood School.
- The program requires drug testing of all students in Grades 9-12 as follows:
 - a. *Initial testing* - Every student in Grade 9 and High School students new to Springwood will be tested at the beginning of the school year.
 - b. *Random testing* - Students will be randomly selected for testing so that 25% of those in Grades 9-12 will be tested by the end of the school year.
 - c. *Follow-up testing/suspicion* - Any student testing positive will be tested at 90-120 day intervals for 12 months at the parents' expense. This may be in addition to those tests required by outside counseling agencies to which the individual may be referred. Any student in Grades 9-12 who is suspected by the Head of School of inappropriate drug use will be subject to testing.
- Hair analysis has been selected as the method of testing. A licensed clinical laboratory will perform the analysis of all hair samples. Each hair sample will be analyzed for five drugs: cocaine, opiates, marijuana, methamphetamine (including ecstasy) and PCP.
- All positive results are confirmed using a highly reliable confirmation technology which identifies the molecular fingerprint of the drug. If, however, a person testing positive wishes to contest the

result, he/she may do so, in writing to the Head of School within 2 days of notification. Any re-test will be at his/her own expense.

- The laboratory will confidentially provide test results of students to the Head of School. The school will inform the parent/guardian within 10 days of receiving the test results. All test results of students will remain strictly confidential between the student, the parent/guardian, the Head of School, and the confidential counseling program.
- Consequences of positive results will be as follows:
 - a. School personnel will not initiate criminal charges or other legal action against a student or employee based solely on a positive drug test. (This provision should not be confused with possession of or being under the influence of drugs or alcohol on campus or at school sponsored events. Violation of these provisions of the Student Handbook will continue to be dealt with as very serious offenses that may involve expulsion and legal action).
 - b. The Head of School will refer any student who tests positive and the parents/guardians of that student, for a substance abuse evaluation through a licensed counselor/community agency acceptable to Springwood School. This counselor or agency will provide recommendations to the family on the type of additional services that are required for successful completion of the program. The student and parents/guardians must seek this evaluation and follow all recommendations. **All costs for this will be the responsibility of the parents/guardians.** If a student or parent/guardian refuses to follow the conditions of this policy, the student will be dismissed from Springwood School at that time. A student who has tested positive one time and is in a counseling program approved by Springwood School will continue all school activities unless directed otherwise by the parent/guardians or the substance abuse counselor.
 - c. A student who tests positive more than one time during his/her enrollment at Springwood School will be permanently dismissed from the school. A student will be allowed to verify medications they are taking which have been prescribed and may explain test results. Springwood School will consult with a medical review officer for verification of medical issues. The Head of School will choose this medical review officer.
- A counselor or community agency may provide assessments and referrals for further assistance and treatment of any student who tests positive. Referrals will be made with consideration for the economic resources of the individual or family involved. Parents may choose to seek independent resources to provide an assessment of involvement in inappropriate drug use. Springwood School must approve the program and progress reports must be submitted to the school on a regular basis in order to determine that the student is making progress in an assistance program.
- Results of drug tests from outside of Springwood School will not be considered when administering this policy.
- Any student who, before being notified that he/she is to be tested, by his/her own free will admits to the Head of School that he/she has engaged in drug use, will be required to attend an assessment interview and abide by the suggestions of the counselor or agency. This will not count as a first failure under this policy.

27. Field Trips

At various times during the school year, classes will take educational and cultural field trips. The school assumes blanket permission from all parents for school-sponsored field trips unless notified in writing by the parents before the scheduled trip. Field trips will be kept to a minimum during the first and last months of school. All field trips must be approved by the appropriate Administrator.

28. Gymnasium Policies

The Athletic Director is responsible for the maintenance and operation of the gymnasium. All activities taking place in the gymnasium must be approved by the Athletic Director. Any group using the gymnasium for activities must rearrange the equipment after the activity to the physical education specifications before the next scheduled class.

No unsupervised activities may be conducted in the gymnasium, including free play before and after school.

All equipment in the gymnasium must remain there unless checked out through the P.E. Department. During athletic events in the gymnasium, no one is allowed to play in or under the bleachers or on the other P.E. Equipment. To avoid injury, parents are asked to keep their children seated in the bleachers during athletic events.

29. Lost and Found



While the school cannot be responsible for all items left on campus, there is a lost and found area in the Kindergarten and Primary building, the Elementary building, and in the Gymnasium.

For Grades 7–12, a lost and found basket is located in the gymnasium. To help the school find owners of lost items, all possessions should be labeled. Articles lost on campus should be reported to the physical education department. Articles found on campus should be turned into the physical education department or the school office. Articles found but not claimed within a reasonable amount of time will be given to local charities.

30. Marriage or Pregnancy of Students

Springwood School's policy prohibits the enrollment of married students in the school. Students getting married or involved in a pregnancy are subject to dismissal.

31. Media Center

All Springwood School students and teachers are encouraged to use the Media Center. Reference assistance will be given by the Media Specialist. No reference books or magazines should be removed from the Media Center without expressed permission from the Media Specialist. All other books may be checked out and retained one week, renewable twice. Damaged or lost books will be paid for according to current replacement prices as listed in Books in Print. A student who removes books or reference materials or magazines from the Media Center without permission or who fails to follow the proper checking out process will face disciplinary action. No food or drinks allowed in the Media Center unless approved by the Administration.

32. Property Inspection

Springwood School reserves the right to inspect lockers, automobiles driven onto school property, clothing, book bags, etc. at any time. Periodic inspections may be made. Attendance at Springwood School by a student constitutes consent by both the parents and the student for such an inspection.

33. School Transportation

If enough interest is shown, transportation may be provided to and from school. Currently, Springwood School offers transportation to and from the LaGrange, GA area each school day. Information including cost and route times are available in the school office. School vehicles are also used to transport students on field trips and academic/athletic events.

When school transportation is provided to travel to a school event, students are expected to ride to and return from the event on the school-provided vehicle. If an exception is made, the faculty sponsor/coach must have permission from the student's parents in order to approve other arrangements. The faculty sponsor/coach reserves the right to require the student to travel on the school-provided vehicle to and from a school sponsored event.

34. Harassment

It is the policy of Springwood School to maintain a learning environment free from all types of harassment. It shall be a violation of this policy for students to harass other students through conduct or communications of a sexual, threatening, or derogatory nature. All allegations of harassment shall be fully investigated. If the investigation reveals the complaint appears to be valid, disciplinary action, up to and including expulsion from school, will be taken to stop the harassment and prevent its recurrence.

35. Public Relations Photos/Videos

As a Springwood student, there is implied parental permission given to the school for the use of appropriate photos/videos of students to appear on the school website or other websites of affiliated organizations, such as the AISA, GISA, SAIS, as well as any school publication. Parents who do not want their child to appear in the described manner should send written notification of their preference to the Head of School within two weeks of the start of school.

ADMISSION and WITHDRAWAL

1. Nondiscriminatory Policy Regarding Students-Springwood School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, and athletic and other school administered programs.

2. Springwood School Admission Policy-Eligibility for admission to Springwood School is based on the following:

Acceptable Academic Qualifications

- Screening test
- Scholastic record
- Disciplinary record

Financial Requirements

- Application Fee
- Registration fee
- Tuition
- Facility Fee

Other Considerations

- Physical and emotional compatibility with the school community
- Amount of vacancies in the class
- Brothers and sisters of present students
- Children of alumni

Provisional Acceptance

- Applicants may receive provisional acceptance prior to all documentation being submitted

3. Student Placement-The administration will be responsible for placement of students in classes best suited for students entering Springwood School. Provisional admission may be offered to students in unusual situations as approved by the Head of School.

4. Withdrawal Process-In order to withdraw a student from Springwood School, a parent must complete a Withdrawal Form. This form is available at the School office. A 24-hour notice must be given in order to receive student records at the time of withdrawal. Records will not be released for students whose accounts are not paid in full.

ACADEMICS

1. Honor Code

Personal honor and integrity are among the most valuable qualities an individual can possess. Springwood School expects and requires honorable conduct by the student. The purpose of the Honor Code is to establish an environment where Christian values are encouraged and where mutual trust and integrity prosper among administrators, teachers, and students.

Upon acceptance to Springwood School, students are required to adhere to the Honor Code and abide by its conditions. This document and its philosophy deal with major conduct issues and their enforcement.

The Honor Code: I pledge to conduct myself with honor and integrity in all that I undertake. I acknowledge that this Code is in effect on the Springwood School campus and at all school-sponsored events, whether on or off campus.

Violations of the Springwood School Honor Code include the following:

Cheating

- The giving or receiving of unauthorized help on any assignment, including tests, exams, papers, class work, make-up work, homework, or any other specific assignment.
- The providing of information about a test/quiz/exam to students who have not yet taken it.
- Plagiarism, the unauthorized presentation of another's words or ideas, either written or in electronic format, as your own without proper permission and documentation of credit.

Stealing and Vandalism

- The taking or borrowing of another's possessions without clearly being given permission, including money, books, clothing, backpacks, food, and other personal items.
- The willful destruction or defacement of property belonging to the school, administration, faculty, or another student.

Lying

- Intentionally misrepresenting facts to any member of the faculty, administration, or students.
- The forging of anyone's name to anything, including report cards, notes to teachers, permission slips, or anything falsely bearing another's name.

A student who is found to be cheating will receive a grade of '0' on the material for the first offense. A student cheating a second time will receive a grade of '0' on the material and be suspended. If there is a third occurrence during the student's Junior High or Senior High School career, the student will be expelled.

Stealing is unacceptable at Springwood. A student guilty of stealing will face severe discipline including possible expulsion.

In the event of suspension, an honor code violation form will be placed in the permanent record of the student. This form is signed by the student, parent, teacher, and Head of School.

2. Curriculum



K4-K5

Bible
Language Arts
Phonics
Mathematics
Social Studies
Reading Readiness

Health-Science
Computer
Music-Spanish
Art
Physical Education



Grades 1-3

Bible
Language Arts
Phonics
Mathematics
Social Studies
Reading
Computer

Science
Music
Physical Education
Art
Writing
Spelling
Spanish



Grades 4-6

Bible
English
Mathematics
Social Studies
Reading
Science

Music
Physical Education
Art
Computer
Spelling
Spanish
Recorder Band (4)



Optional Activities

Band (5-6)
Science Olympiad (5-6)

Grade 7

English
Math 7 or Algebra ½
Earth Science
Civics*
World Geography*
Physical Education
Word Origins*
Intro to Technology*
Teen Discovery*
Fine Arts

Grade 8

English
Algebra ½ or Algebra I
Physical Science
World History I
Physical Education
Computer Essentials*
Advanced Art*
Fine Arts

Grade 9

CP or Honors English
Algebra I or Geometry
Biology I
World History II or
AP Human Geography
Physical Education Life
Speech*
Visual Arts*
Electives

Grade 10

CP or Honors English
Geometry or Algebra II
Chemistry
CP or AP U.S. History I
Spanish I
Career Prep A*
Health*
Electives

Grade 11

CP or Honors English
Algebra II or Honors Pre-Calculus
Honors Chemistry or Biology II
CP or AP U.S. History II
Spanish II
Art Appreciation*
Music Appreciation*
Electives

Grade 12

CP or AP English
Algebra III/Math Models, Honors
Pre-Calculus or Honors Calculus
Economics*
Government*
Anatomy, Honors Biology,
or Honors Physics
Psychology* or AP Psychology
Senior Seminar*
Career Prep B*
Business Tech Applications*
Electives

Fine and Performing Arts/Elective Options

ACT/SAT Prep
 Annual (faculty approved)
 Art 2-D/3-D Design
 Band
 Chorus
 Dual Enrollment (Point University or Southern Union)

Robotics
 Speech*
 Strength and Conditioning (9-12)
 Theatre
 Weight Training (9-12)

***Semester Courses**

3. Grading Policies

Springwood uses FACTS/RenWeb for recording all grades. Parents are asked to monitor their child’s grades regularly.

K4-K5



K4 and K5 will receive quarterly reports. These reports will contain detailed explanations of progress in each area of the program. Parent conferences may be scheduled as needed.

Grades 1-12



Report cards are posted on ParentsWeb after every quarter. At the conclusion of the year a report card will be mailed. Opportunity for Parent/Teacher conferences will be held at the conclusion of the first quarter or as needed.

Grading Scale (Effective 2017-18)

Letter Grade	Percent Grade	CP Scale	Honors Scale	AP Scale/Dual Enrollment
A	97-100	4.0	4.5	5.0
	93-96	4.0	4.5	5.0
	90-92	4.0	4.5	5.0
B	87-89	3.7	4.2	4.7
	85-86	3.5	4.0	4.5
	83-84	3.3	3.8	4.3
	80-82	3.0	3.5	4.0
C	77-79	2.7	3.2	3.7
	75-76	2.5	3.0	3.5
	73-74	2.3	2.8	3.3
	70-72	2.0	2.5	3.0
D	67-69	1.5	2.0	2.5
	65-66	1.0	1.5	2.0
F	Below 65	0.0	0.0	0.0

All grades 65 or above are considered satisfactory, and for students in Grades 9-12, course credit is earned. No exam scores are to exceed 100.

4. Graduation Requirements/Diplomas

The Alabama State Department of Education and the Alabama Independent School Association allow schools to grant 2 diplomas.

A minimum of twenty-four (24) credits earned in Grades 9–12 are required for a Springwood School Diploma. The credits must include the following:

4-English Language Arts

Must include:

English 9, 10, 11,12

4-Mathematics

Must include:

Algebra I

Geometry

Algebra II

Algebra III/Math Models

4-Science

Must include:

Biology I

Chemistry

Biology II or Honors Chemistry

Anatomy, Honors Biology, or Physics

4-Social Studies

Must include:

World History II

U.S. History I (Exploration through 1877)

U.S. History II (1878 to present)

Government and Economics

1-Physical Education

Must include:

P.E. Life

2-Foreign Language

Must Include:

Spanish I and Spanish II

.5-Health

1-Fine Arts

Typically includes:

Art Appreciation

Music Appreciation

1-Career Prep A and B

.5-Senior Seminar

2-Electives

Total Credits: 24

A minimum of twenty-five (25) credits earned in Grades 9–12 are required for a Springwood School Advanced Diploma. The credits must include the following:

4-English Language Arts

Must include:

Advanced levels of English 9, 10, 11, 12

All must incorporate a heavy emphasis on research and writing.

4-Mathematics

Must include:

Algebra I

Geometry

Algebra II

Pre-Calculus/Calculus

4-Science

Must include:

Biology I

Chemistry

Biology II or Honors Chemistry

Anatomy, Honors Biology, or Physics

4-Social Studies

Must include:

World History II

U.S. History I (Exploration through 1877)

U.S. History II (1878 to present)

Government and Economics

1-Physical Education

Must include:

P.E. Life

2-Foreign Language

Must Include:

Spanish I and Spanish II

.5-Health

1-Fine Arts

Typically includes:

Art Appreciation

Music Appreciation

1-Career Prep A and B

.5-Senior Seminar

3-Electives

Total Credits: 25

1. Students are not allowed to take courses above their grade level without the consent of the High School Administrator and the Head of School.
2. Full year classes **do not** earn ½ credit per semester.

3. **All students must be enrolled in at least 6 classes each semester.**
4. Eligibility for a diploma requires that a student earn a minimum of 25 hours of school-approved community service for each year of attendance in grades 9-12. A form for students to record Community Service hours is located on the school website.
5. A student must have met all requirements for graduation in order to participate in Baccalaureate and Graduation.
6. If a student fails one class during their senior year, they will be allowed to participate in Baccalaureate and Graduation. If a student fails 2 classes they will not be allowed to participate in Baccalaureate and Graduation.
7. All students must take the ACT or the SAT.

5. Valedictorian/Salutatorian/Honor Graduates

Valedictorian and Salutatorian

The honors of Valedictorian and Salutatorian will be awarded annually to the graduating seniors who have, respectively, the highest and second-highest cumulative semester averages for academic classes in Grades 9-12 and who meet all of the following criteria:

1. Cumulative semester average of 90.0 (no rounding) or above for only Springwood School academic classes taken in Grades 9-12
2. Enrolled as full-time student in at least 5 academic classes for both semesters of the 12th Grade
3. Completed at least one honors-level course (from among Calculus and Honors English) during the 12th grade year
4. Enrolled in Springwood during their entire junior and senior years

Exceptional circumstances, including but not limited to the lack of constructive citizenship in school and/or community, will be reviewed by the Head of School, High School Administrator, and the Guidance Counselor. Such review could affect the awarding of these awards. Calculation of grades for Valedictorian/Salutatorian will be made at the conclusion of the school day three (3) weeks prior to graduation. At such time the student's second semester grades will be averaged as full semester grades.

Honor Graduates

Honor Graduate status will be awarded to each graduating senior who meets the following criteria:

1. Cumulative semester average of 90.0 (no rounding) or above for only Springwood School academic classes taken in Grades 9-12
2. Enrolled as a full-time student in at least five academic classes for both semesters of the 12th grade at Springwood
3. Calculation of grades for Honor Graduates will be made at the conclusion of the school day three (3) weeks prior to graduation. At such time the student's second semester grades will be averaged as full semester grades.

6. Honors Program

Students are selected for the honors program based on ability and academic achievement. Springwood strongly discourages students moving from honors to college prep classes. Consequently, class changes from honors to college prep will not be allowed without the teacher's recommendation and High School Administrator approval.

Standards for Placement in Honors/AP English from College Prep English following Eighth Grade (Must meet all three)

1. The student must have a minimum yearly average of 90 in CP English during the previous school year.
2. The student must have scored above the class average in the subject area categories on the previous school year's Standardized Achievement Test.

3. The student must have the recommendation of the student's English teacher from the previous year.

Standards for Continuing in Honors/AP English

1. The student must have a minimum yearly average of 85 in CP English during the previous school year.
2. The student must have the recommendation of the student's English teacher from the previous year.

Standards for Placement in Tenth Grade AP US History (Must meet both)

1. The student must have earned at least a 90 average in 8th and 9th grade History.
2. Recommendation of the ninth grade History teacher.

Standards for Continuing in the AP US History

1. The student must have a yearly average of at least 85 in AP US History I.

Standards for Placement in Seventh Grade Honors Math (Must meet all three)

1. The student score must be in the 8th or 9th stanine on the Orleans Hannah Algebra Prognosis Test.
2. The student must have scored above the class average on the Total Math section of the 6th grade Standardized Achievement Test.
3. Recommendation of the 6th grade math teacher.

Standards for Continuing in Honors Math

1. Following the 7th grade year a student must have an 85 yearly average in Algebra ½.
2. Following the 8th grade year a student must have an 85 yearly average in Algebra I.

Withdrawal from Honors/AP Class

1. Based on a conference including the student, parents, teacher and High School Administrator a decision will be made in the best interests of the student.

7. Honor Roll and Head of School's Certificate Criteria



Grades 4-6

The **Honor Roll** and **Head of School's List** certificates are presented each semester.

The **Honor Roll** shall consist of students achieving 85 or above in each academic subject.

The **Head of School's List** shall consist of students achieving 90 or above in each academic subject.

Academic subjects are: English, Mathematics, Science, Social Studies, Spelling, and Reading.

Grades 7-12

The **Honor Roll** and **Head of School's List** certificates are presented each semester.

The **Honor Roll** shall consist of students achieving an overall average of 85 in all academic subjects, provided no single academic subject average is below 80. For online academic subjects, students must have

an average of 80 and be at 60% complete for Semester 1. For Semester 2, students must have an average of 80 and be at 100% complete.

The **Head of School's List** shall consist of students achieving an overall average of 90 in all academic subjects, provided no single academic subject average is below 85. For online academic subjects, students must have an average of 85 and be at 60% complete for Semester 1. For Semester 2, students must have an average of 85 and be at 100% complete.

Academic subjects are: English, Mathematics, Science, Social Studies.

8. Promotion/Retention



Grades K4-6

In Grades K4-6, all aspects of the child's performance are evaluated by the teacher. The maturity level is taken into account. If retention is being considered, parents will be informed and will be asked to meet with the teacher and the Elementary Administrator.

Grades 7-8

Students earn promotion by passing 5 subjects. Two of which must be English and Mathematics.

Grades 9-12

In Grades 9-12, classification is determined by the number of credits accumulated by each student. Students are classified according to number of credits as follows:

Sophomore: 6

Junior: 12

Senior: 18

To qualify as a member of a given class, a student who does not satisfy the above requirements at the beginning of a school year must be able, during that year, to take sufficient credits to attain the next grade level.

9. Extracurricular Participation Requirements



All elementary students of the appropriate age are eligible for after-school activities offered by the school. Participation does not require specific academic standards at this level; however, parents are encouraged to carefully assess the number and kinds of activities their children can effectively manage to avoid interfering with school responsibilities.

Springwood's eligibility policy is based on promoting academic excellence among all students, especially those participating in extracurricular activities. The eligibility policy is not punitive in spirit but rather is intended to instill awareness of the importance of maintaining academic standards and to allow those students having academic difficulty more time for studies.

Jr. High Academic Requirements—Grade 7-8 students must pass five (5) subjects the first semester to be eligible for the second semester. A student repeating Grade 7 or 8 will be ineligible, regardless of the reason for repeating.

High School Academic Requirements—Grade 9-12 students must have passed six (6) new Carnegie units during the previous academic year to be eligible for the first semester. Note: A minimum of four (4) core curriculum credits must be included in this requirement. Grade 9-12 students may earn and/or retain second semester eligibility by passing 3 new Carnegie units/courses during the first semester of the current year. Note: A minimum of (1½) core curricular credit/courses must be included in this requirement. If students do not meet AISA grade requirements at the end of the 1st semester, students may regain their eligibility for 2nd semester if all member school/AISA approved coursework is completed and in compliance with AISA grade requirements. Verification is due in the AISA office no later than March 1. If requirements are completed earlier, student athletes may participate upon verification of coursework by the AISA office. If students do not meet requirements of this policy, they will continue to be ineligible for athletics for the remainder of 2nd semester. Students may not enroll in make-up coursework until the end of 1st semester as set on the AISA calendar of events. Only AISA approved courses may be used.

**Core curricular subjects include English, History, Math, and Science.

Grace Period: All student athletes transferring to an AISA member school will be given one semester grace period to comply with AISA academic requirements for athletic eligibility providing they are eligible in the system from which they transfer. A system is defined as a regulatory agency governing an association of secondary schools interscholastic athletics with written guidelines for eligibility and sports programs. An AISA student-athlete declared ineligible at the beginning of a semester may not gain eligibility during that same semester by utilizing the grace period rule as stated above.

Springwood School expects athletes and participants in other extra-curricular activities to be present for the entire school day in order to participate in practices, rehearsals, or games. As a minimum requirement, **four class periods must be attended in order to be counted present for the day and to participate in extracurricular practices, games or activities.**

10. Homework

Completing homework successfully results in higher grades. Time and amount of homework increases with each grade level. The amount of time completing homework differs with each student. *Homework should be a part of a student's daily routine.*

Homework should:

- Reinforce the present day's lesson
- Reinforce and develop study habits
- Organize and incorporate available materials
- Prepare for the next day's lesson
- Develop a sense of responsibility
- Develop independent learning

Responsibilities:

1. Homework is the responsibility of the student.
2. Record all homework assignments. (Grades 4-12)
3. Take all required homework materials home.
4. **Completed homework should be returned to school when due. The penalty for homework not received within 48 hours of assigned due date will result in a grade of '0'.**
5. Students should plan a time and place for homework.

11. Change of Course

Schedule choices are made in the spring of each school year by all Grades 7-12 students. Each student must register for certain core curriculum courses and may have the choice of several elective courses to complete a schedule.

Students are given one week following the first day of each semester to request adjustments to their schedules, provided they have secured approval from the High School Administrator. The student's academic welfare will be considered prior to any change. After the second week of each semester, no changes will be made, unless the High School Administrator recommends such a change and the Head of School authorizes the change.

12. Semester Exams and Exemptions

Exams will be administered at the end of each semester. All students in Grades 7-12 must take first semester exams. The exams count 20% of the semester average. No exemptions will be offered in courses that are only one semester. Exempted students will be expected to participate in any classroom discussions and reviews in preparation for final exams.

Students may exempt the second semester exam in each course based on the following criteria:

1. The first semester exam grade must be an "A".
2. The first semester grade and second semester average going into the final exam must be 90 or above.
3. No more than four (4) absences in each class during second semester.

13. Grades K4–12 Technology Acceptable Use Policy

Technology is to be used on the Springwood School campus primarily for educational purposes. It is a privilege, not a right, to use the school's technology resources.

Honesty:

-Respect copyright laws, do not plagiarize, and obey all local, state and federal laws.

Applications:

- Network cannot be used for financial gain.
- Do not purchase or subscribe to any service for which a fee is charged.
- Unauthorized software is not to be downloaded or installed.
- Do not engage in network use or applications that interfere with the use of the network by others.
- Do not engage in activities which consume a large portion bandwidth for an extended period of time. Specifically, do not share peer-to-peer file applications.
- Do not play games, instant message, chat, read or post to online social networks during the school day.
- Do not intentionally waste limited storage space on the hard drive or server.
- Do not load online/gaming software.

Respect:

- Respect and protect the personal information of my teachers, classmates, family, and self.
- Read all emails sent by teachers and do not access email or the Internet during class without teacher permission.
- At all times use appropriate language.
- Do not post or provide any identifying information about myself or other people through the Internet.
- Avoid any sites that are profane, obscene, or otherwise inappropriate and also do not send spam or chain emails.

Passwords and Privacy:

- Do not give out passwords to anyone else and never use anyone else's username and password.
- Do not access anyone else's account, harm or destroy their files, or make any changes to their settings.
- Never attempt to gain unauthorized access to any area of the network.
- Keep mailbox and network folder clean. Only store school work in network folders.
- Nothing on my computer or the network is totally private. Springwood School and respective parents have the right to access those files and folders at any time.

Student Responsibilities:

- Bring the computer to school each day in working order. The battery will be fully charged, the sound will be turned off, and all educational software will be operational.
- If the computer is not working properly, needs repair, software installed, or password retrieval is needed to take it to the help desk.
- The computer is to be kept in a safe place during and after school.
- It is my responsibility to back up files to a home directory on a regular basis.
- Understand that computer problems are not an excuse for incomplete assignments/homework unless appropriate effort has been made to resolve the issues.
- Avoid saving music or personal files to the school server.

Honor:

Understand that Springwood's Honor Code applies to the use of technology on campus. I will honor this policy and follow the rules. I understand I will face appropriate consequences if I do not.

14. Grades 9-12 Laptop Program

1. I/we, the above named student and parents, understand that a school issued computer, bearing serial number: _____ has been issued to the above named student for his/her use as a learning tool while enrolled at Springwood School. The student is required to bring the computer to school daily and to take the computer home each evening, over school holidays, and throughout the summer months, provided the student has re-enrolled for the upcoming school year.
2. The above named student has also been issued a carrying case with accessory pouch, shoulder strap, and I.D. tag. I/we understand that these items are the property of Springwood School, and must be returned in satisfactory condition at times designated by the school.
3. The student agrees to adhere to all school policies regarding the acceptable use of technology and the Internet. The school's Acceptable Use Policy (AUP) must be signed by both parents and students. It is understood that violations of the AUP or other computer policies of Springwood School will be considered violations of the school Honor Code and may merit serious disciplinary consequences.
4. I/we understand that the tablet computer remains the property of Springwood School and that it is leased to the student as a part of tuition.
5. Cost of repairs due to misuse of the computer will be charged to the students account.
6. I/we understand that the program cost includes warranty repairs for hardware malfunctions and that the student will be provided a loaner computer should it become necessary to send his/her tablet for off-site repairs.

15. Guidance and Counseling

A. The Elementary Administrator/Guidance Counselor oversees these services:

1. Oversees all standardized testing
2. Coordinates with administration the character education and advisory programs
3. Provides personal counseling
4. Makes referrals for appropriate professional counseling as needed

B. The High School Administrator, in conjunction with additional personnel, offers these services:

1. Provides academic counseling
2. Coordinates with administration the character education and advisory programs
3. Assists with college advising
4. Offers workshops for students and parents providing information about college planning and financial aid opportunities
5. Sends student information to appropriate institutions upon request.
6. **NOTE:** Official transcripts must be requested from the Registrar.

16. Testing Program



Standardized testing will be administered by the school annually. Testing provides benchmark data for individual students as well as for school programs and will be used in assessing student progress and program effectiveness. A nationally normed standardized test will be administered in the Spring to Grades 1-8 and test results will be distributed to parents.

In the fall of the year the Preliminary Scholastic Aptitude Test (PSAT) is administered to grades 8 –11. **AISA requirements mandate all students take the American College Testing (ACT) or the Scholastic Aptitude Test (SAT) by the spring of their 11th grade year.**

Students that receive scholarships from Scholarship granting organizations must take appropriate test.

17. Student Records



The Registrar will maintain all permanent records in Grades K5-12.

Health Records

In order for the school to comply with state health regulations, all students must have on file with the school a valid certificate of immunization from the County Health Department.

Permanent Records

All information relating to courses and grades are summarized on the permanent record card from which transcripts are made. Copies of official correspondence and actions are also filed with the permanent record card. Any records placed in these files may be inspected by the parents of the student or the student if 18 years of age or older. Faculty and staff who have legitimate need to access records may do so. Student records are private and their privacy will be maintained and protected. With a 24-hour notice a sealed copy of the official transcript may be provided to a parent. Official transcripts will be sent to other institutions if requested in writing by parent or student.

Items of information usually described as “Directory Information” will be released unless the party concerned requests that it not be released. Directory information may include all or some of the following: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and awards received, and the most recent previous institution attended. The school does not make its directory available to salesmen, vendors, or marketing groups.

Specific information including test scores and other academic information is required to be provided to educational associations of which Springwood holds membership.

18. Senior Privileges

With administrative expectations of personal and group responsibility, seniors will be given the opportunity to earn privileges during the school year. Seniors will meet with the administration at the beginning of each school year to recommend and request various senior privileges. The privileges will begin after the first progress report.

Seniors will be expected at each grading period to have no grades below 80 and will exhibit exemplary behavior while off-campus. Seniors earning grades below 80 at each grading period or displaying irresponsible behavior will lose this privilege for individuals or the entire group. A senior will lose privileges if given a detention for excessive tardies.

19. Summer Reading Program

The importance of reading substantive literature cannot be overemphasized. Studies have established that there is a definite correlation between the amount of reading a student does and the level of writing skill, including sentence structure, breadth of vocabulary, and coherent development of ideas. Summer reading will not only contribute to cultural literacy but will also both entertain and provoke thought while maintaining and improving reading skills over the summer. The lists will be provided to each student annually.

20. Summer School (Credit Recovery)

Springwood offers a credit recovery program for students who have failed a core course required for graduation, provided the student meets the minimum score of 55 for the course in question. The program is a self-paced, online digital program of study with a qualified teacher provided for additional support to assist students. Students will begin their course work with a pre-test for the units of study to accurately identify which standards need to be targeted for mastery. Students may only be enrolled in one credit recovery course at a time. Students who successfully complete their coursework will receive a credit and assigned a grade. Students will be required to pass and complete the credit recovery course work by the final day of their session or a failing grade will be assigned. Students must complete a minimum of thirty seat hours in a credit recovery class but will have the option of using up to 35 hours of seat time over seven days. For the purposes of athletic eligibility, only two courses per year may be applied.

All other alternative credit earning options must be approved by the High School Administrator.

ATTENDANCE

1. Statement of Expectation

Regular school attendance is required by law and is necessary for good scholarship. Regular and punctual attendance at Springwood School is expected and required. Frequent absenteeism is a major cause of poor academic progress. Continual tardiness is disruptive to the teacher and other students in the class. This practice will not be acceptable. Every effort should be made by parents to have their children in regular attendance at the appointed time.

2. Absenteeism

Due to Compulsory Attendance laws, students who are absent or tardy excessively may be considered truant. Each quarter, students more than 5 absences in any class period will not receive credit for the course or will not be promoted to the next grade level. A maximum of 18 absences are permitted for the academic year. School-sponsored events are exceptions to this policy and will not be included in the total. Extenuating circumstances will be handled on an individual basis. If you believe such circumstances have occurred, please send written documentation to the Head of School supporting your child's situation. This information will be considered to determine if course credit or promotion is attained.

Grade K4-6th students must be in school from 8:00am-12:00pm or from 11:00am until the end of the school day to be considered present for the day. **Junior High and High School** students must be in school **for at least four (4) class periods in order to participate in school practices or events (athletic, fine arts, etc.)**. A Junior High or High School student must be in class for at least 25 minutes in order to be considered present for that class. If a student is absent, homework assignments requested before noon will be available in the high school building office at 3:30 of that day. A student who is absent without parent's permission is considered to be 'skipping school or class' and will be suspended from school and will receive a grade of '0' for all work missed that day.

Key points concerning absenteeism:

- Excessive absence is considered truancy and may result in suspension or truancy proceedings from the school or local authorities.
- Absences are not considered excused or unexcused. The importance of attending school, maintaining the pace of the classroom work, and valuing the Springwood education should motivate all students to be at school.
- Parents are encouraged to help their children avoid absences, particularly during the last two weeks of each semester due to reviews and exams.
- 2 College Visitation Days each for Juniors and Seniors are considered school-related events; however, the student is required to bring a signed form from the college's Admissions Office verifying the official campus visit.
- A suspended student will be given a zero on all missed work (daily grades, quizzes, homework, etc.) excluding tests. Tests will be required to be made up upon return to school.

3. Make-Up Work

A student who is absent is responsible for any announced or regularly scheduled tests, quizzes (announced and unannounced), reports, assignments, etc., on the day of his/her return to school. A grade of "0" will be given for all work that is not completed within two days for each day missed. Students are encouraged to contact classmates or teachers to obtain information regarding missed assignments. **A class session should not be interrupted by a parent or student to obtain assignment information from a teacher.** Students missing classes for a school event (athletic and academic competitions, etc.) or for a planned (pre-arranged) absence (doctor's appointment, church trip, etc.) will be required to make up their work on the next day of class. Extenuating circumstances will be handled on an individual basis.

4. Tardiness

Promptness shows respect and is an indicator of good character. Students should report to their first period class by 7:55am. The tardy bell rings at 8:00am, and students should be ready to begin at that time. All students arriving after 8:05am must report to the FAC office.

The following policy will be administered for students in grades 7-12 who are tardy to any class during each quarter:

1 st -3 rd Tardy Warning issued	6 th Tardy – Afternoon Work Detail - 1 hour
4 th Tardy – Detention	7 th Tardy – In-School Suspension – 1 day
5 th Tardy – Detention	8 th Tardy – Administrative Conference with Parents

For Grades K4-6 school will begin at 8:00am. Eight (8) tardies in one quarter will count as one absence.

5. Early Dismissals



Grades K4-6

Early dismissal for Grades K4-6 occurs in the FAC.

Grades 7-12

When a student plans to check out of school during the day, a note from home must be brought or sent to the FAC Office. Teachers will be notified of all absences, check-ins, and check-outs. In case of sickness which develops during the school day, the student should come to the FAC Office and call his/her parents for permission to leave. **Four class periods must be attended in order to be counted present for the day and to participate in extracurricular practices, games or activities.**

If a student in Grades 7-12 needs to leave the campus while school is in session, the following procedure will need to be followed.

- A. For a previously scheduled medical appointment or any other absence request, the student will bring a note from his/her parent(s) to the school office. The school office will then update the students' attendance record notating the time of departure.
- B. If a medical appointment or other absence occurs during the day and the student is not aware that he/she will be leaving school, the parent will need to call the school office to give the student permission to go to the appointment. Upon notification, the office will call the student from class and follow the early dismissal procedure.
- C. Upon returning to school, the student will report to the school office for check in before going to class.
- D. Other than senior privilege lunches, no off-campus lunch dismissal is allowed.

DISCIPLINE

1. Discipline Policies

Discipline is necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in the classroom unless control and good order are maintained. Therefore, each teacher is given the responsibility of enforcing classroom regulations in a manner which supports the philosophy of Springwood School. The Board of Trustees and the Administration expect full cooperation from both students and parents.

A. Expectations of Students and Parents

Springwood School has a commitment to its school families to maintain high standards and requirements for all students. Because attendance at Springwood School is a privilege and not a right, the privilege may be forfeited by any student who does not follow the standards and regulations of the School.

Therefore, Springwood School reserves the right to suspend or expel any student if the attitude or actions of the student and/or parent/guardian do not conform to the spirit and standards of the school. The Administration annually reviews each student for reenrollment on the basis of satisfactory academic progress and disciplinary record.

B. General Discipline Policies

The teachers and administrators of Springwood School will use a variety of disciplinary methods to maintain a positive and safe school environment. Each incident of misconduct will be considered on an individual basis. Moreover, the student has the responsibility of facing the disciplinary consequences of his or her actions. A student will always be given the opportunity to explain his or her view of the problem. Any child who cannot respect the classroom environment and procedures will be asked to withdraw from the school.

Discipline procedures used at Springwood School include, but are not necessarily limited to counseling, warnings, detention, probation, suspensions and expulsion. It may be necessary to use a combination of these in a given situation.

Any student that is expelled or asked to withdraw may reapply for admission at the beginning of the next academic year.

C. Acceptable Student Behavior

The parent and school partnership can only succeed when there is clear communication and mutual agreement regarding student behavior. The goal of this section is to outline and highlight the expectations for acceptable student behavior at Springwood School. Our standards regarding behavior are based upon the framework of Christian values, mutual respect and common courtesy.

1. Christian Character

We uphold the policy that immorality, the use of alcohol, tobacco, vulgar language or drug related substances are unacceptable. Standards of conduct and character extend beyond the school day, to all school activities and events.

2. Mutual Respect

- **Respect for authority** – Any person of authority must be shown respect. Any form of disrespect will result in disciplinary action. Understanding expectations in this area is foundational to a student's success at Springwood School. All school office staff, custodians, paraprofessionals, lunchroom personnel, and substitute teachers are to be accorded the same respect required as shown to school administrators and teachers.
- **School Personnel Respect for Students** – All school personnel accepts responsibility in treating students with the utmost respect and fairness. Should a student feel that any employee has been disrespectful, the parents or student are encouraged to speak to that

person first. If that is unsuccessful, the student or parents should appeal to the appropriate administrator.

- **Student Respect for Fellow Students** – Verbal abuse, bullying, or harassment of another student is totally unacceptable.

3. Common Courtesy

- **Classroom Courtesy**
 - a. **Be Punctual:** All students must be in class ready to receive instruction by the designated starting time and be punctual to classes during the day.
 - b. **Be Prepared:** Students are expected to come to class prepared each day with required material.
 - c. **Participate:** Students are expected to take notes, involve themselves in discussion and respond when called upon in class activities.
 - d. Students are expected to change classes in an orderly manner.
- **Lunchroom Courtesy**
 - a. Food must be eaten at the lunch tables only. Food is not allowed in any other part of the school except by permission of the administration.
 - b. Students must clean up their own food area.
 - c. Designated classes will be assigned for lunchroom clean up.
 - d. Students must obtain permission to leave the lunchroom area during the lunch period.
- **Special Program or Event Courtesy**
 - Pay full attention to the program; no interruptions with talking or other distracting behavior

D. Lines of Authority

1. **Classroom Teacher:** The teacher is the first line of discipline in any classroom setting. Extension of classroom discipline may range from parental contact to detention. A teacher may require a form of discipline given in the handbook or other discipline approved by administration. They may also refer the student to the appropriate supervisor for discipline.
2. **Respective Administrators:** The appropriate Administrators are the second line of discipline. They may attend conferences or assist in the discipline process. They also have the authority to utilize parental conferences, work assignments, detention, and other appropriate measures of discipline. They may also refer the student to the Head of School for extreme or habitual negative classroom behavior.
3. **Head of School:** The Head of School is the third and final line of discipline in all classroom settings. He has the authority to utilize suspension and other appropriate measures of discipline.

2. Discipline Guidelines



Kindergarten Discipline Policy

Each kindergarten teacher is the first line of authority and has a classroom management system approved by the administration. This system is used to correct minor behavior issues. To establish an environment that is conducive to learning in Kindergarten at Springwood School and as a protection for your child and others, the following behaviors in excess are unacceptable:

- Disobedience
- Interrupting class
- Throwing objects
- Horseplay
- Running in classrooms or halls
- Hitting, punching, kicking, or other inappropriate uses of hands and/or feet

- Offensive language (i.e. name-calling, teasing, etc.)
- Any distraction that causes a teacher not to be able to teach or a student not to be able to learn.

Consequences for excessive behaviors are as follows.

- 1st Offense–Teacher conference with child
- 2nd Offense–Note to parents/Timeout
- 3rd Offense– Conference with parents and Elementary Administrator
- 4th Offense– In/Out of school suspension

In extreme circumstances, the parent(s) will be called to get the child, and the child will not be allowed to return until the following school day.

Our goal is to make school a fun, safe place to learn and grow.



B. Elementary Discipline Policy (Grades 1-6)

Each elementary teacher is the first line of authority and has a classroom management system approved by the administration. This system is used to correct minor behavior issues. To establish an environment that is conducive to learning in Elementary at Springwood School and as a protection for your child and others, the following behaviors in excess are unacceptable:

- Disobedience
- Interrupting class
- Throwing objects
- Horseplay
- Running in classrooms or halls
- Hitting, punching, kicking, or other inappropriate uses of hands and/or feet
- Offensive language (i.e. name-calling, teasing, etc.)
- Any distraction that causes a teacher not be able to teach or a student not be able to learn

Consequences for excessive behaviors are as follows:

- 1st Offense–Teacher conference with child
- 2nd Offense–Note to parents/Timeout
- 3rd Offense– Conference with parents and Elementary Administrator
- 4th Offense– In/Out of school suspension

In extreme circumstances, the parent(s) will be called to get the child, and the child will not be allowed to return until the following school day.

Our goal is make school a fun, safe place to learn and grow.

C. Junior High/High School Discipline Policy (Grades 7-12)

Springwood School believes that all students should receive fair and consistent discipline when school rules are violated. Therefore, the guidelines below were developed to insure that consistent discipline is implemented and administered. Junior High/High School staff and students will be instructed in this disciplinary system each year.

For clarification these guidelines are in effect during the following times and at the following places, with the exception of level four offenses which are in effect at all times:

- On school grounds before, during or after school hours.
- On school grounds at any other time when the school is being used by a school group (Saturday workouts, holidays, etc.).
- Off the school grounds at a school activity, function or event.
- On a school bus or other school vehicle.
- At any time or in any place where student conduct will have a direct effect on the school's ability to maintain an orderly and safe learning environment.

D. Overall Guidelines on Discipline (Any Combination of Offenses)

1. Offenses which cause the first three detentions in a semester will result in a 45-minute detention time.
2. Four (4) Detentions in a semester will result in a Saturday Detention, which includes a \$20.00 fine and a parent/administrative conference.
3. Five (5) Detentions in a semester will result in a 1-day suspension and a 2nd parent/administrative conference with the possibility of withdrawal from school or expulsion.

E. Break Detention

In certain discipline situations, a student may be required to serve a detention during his/her break. This detention would be assigned generally on the day following the offense.

F. After School Stays

Students may be assigned a 30 minute after school stay to be served with a teacher on occasion. Students may be asked to do class work or other duties as assigned by the teacher during this time. The after school stay is generally served within two days following the offense.

G. Detention

Detention times are 7:00-7:45am Monday-Thursday. Detention will be scheduled enough in advance so that only a doctor's appointment or extenuating circumstances will be excusable. On the specific day a student is scheduled to serve a detention, they will not be allowed to participate in any extra-curricular practices or club-related activities until detention has been served. In the event that a student fails to attend detention, a second detention will be added.

Students must obey the following rules for detention:

- A. Study and/or work are required during detention.
- B. No talking or misconduct will be tolerated.
- C. Do not bring food or drinks.
- D. No sleeping.

Failure to comply with the above rules will result in further disciplinary action.

Specific days are assigned as Saturday detention days. **A four-hour Saturday detention is held at designated times for those students who have accumulated four detentions.** All detentions must be served before exams may be taken. Absence from Saturday detention will result in further disciplinary action.

The following section lists examples of various levels of unacceptable behaviors and actions to be taken.

LEVEL ONE BEHAVIORS

These behaviors will be subject to one or more of the following measures: Break Detention, After School Stays, Loss of Device, and Detention. Repeated offenses will cause a student to be subject to more severe disciplinary action.

Being out of class without permission	Eating in class or chewing gum
Disrespectful behavior/Disruptive during class	Parking or on-campus driving violation
Dress code violation. Haircut, color and shaving included	Failure to stay for an After-School-Stay
Inappropriate behavior/ Failure to respect others	Inappropriate comments/Talking without permission
Littering	Not returning signed document.
Picking on or aggravating or not keeping hands to self/Reckless play or behavior	Throwing food or careless behavior in lunchroom

LEVEL TWO BEHAVIORS

These behaviors will be subject to one or more of the following measures: Detention, Loss of Device with a \$20.00 fine, In-School Suspension (ISS), and Saturday Detention with a \$20.00 fine. Repeated offenses will cause a student to be subject to more severe disciplinary action.

Administrative detention for administrative reason	Refusing to obey teachers or staff
Being dishonest; not being truthful	Taking someone's property without permission
Damaging school property	Excessive level one behaviors
Failure to stay for an administrative detention	Inappropriate public display of affection
Careless driving	Excessive tardiness to class (resets at the end of each quarter)
Obscene language, profanity, gestures, clothing or articles	Use of non-school related items during school day, including cell phones, etc.
Skipping school	Violation of Technology Acceptable Use Policy

LEVEL THREE BEHAVIORS

These behaviors, upon Administrative review, will be subject to Suspension, request for withdrawal or expulsion.

Any act that is detrimental to the School/ Vandalism or Destruction of School property	Fighting or provoking a fight on campus
Violation of Honor Code	Leaving school grounds without permission or unauthorized class or activity absence
An arrest as a result of involvement in a felony or commission of a felony	Possession of any weapon
Intimidation/Bullying/ Threatening bodily injury to another student	Theft or possession of stolen goods
Major disobedience or disrespect	Possession of or use of tobacco on school premises
Sexual immorality	Drug/Alcohol: Possession, sale, use, distribution or being under the influence of

3. Personal Appearance and Dress

A. Dress Code

It is Springwood’s belief that developing Christian character includes being disciplined in the area of personal appearance and dress. We believe that the dress of a student has a direct influence on, and relationship to, his/her attitude and conduct. Parental support of these standards is expected both at school and at school-related events. Students should be in appropriate dress code upon their arrival at school.



Students in K4 and K5 are encouraged to follow these dress code guidelines:

We believe students, even at this young age, should come to school appropriately and modestly dressed. Shirts should cover chest, back, shoulders, and midriff at all times, including the seated, kneeling, and arms-raised positions. Spaghetti straps on shirts are not allowed.

Haircuts–Boys hair should be neatly cut. Colored hair and mo-hawks are not permitted.



Students in Grades 1-6 will follow these dress code guidelines:

T-Shirts–Students are allowed to wear Springwood, college insignia, Christian emphasis, and other appropriate T-shirts. Shirts with offensive or suggestive language or logos are not permitted.

Shorts–Shorts will be hemmed (not cut off or unraveled) and should be no shorter than four inches above the kneecap.

Shirts/Tops–All shirts on boys should be neatly worn. Girls’ shirts should have sleeves so that the shoulder and undergarments are covered. Shirts should be fitted under the arms.

Sweatshirts/Sweaters–Students are allowed to wear Springwood, college insignia, Christian emphasis, and other appropriate sweatshirts.

Dresses/Skirts–Dresses should cover the chest, back, and shoulders. Dresses of sheer fabric and/or low necklines should not be worn. Dresses should be hemmed and should be no shorter than four inches above the kneecap. Mini-skirts are not permitted.

Pants–Dress slacks, jeans, and capri pants may be worn. Pants should be hemmed, not cut off, unraveled or torn. Pants should be worn on the natural waistline, and should not drag on the floor. Tights or leggings worn as pants should not be worn.

Shoes–Casual, dress, tennis shoes, and leather sandals are appropriate.

Haircuts–Young men’s hair should be neatly cut, no longer than the bottom of the ear on the sides, not below the eyebrows, nor completely over the collar in the back. Longer hair tucked behind the ears is not acceptable. “Grunge”, mo-hawks or bizarre hairstyles or colors are not permitted.

Jewelry–Excessive or inappropriate chains, rings, or other jewelry (such as body piercing, studded jewelry, etc.) will not be worn to School. Earrings on boys are unacceptable.

Hats–Students will not wear hats in the buildings during the school day.

Special Day Dress–A standardized dress code will be expected for special days such as Grandparents’ Day, Honors Day and other special event days. This standardized dress code will consist of the following: Boys: Solid color pants or shorts; polo-style or button down shirts. Girls: Solid color pants/capris or appropriate dresses/skirts; polo-style or button down shirts. All shirts should be tucked in. Students should wear casual, dress, or tennis shoes on these special days.

Students in Grades 7-12 will follow these dress code guidelines:

Students should be in appropriate dress upon their arrival at school.

T-Shirts–T-shirts for boys and girls must be long enough to be tucked in completely around the waist and must stay tucked in at all times. Students are allowed to wear Springwood, college insignia, Christian emphasis, and other appropriate T-shirts. Shirts with offensive or suggestive language or logos are not permitted.

Shorts–Shorts will be hemmed (not cut off or unraveled) and will be no shorter than three inches above the kneecap. Physical education and other athletic type shorts are not to be worn in the classroom.

Shirts/Tops–All shirts on boys must be tucked in at all times.

Girls’ shirts or tops should be fitted under the arms and should not expose any portion of the waist, hips, or midriff. Undergarments should be covered, as well as the chest, back, and shoulders. Straps/shoulders on sleeveless garments should be at least two inches wide. Shirts or tops not appropriate for school include: halter tops, strapless tops, spaghetti straps, bare shouldered tops, or those which are low-cut (showing cleavage), see-through or backless.

Dresses/Skirts–Dresses should cover the chest, back, and shoulders. Dresses of sheer fabric and/or low necklines should not be worn. Dresses should be hemmed and should be no shorter than three inches above the kneecap. Mini-skirts are not permitted. Straps/shoulders on sleeveless garments should be at least two inches wide.

Sweatshirts/Sweaters–Students are allowed to wear Springwood, college insignia, Christian emphasis, and other appropriate sweatshirts. Students wearing a sweatshirt or sweater must wear a shirt underneath that is tucked in and remains tucked in during the school day.

Pants–Dress slacks, jeans, or capri pants may be worn. **(Athletic style or sweat pants are not to be worn.)** Pants should be hemmed, not cut off, unraveled or torn. Pants should be worn on the natural waistline, and should not drag on the floor. Tights or leggings worn as pants should not be worn.

Belts– Boys are expected to wear belts with their pants.

Shoes–Casual, dress, tennis shoes, and leather sandals are appropriate. Shower shoes (slides), and flat, rubber-soled flip flops are unacceptable.

Haircuts–Boys hair should be neatly cut, no longer than the bottom of the ear on the sides, not below the eyebrows, nor completely over the collar in the back. Longer hair tucked behind the ears is not acceptable. “Grunge” or bizarre hairstyles or colors are not permitted. Boys are expected to be clean-shaven each day. Sideburns may not be longer than the bottom of the ear.

Jewelry–Excessive or inappropriate chains, rings, or other jewelry (such as body piercing, studded jewelry, etc.) will not be worn to School. Earrings on boys are unacceptable.

Hats–Students will not wear hats in the buildings during the school day.

Physical Education Dress–All students in Grades 7-12 must wear the Springwood School Physical Education uniform.

Summer Workout Apparel–All students involved in conditioning activities on campus during the summer must wear sports appropriate shorts and t-shirts.

SPECIAL NOTES

- Any judgment regarding a conflict with the dress code will be made by the Administration. Any student who violates the dress code in such a way that it cannot be corrected may not be allowed to attend class until proper School attire has been brought to the student. Parents will be called to bring acceptable clothing to their students. All dress code regulations will be adhered to at all school-related functions. Those who choose not to comply may be denied admittance or asked to leave the event.
- The Administration reserves the right to rule on any “fad” during the school year.
- Articles that are prohibited for use during the school day include playing cards, beepers, cellular phones, radios, tape/CD players, tapes, CDs, MP3 players, iPods, pictures, and magazines or books not related to class work. These articles as well as other articles that violate regulations will be confiscated and, if appropriate, will be turned over to the parents or authorities.

ATHLETIC/FINE ARTS EXTRACURRICULAR PROGRAM

1. Athletics

The athletic program is funded by membership in the athletic club, gate receipts, donations, a portion of the activity fee, and money from various Athletic Club projects. The objectives of the junior high program are designed to provide learning experiences and to teach the fundamentals of sports, not to stress high-level competition. The objectives of the varsity program are for the students to learn physical conditioning, to participate in competitive enterprises, and to set and achieve realistic goals.

Because of academic demands, students may not participate in more than one spring sport without permission of the Athletic Director and High School Administrator. If there are an excessive number of students wishing to participate on a team, tryouts will be held prior to the start of the season. The number of students selected to participate on a team varies from team to team. The numbers for each team are set by the coach and the Athletic Director.

2. Eligibility Rules for AISA Athletics

In order to be eligible to participate in any interscholastic athletics in the AISA, a student is subject to the following requirements as published by the AISA.

1. A participant must be a bona-fide student. A student shall be enrolled in school by the opening of that school's session and taking at least 3 major subjects and be a member in good standing according to the school's regulations. If a student enrolls in school after the first day, the student must wait 10 school days to become eligible.
2. A student must not have reached age 19 prior to September 1.
3. Academic Requirements:
 1. Seventh grade students must have passed the sixth grade the previous academic year, and have been promoted to the seventh grade.
 2. Eighth grade students must have passed the seventh grade the previous academic year, and have been promoted to the eighth grade.
 3. Ninth grade students must have passed the eighth grade the previous academic year, and have been promoted to the ninth grade.
 4. Seventh and eighth grade students must pass five (5) subjects the first semester to be eligible for the second semester.
 5. Tenth through twelfth grade students must have passed six (6) new Carnegie units during the previous academic year to be eligible for the first semester. Note: A minimum of four (4) core curriculum credits must be included in this requirement.

Ninth through twelfth grade students may earn and/or retain second semester eligibility by passing 3 new Carnegie units/courses during the first semester of the current year. Note: A minimum of (1½) core curricular credit/courses must be included in this requirement. If students do not meet AISA grade requirements at the end of the 1st semester, students may regain their eligibility for 2nd semester if all member school/AISA approved coursework is completed and in compliance with AISA grade requirements. Verification is due in the AISA office no later than March 1st. If requirements are completed earlier, student athletes may participate upon verification of coursework by the AISA office. If students do not meet requirements of this policy, they will continue to be ineligible for athletics for the remainder

of 2nd semester. Students may not enroll in make-up coursework until the end of 1st semester as set on the AISA calendar of events. Only AISA approved courses may be used.

**Core curricular subjects include English, History, Math, and Science.

**A student-athlete repeating any seventh or eighth grade will be ineligible (for 1 calendar year), regardless of the reason for repeating. Students in grades 9-12 will follow the AISA Academic requirements.

4. A student entering the ninth grade and meeting the bona-fide student criteria will have a maximum of four consecutive years of interscholastic eligibility.
5. A student shall not have participated in athletics above the high school level.
6. A student athlete may not complete a season in any sport and then transfer to a member school in the same sport during the same year.
7. A physical exam form, medical history form, and parental permission form must be on file in the Athletic Director's office before a student is allowed to participate in practice or games.
8. A student must meet all amateur regulations in order to represent his/her school.
9. Any student whose parents' residence has changed from one community to another is eligible for competition providing he/she is eligible under all other regulations.
10. No student age 16 or older may participate in junior high athletics if he/she reaches the 16th birthday before the first day of school.

3. AISA Student Appearance Policy

All schools and all students enrolled in AISA schools are required to abide by these guidelines.



Alabama Independent School Association

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Bookkeeper

AISA STUDENT APPEARANCE POLICY

The AISA State dress and appearance policy will apply to ALL AISA Academic and Athletic activities and events.

I. Body Art

- A. Students may not participate in AISA state level events and/or activities with exposed permanent body art (tattoos).
- B. Students may not participate in AISA state level events and/or activities with exposed temporary body art which is insensitive, derogatory, and/or deemed inappropriate by state officials. Face painting is not allowed by athletes.

II. Body Decorations/Piercing

- A. Students may not participate in AISA state level events and/or activities with exposed body decorations (piercing). Exemption: Females may wear no more than one earring per ear. *Note! No jewelry or body decorations are allowed at any level in AISA athletics.

III. Facial Hair / Hair Styles etc.

- A. Students may not participate in AISA state level events and/or activities with:
 - 1). Facial hair below the lobe of the ear and/or below the nose.
 - 2). Spiked and/or other non-traditional hairstyles deemed inappropriate by state officials.
 - 3). Unnatural and/or non-traditional coloration of the hair.

AISA state officials (state events) or the host school Head of School (interscholastic events held at a host school) will be the final authority to determine acceptable dress and appearance at AISA events and/or activities. Schools will be fined \$250.00 for failure to follow this policy. The host school's Head of School is responsible for reporting the incident in writing to the AISA office with supporting evidence. Failure to comply at state events may result in student and/or school disqualification by the AISA directors. Note! The direct responsibility to enforce compliance with the above stated policy is delegated to the respective Head of School.