



2026-27
SPRINGWOOD SCHOOL
HANDBOOK

“Excellence in the Making”

SPRINGWOOD SCHOOL HANDBOOK

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www.springwoodschool.org

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GENERAL INFORMATION

1. Introduction

Welcome to another year at Springwood School! Thank you for entrusting your children to us for their educational development. The administration, faculty, and staff consider it a privilege to provide learning experiences that engage each student in mind, body, and spirit. Our goal of inspiring the mind, training the body, and nourishing the spirit is intentionally linked to the learning outcomes at each grade level. To nurture the intellectual, emotional, and spiritual development of each child more effectively, the Parent/Student Handbook sets forth guidelines for our families in partnership with the school.

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 classes in September 1970 with one classroom building and an enrollment of 161 students in grades 1–9. In 1971, with an enrollment of 220 students, Springwood School 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 School realized its long-range goal of a total school program in the 1974–75 school year with the addition of a kindergarten class. In that year Springwood School had a senior class of 32 and added 55 kindergarten students. A football stadium, with a capacity of 1,500, was added in 1981, and in 1985, the addition of the Fine Arts Center provided many more opportunities for students in drama, art, and music. As Springwood School continued to develop its programs, renovations of a former day care building began in 2017 to accommodate the need for a residential space for international students. The International House of Springwood School opened in August 2018 and houses 30–36 students and several staff. With separate male and female living areas, the house includes space for dining, studying, and relaxing.

Currently, Springwood School enrolls approximately 270 students in grades K3–12.

3. Vision

Springwood School is committed to providing a comprehensive educational experience for children, preschool through twelfth grade. We are dedicated to cultivating a Christian community where student-centered teaching inspires academic excellence and upholds the highest standards of integrity.

4. Mission Statement

As a college preparatory school, Springwood School provides a quality education in a nurturing environment, focusing on mind, body, and spirit.

5. Accreditation and Membership

Springwood School is dually accredited by Cognia and the Southern Association of Independent Schools (SAIS). Cognia is the largest community of education professionals in the world, and the SAIS has over 350 member schools. Springwood School 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). Springwood School is certified by the Student Exchange Visitor Program (SEVP) and Study Alabama.

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 the ability to impart this knowledge to students in a challenging manner that invites freedom of inquiry and robust discussion. 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 International Resident Facility.

Springwood's campus also includes an athletic stadium for football and soccer, baseball and softball fields, adequate parking lots, and elementary and primary playgrounds.

The Springwood School Media Center is centrally located on campus. It is the hub for research activity and has an inventory of well over 7,000 items, including printed resources, desktops, and iPads for student use. Students can easily search the computer database to locate resources for research activities or for pleasure reading. Springwood School has separate science labs for different divisions as well as fine arts spaces for visual arts, music and choral classes, and theater.

8. Visitors

To keep our students secure and to limit the interruptions to our learning environment, all parents and visitors should report to the main office upon arrival. By following this procedure, parents and guests assist in keeping Springwood as safe and secure as possible.

9. Daily Schedule, Early Arrivals, After-School Care, License-Exempt K3 and PreK Program

K3 - 6th Grades

Early morning drop-off is available from 7:15-7:45 a.m. Students will be supervised by Mrs. Vollrath in her classroom in the FAC. For early morning drop-off, use the same morning drop-off entrance as last year but instead of stopping at the elementary building, continue through the elementary drop-off lane, then turn left as if you are exiting campus. Park on the right side of the drive beside the FAC & walk your child to Mrs. Vollrath's outside door. Primary (K3-K) and elementary (1-6) students can be dropped off in front of their building starting at 7:45 a.m.

Cars are not permitted to pass other vehicles in the drop-off line.

Students arriving after the 8:00 a.m. bell must check in at the front office by an adult to receive a pass to class.

7th -12th Grades

The buildings are open for student arrival at 7:30 a.m. Students may be dropped off at the Media Center portico or on the right side the high school parking lot.

Students should report to their first period class by 7:55 a.m. so they are prepared for the start of class at 8 a.m.

Students arriving after the 8:00 a.m. bell must report to the office for a pass.

Springwood School operates an After-School Care program for children in grades K3-6. The program begins after school and concludes at 5:30 p.m. each full day of school. In the event that school weather-related reasons, after-school care will be canceled unless otherwise communicated. All arrangements for childcare must be made in advance.

The K3 and PreK program at Springwood School operates under the guidelines of the Alabama Department of Human Resources as a license-exempt facility. Each year, parents of K3 and Pre-K 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 protocol. Once notification is completed, Springwood School files an affidavit with the Department of Human Resources that parents have been notified of these requirements.

10. Springwood School Website

Springwood School's website is www.springwoodschool.org and serves as the primary source of information for the Springwood family. Examples include:

Academic Calendar
Faculty & Staff Contact Information
Tools for College-Bound Students

Announcements
Important Reminders
Athletic Teams & Schedules

Highlights in Local News
Fine Arts Events
Documents and Forms

Springwood School uses digital signage on campus, email, Facebook, and Instagram as additional sources of information.

11. FACTS Student Information System (SIS)

Springwood uses FACTS-SIS, a database management and Learning Management System, to track all student records. This software also gives Springwood families the opportunity to monitor student progress by using the Parent Portal. This tool allows parents access to important information for their children, as well as academic progress. The cost is included with tuition. It is important for families to update their information regularly so that they can access and receive important information, including emails, provided through FACTS.

12. Parent-Teacher Communication

If a parent has questions or concerns, please communicate through the appropriate channels. Teachers may be reached through email. The email address is typically the first initial of their first name and their last name followed by @springwoodschool.com. 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 is not 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. If there are questions about course content at any time, please do not hesitate to contact your child's teacher to discuss the nature of your concerns.

13. Activities and Organizations

Springwood School has many opportunities in and out of the classroom. Co-curricular activities include:

Elementary

Recorder Band	Grade 4	Kitty Kat Cheer	Grades 1–3
Band	Grades 5–6	Pee Wee Cheer	Grades 4–6
Chorus	Grade 4–6	Pee Wee Football	Grades 4-7
Theater	Grades 4–6	Wildcat Athletics	Grade 6

Junior High and High School

Alabama Bass Fishing Team	Grades 9–12	HS Scholar's Bowl Team	Grades 7–12
Annual/Yearbook	Grades 10–12	JH Scholar's Bowl Team	Grades 7–9
Band/Drumline	Grades 7–12	Math Team	Grades 9–12
Chorus	Grades 7–12	National Honor Society	Grades 10–12
Thespian Society	Grades 7–12	Student Government Association	Grades 7–12
Fellowship of Christian Athletes	Grades 7–12	Wildcat Athletics	Grades 6–12
Leo Club	Grades 9-12	GreenPower Racing	Grades 7-12

Alumni Association

The Springwood School 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. Contact: alumniassociation@springwoodschool.com.

Parent-Teacher Organization (PTO)

The mission of the Springwood School PTO is to support the work of the staff as they provide a quality education in a nurturing environment, focusing on mind, body, and spirit. The Springwood PTO 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 of Trustees, 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. Contact: pto@springwoodschool.com.

Wildcat Athletic Association (WAA)

The Springwood School WAA serves as a volunteer organization for the purpose of enhancing and expanding the Springwood School athletic programs. The WAA works in partnership with the Springwood administration to involve all families of student-athletes. Contact: waa@springwoodschool.com.

14. Phone Calls/Texts to Students During the School Day

For emergencies during the school hours, please call the school office at 334-829-4000. Please refer to the policy on student cell phones found in Section 23 on page 10.

15. Financial Information

Springwood School's expenses are varied and the operating budget, including faculty salaries, grounds maintenance, and supplies, must be stable. To maintain these services over the full school year, it is essential that the annual income from tuition be assured. For this reason, we require that students be enrolled for the entire school year. Therefore, no reduction or refund of registration or prepaid monthly tuition is 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.

Enrollment fee and tuition are payable as follows: An initial enrollment fee is due each spring preceding the school year. Tuition may be paid in full by July 15 or paid in 10 or 12 monthly installments, depending on date of enrollment. The first monthly installment is 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.
- 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 can also affect a student's eligibility to participate in co-curricular activities. Accounts must be current in order to receive a student schedule 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 School 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.

16. Financial Aid

Springwood School operates a program of financial aid for families who demonstrate need. The application process can be accessed on the Springwood School website (www.springwoodschool.org). Financial aid is assessed through a third-party program and tied to the personal family tuition plan in FACTS-SIS. All financial aid decisions are a

confidential agreement between the family and school administration. Additional information about guidelines, forms, and deadlines can be found on the admissions page of the school website.

17. Springwood School Fundraising Policy

In accordance with Springwood School's bylaws, established by the Chattahoochee Valley Education Foundation Board of Trustees, all fundraising (including, but not limited to, monetary appeals, services, resources, etc.) must be pre-approved in writing by the Head of School.

18. Lunchroom Operation

Lunch for grades K–12 will be prepared and served in the Fine Arts Center under the direction and responsibility of the Long Pine Hospitality, the food service company contracted by Springwood School. Lunch menus and costs are provided by and billed through Long Pine directly to families. Students are not required to purchase lunch and may bring their own from home. Students in grades 7–12 may also purchase a snack item during Break each morning through Long Pine. To ensure student safety, only 2nd grade and above may use a microwave. Students in K3 and PreK must bring lunch from home. Kindergarten and 1st graders have the option to purchase lunch or bring one from home that does not require heating.

Long Pine utilizes EZ Pay as their payment system. Student purchases will not be visible in FACTS nor will funds be uploaded into FACTS for food purchases. To sign up in the EZ Pay system, go to www.ezschoollapps.com/login/parent and click on Sign Up. Enter 36863, the school's zip code to find Springwood School. Continue with the registration of your student(s) and upload your funding information. Long Pine works on a pre-pay system, so funds must be in the student's account in order to make purchases. Email alerts will be sent from EZ Pay/Long Pine when balances are low so that you will know funds need to be added to the account. **If an account falls more than \$50 in the negative, food purchases will be discontinued until all or a portion of the balance is paid.** Students may pay with cash. Parents can write a check to Long Pine or bring cash to reception to load on their account.

Questions should be directed to John Corbin at longpinehosp@gmail.com

19. Fire, Tornado, and Emergency Situations

Fire Drills

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 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, notifications including a text alert and mass email will be sent to the Springwood School community. Information will also be posted on the school website and social media.

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 notify parents via mass email and social media outlets. Students who do not drive will be supervised until transportation arrives.

The Emergency and Exposure Control Plan is reviewed with faculty members. Copies of this plan are in the Fine Arts Center office. Safety drills will be conducted in conjunction with local law enforcement to maximize campus safety.

20. Student Health Services

All health and immunization records must be on file with the school. It is the parent's responsibility to provide that information at the beginning of each new school year.

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 of a parent. Students who have a fever need to check out at the main office and must be picked up or permitted by parents to drive home.

The school must be provided and have on record parental instructions regarding a student's need to take prescription medication. 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 for coming to the office to receive their medication. A medicine log will be maintained by the office staff.

Physical Education Participation

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

Viral and Infectious Disease Prevention

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

- Fever
- Vomiting
- Diarrhea

A student with these symptoms must be symptom free for 24 hours without the use of medication before returning to school.

21. Traffic Instructions

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

22. Automobiles on Campus

Any student with a valid driver's license and a signed parental permission form is eligible to drive on campus once the Student Vehicle Registration and Safety form is completed. This is to be done prior to the first day of school. Driving privileges 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 are only allowed to park in the 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.

Music in vehicles are to be used judiciously. A general rule of thumb is that student music should not be audible more than ten feet from the vehicle. Non-observance of this rule will be considered abuse of driving privileges and will result in suspension of this privilege.

23. Cell Phones, Smart Watches, and Headphones/Earbuds

- Students are **not permitted to have their cell phones, smart watches, or earbuds out** during instructional time, including class lessons, group work, and any teacher-led activities. This includes all study halls and class changes.
- All such devices should be kept **powered off or on silent and stored securely in backpacks or lockers** while classes are in session.
- Devices may only be used before school, during lunch, break, and after dismissal, always with respect and consideration for others.

24. Copiers/Printers

The school's copiers/printers are 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.

25. Drug Abstinence 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 the Board-mandated "random plus" drug testing program is prevention and early intervention. The full policy is on file in the main office. 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.
 - a. *Initial testing*: Every student new to Springwood in grades 9-12 will be tested at the beginning of the year.
 - b. *Random testing*: Students will be randomly selected for testing in grades 7-12.
 - c. *Follow-up testing/suspicion*: Any student testing positive will be tested at 90- to 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 7–12 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, methamphetamines (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 Parent/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.

Alcohol, Tobacco, Vaping Abstinence Policy

Any event on campus or off campus that is a school event or school-affiliated event shall remain an alcohol/tobacco/vaping free event. The school reserves the right to administer a breathalyzer test for anyone appearing to be under the influence.

26. 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.

27. 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. Coaches and players are responsible for a final mopping of the floor after the activity and making sure all trash is placed in the receptacles.

No unsupervised activities may be conducted in the gymnasium/weight room 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 encouraged to monitor their children during athletic events.

28. Lost and Found

While the school cannot be responsible for all items left on campus, contact the main office to be directed to the lost and found area and to claim items. At the conclusion of each semester, any unclaimed items will be donated locally.

29. Marriage or Pregnancy of Students

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

30. Media Center

All Springwood School students and teachers are encouraged to use the Media Center. No reference books or magazines should be removed from the Media Center without permission. 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. 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 are permitted in the Media Center unless approved by the administration.

31. 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.

32. School Transportation

Currently, Springwood School offers transportation to and from the LaGrange, Georgia, area each school day. If enough interest is shown, transportation may be provided to and from another location. Information including cost and route times is 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.

33. Bullying/Harassment

We expect that all members of the school community will treat each other in a civil manner and with respect for differences. We are committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process. The school, in partnership with our students and families, will endeavor to maintain a learning and working environment free of bullying.

Definition: Bullying, including cyber-bullying, is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a victim that:

- causes physical or emotional harm to the victim or damage to the victim's property;
- places the victim in reasonable fear of harm to himself or of damage to his property;
- creates a hostile environment at school for the victim;
- infringes on the rights of the victim at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part and including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying also includes:

- the creation of a webpage or blog in which the creator assumes the identity of another person; or
- the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions included in the definition of bullying above.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying above.

Jurisdiction: Bullying is prohibited:

- on school grounds and property immediately adjacent to school grounds;
- at a school-sponsored or school-related activity, function, or program whether on or off school grounds;
- at a school bus stop or on a school bus or other vehicle owned, leased, or used by the school;
- through the use of technology or an electronic device owned, leased, or used by a school.

If bullying (on or off campus) creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or the orderly operation of the school it will be addressed. All allegations will be investigated by the school and result in disciplinary action for anyone found guilty of bullying behavior.

34. Public Relations Photos/Videos

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 Alabama Independent School Association (AISA), Georgia Independent School Association (GISA), and Southern Association of Independent Schools (SAIS), as well as any school publication, social media posts, and marketing materials. 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 enrollment.

ADMISSION AND WITHDRAWAL

1. Nondiscriminatory Policy Regarding Students

Springwood School admits students of any race, color, and national or 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, or national or ethnic origin in administration of its educational policies and athletic and other school-administered programs.

2. Springwood School Admission Policy

Applications for Springwood School are located on the school's website. Eligibility for admission to Springwood School is based on the following:

Academic Qualifications

- Evaluations for K3 through 12th grade (Assessments for literacy and math): The Admissions Committee will review all data and make a final decision.
- Transcripts/Grade Reports for grades K3–12: The Admissions Committee will review all data and make a final decision.
- Disciplinary record
- Teacher recommendations

Financial Requirements

- Application Fee
- Enrollment responsibility accepted by parent and enrollment fee paid
- Tuition plan selected and submitted to Business Office

Admissions Qualifications

- Student's attendance records from previous school(s) as appropriate
- Student's behavior/discipline records from previous school(s) as appropriate
- Acceptable reference(s)

Other Considerations

- Physical and emotional compatibility with the school community
- Any health issues that need to be addressed by Springwood School
- Class Size

Acceptance

- Applicants are admitted upon recommendation from the Admissions Committee

Enrollment

- The Admissions Coordinator will meet for an "on board" session with the student and the parent(s) for orientation of Springwood School policies and procedures.
- The Admissions Coordinator will either provide a physical copy of the Parent/Student Handbook or ensure that online access to the handbook is easily accessible online, as well as other pertinent information.
- The Admissions Coordinator will notify the Registrar to (1) set up Junior High and High School students with class enrollment and schedule; and (2) ensure that the student's academic team provides books needed, etc.
- The Admissions Coordinator will notify (1) the IT department (email setup, FACTS/SIS login information, and equipment needed as appropriate; (2) the Business Manager and the Food Services Manager (for tuition and lunchroom accounts); and (3) the Arts and Athletics Department (as appropriate for the age and interest of the student).
- The Admissions Coordinator will prepare the student's Permanent Record Files both digitally and hardcopy (ensuring that all pieces of the application are included).
- The Registrar will verify all student academic records have been received.

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

Upon notification to the Director of Academics, Registrar, or Business Office, the withdrawal process is initiated. To withdraw a student from Springwood School:

- The Parent/Guardian must complete a [Withdrawal Request Form](#) (this form is available from the office receptionist) and should be submitted to the Business Office Manager upon completion.
- The office receptionist will coordinate and communicate student withdrawals to the administration, teachers, coaches, the Business Office, the IT department, and the Media Center.
 - Once all obligations have been satisfied, the student's official records will be copied and made available to the student (parent/guardian) upon request.
 - 24-hour notice must be given for student records and official transcripts to be available for release at the time of withdrawal (records will not be released until all obligations to the school have been satisfied).
 - Obligations to Springwood School include:
 - Financial accounts (Including tuition obligation per the service unless withdrawal is mutual)
 - Computer and all technology equipment
 - Sports equipment/uniforms returned to the Athletic Department

- Other items may include textbooks, library books, and so forth. Official and unofficial records are only made available to outside schools upon written request from the parent/guardian using a [Transcript Request Form](#).
- The Registrar will work with the academic team to make all changes to student status in FACTS-SIS, remove the student from all class rosters, and give final notification to all teachers (and others as named above) of student withdrawal.
- The Registrar will update the student's Permanent Record Files both digitally and hardcopy.

ACADEMICS

1. Honor Code

Springwood School seeks to foster the wholeness of every child by inspiring the mind, training the body, and nourishing the spirit. A key practice of faith is engaging the intellect of students by encouraging freedom of inquiry and nurturing respect for each other as well as the school guidelines set forth in the 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 but not limited to:

Cheating

All work submitted by a student should be a true reflection of his/her effort and ability. If the work that is submitted to a teacher is not, then the student has violated this policy.

Cheating is considered the practice of misrepresenting the work a student does by obtaining work done by someone else, including AI, and submitting that work as the student's own or having prior access to specific questions that a student will be held accountable for on a test, exam, quiz, daily assignment, or project.

This definition also includes a student who helps another student in either of the above circumstances unless permission by the teacher has been given.

- Acts of cheating include, but are not limited to, the following:
 - Claiming credit for work that is not the product of a student's own honest effort.
 - Gaining unwarranted access to materials or information so that credit may be dishonestly claimed by others, which includes providing information about a test/quiz/exam to students who have not yet taken it.
 - Surreptitiously using or hiding materials for information.
- Plagiarism (copying anything without giving credit to the original source)
 - Using old tests, exams, quizzes, projects, or answer keys to copy or memorize specific questions and answers.
 - Using study aids not permitted by the classroom teacher.
 - Providing information to, or seeking information from, another student regarding the material that is on a test, exam, quiz, or project.
 - Submitting school work that does not reflect a student's own work, to include homework, papers, or projects downloaded from the internet.
 - Forging notes or a parent's signature or altering grade reports.
 - Knowledge for tolerating any of the above.

Any behavior that can be defined as cheating represents a violation of mutual trust and respect essential to the educational process at Springwood School.

Cheating incidents are cumulative. A student who is found to be cheating will receive a grade of zero on the material and subject to additional disciplinary action up to and including expulsion. Cheating also includes any violations of testing protocols in online classes such as Dual Enrollment courses or any period of virtual learning.

Stealing and Vandalism

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

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

Lying

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

In the event of out-of-school (OSS) suspension, documentation will be placed in the permanent record of the student.

2. Personalized Academic Plan (Curriculum)

In the Upper School (7-12th grade), students are exposed to College Prep courses, Honors courses, Advanced Placement courses, and/or Dual Enrollment courses.

- Members of the Academic Team will meet with each student each year to advise an appropriate course sequencing that allows success in the classroom as well as a significant challenge.
- Each student's schedule will be personally selected and approved through the advisement of teachers and administration.
- Refer to the course catalog on the website for specific offerings.

3. Grading Policies

Springwood School uses FACTS/SIS for recording all grades. Parents are asked to monitor their child's grades regularly through the Family Portal.

K3–Grade 1

K3, PreK, Kindergarten, and grade 1 will receive reports twice each year. These reports will contain detailed explanations of progress in each area of the program. Parent conferences may be scheduled as needed.

Grades 2– 6

Grades are reported every quarter and posted on FACTS Family Portal. Report cards are sent home every quarter. Parents are to sign and return report cards for quarters 1-3. Parent conferences may be scheduled as needed.

Grades 7– 12

Grades are reported every quarter and posted on FACTS Family Portal. Report cards for quarters 1-3 are sent home and must be signed by a parent and returned to the school. Parent conferences may be scheduled as needed.

Grading Scale (Effective 2021–22)

Letter Grade	Percent Grade	CP Scale	Honors Scale	AP Scale/Dual Enrollment
A	100–90	4.0	4.5	5.0
B	89–80	3.0	3.5	4.0
C	79–70	2.0	2.5	3.0
F	69 and below	0.0	0.0	0.0

All grades 70 or above are considered satisfactory, and for students in grades 9–12, course credit is earned.

4. Graduation Requirements/Diplomas

1. Minimum Credits

- A high school student must earn at least twenty-four (24) credit hours to graduate

2. Core Subject Requirements

Each of the following areas must be completed

- English Language Arts - **4** credits
- Mathematics - **4** credits (must include Geometry & Algebra II)
- Science - **4** credits (must include one lab-based life science and one physical science)
- Social Studies - **4** credits (must include US History, American Government, and Economics)

3. Additional Credits

- Physical Education - **1** credit
- Foreign Language - **2** credits
- Health - **.5** credit
- Fine Arts - **1** credit
- Electives - **3.5** credits

Total Credits: **24**

1. Students are allowed to take honors and higher-level courses with recommendations from the faculty and the Academic Team.

2. Credit for full-year classes will be reflected on the transcript at the end of the year.

3. 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.

4. A student must have met all requirements for graduation to participate in baccalaureate and graduation.

5. Dual Enrollment (DE) and online courses: Students are eligible to take dual enrollment courses beginning in 10th grade. Upon approval of the Academic Team, students may take DE courses within these guidelines:

- Students are permitted to take one DE course off campus in each of the 4 core subjects to fulfill graduation requirements (core subjects: English, math, social studies, and science), for a total of up to 4 off campus DE classes (1 per core subject).
- Open elective credits (core and non-core classes) may be fulfilled off campus or online if a student so chooses.
- Students may take DE courses off campus that are equivalent to a full year of instruction in each core area at Springwood.
- One semester DE course taken off campus will equal one semester of Springwood credit.

6. Attempted courses needing credit recovery may have their credits acquired in a delivery method recommended by the school. Starting with the class of 2029 no more than two recovered credits may be counted towards graduation requirements for a Springwood Diploma. See page 23 for additional credit recovery information.

5. Valedictorian/Salutarian/Honor Graduate/National Honor Society

Valedictorian and Salutarian

The honors of Valedictorian and Salutarian will be awarded annually to the graduating seniors who have, respectively, the highest and second-highest cumulative grade point averages (GPA) for all courses earning high school credit and who meet all graduation requirements.

- Numerical grades in the core courses will be used as a tie-breaker to the thousandths place. Valedictorian and Salutarian must be enrolled and in person at Springwood School 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, Director of Academics, and the College and Career Counselor. Such review could affect the awarding of these awards.
 - Calculation of grades for Valedictorian/Salutarian will be made at the conclusion of the school day four (4) weeks prior to graduation. At such time the student's second semester grades will be averaged as full semester grades. Any student enrolled in a dual enrollment course at that time will have their current DE grade(s) calculated into the average as well, regardless of when the course finishes.
- * Valedictorian/Salutarian are presented with a stole to wear at graduation events.

Honor Graduate

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

1. Cumulative overall GPA of 3.8 or above for grades 9–12.
 2. Calculation of grades for Honor Graduates will be made at the conclusion of the school day four (4) weeks prior to graduation. At such time the student's second semester grades will be averaged as full semester grades.
 3. Honor Graduates must have attended Springwood for their entire junior and senior years.
- * Honor Graduates are presented with a cord to wear at graduation events.

National Honor Society

National Honor Society status will be awarded to students that meet the following criteria:

1. Cumulative GPA of 3.8 on a 4.0 scale.
 2. Member of the sophomore, junior, or senior class
 3. Enrolled for a period of two consecutive semesters at Springwood School
 4. Upon meeting the grade level, enrollment, and GAP standards, candidates shall then be considered for membership based on their service, leadership, and character.
- * National Honor Society Members are presented with a collar to wear at graduation events.

The only graduation regalia permitted during the graduation ceremony are honor cords, Valedictorian and Salutarian stoles, and National Honor Society collars awarded by Springwood School for academic achievement.

Seniors may be awarded additional regalia at Awards Night by outside organizations and clubs. It is their responsibility to get this information to the Senior sponsor. Please note: this regalia cannot be worn during the graduation ceremony.

6. Honor Roll and Headmaster's Certificate Criteria

Grades 4–6

The Honor Roll and Headmaster's List certificates are presented annually.

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, and social studies (grades 4–6 also include spelling and reading)*

Grades 7–12

The Honor Roll and Headmaster's List certificates are presented annually.

The Honor Roll shall consist of students achieving an overall GPA of 3.5, provided no single subject average is below 80.

The Headmaster's List Certificate shall consist of students achieving an overall GPA of 3.8, provided no single subject average is below 85.

7. Honors, Advanced Placement, and Dual Enrollment Course Eligibility

Students are selected for advanced courses based on ability and academic achievement as well as the discretion of the academic team.

Recommendations for Placement in Honors

1. A minimum yearly average of 90 in the previous course
2. The recommendation of the student's teacher from the previous class

Recommendations for Placement in AP or Dual Enrollment

1. A minimum yearly average of 90 in the previous Honors-level course
2. The recommendation of the student's teacher from the previous year

Standards for Placement in 8th Grade Math Course

1. Recommendation by faculty
2. Math placement test

Withdrawal from Honors/AP Class

Based on a conference including the student, parents, and the Academic Team, a decision to withdraw a student from an Honors or AP course will be made in the best interest of the student.

8. Promotion/Retention

Grades K3–12

In grades K3–12, all aspects of the child's academic performance, including attendance, for promotion are evaluated by the teacher. The maturity level is also considered. If retention is being considered, parents will be informed and will be asked to meet with the teacher and the Director of Academics.

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

If a student fails a course that is required for graduation, they will need to complete credit recovery or, if possible, retake the course the following year. Administration will determine which option is viable.

9. Co-curricular Participation Requirements

Springwood School's eligibility policy is based on promoting academic excellence among all students, especially those participating in co-curricular 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. The following requirements are based on the standards of the Alabama Independent School Association (AISA).

Junior 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 Athletic Eligibility 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 (three) 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 first semester, students may regain their eligibility for second 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 second semester. Students may not enroll in make-up coursework until the end of first semester as set on the AISA calendar of events. Only AISA approved courses may be used.

** Because AISA updates these requirements periodically, all students must meet all academic requirements as stated in the AISA Athletic Handbook.*

*** 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 co-curricular activities to be present for the entire school day to participate in practices, rehearsals, or games. As a minimum requirement, Students must check in before 11:30 a.m. or may not check out prior to 11:30 a.m. to be considered present for the day and participate in school activities.

10. Change of Course

Schedule choices are made in the spring of each school year by all grade 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 Director of Academics. 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 Director of Academics recommends such a change, and the Head of School authorizes the change.

11. 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.
- Exemptions will not be offered in courses that are only one semester

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

1. The first semester exam grade must be 90 or above.
2. The first and second semester average going into the final exam must be 90 or above.
3. Exempted students will be expected to participate in any classroom discussions and reviews in preparation for final exams.

4. No more than three (3) unexcused absences or three (3) unexcused tardies in a class during the second semester. All absences must be supported by appropriate written documentation to be considered excused. Documentation must be submitted to the school office either in person or by email to receptionist@springwoodschool.com within one (1) week of the student's return to school following an absence. Any absences for which documentation is not received within this timeframe will be considered unexcused.

Family circumstances requiring a student to be absent from school, other than illness, medical appointments, or emergencies, must receive prior administrative approval in order to be considered excused.

12. Grades K3-12 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. Personal laptops are issued to high school students only (see information at end of this section for high school students only.) These guidelines also apply to any online or virtual learning setting that may occur.

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 of the 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 teachers, classmates, family, and yourself.
- 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 yourself or other people through the internet.
- Avoid any sites that are profane, obscene, or otherwise inappropriate and do not send spam or chain emails.

Passwords and Privacy

- Do not give out passwords to anyone 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 schoolwork in network folders.
- Note that NOTHING on your 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 or needs repair, software needs to be installed, or password retrieval is needed, the student will take it to the IT Department.
- The computer is to be kept in a safe place during and after school.
- It is the student's responsibility to back up files to a home directory on a regular basis. Avoid saving music or personal files to the school server.
- Computer problems are not an excuse for incomplete assignments/homework unless appropriate effort has been made to resolve the issues.

Honor

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.

13. Grades 7–12 Laptop Program

Springwood School has an acceptable use policy that each family will agree to prior to laptop distribution.

- The technology specialist will ensure the policy is signed and the equipment is properly distributed.
- The technology specialist will ensure the agreement is signed each year upon distribution of laptops.
- The agreement will be noted with the serial number of the equipment. It is assumed that all laptops have a charger and a carrying case assigned as well. All equipment must be returned to Springwood School in good condition at the end of the academic year.
- Any expenses incurred on equipment returned needing repairs will be charged to the student account. Grades, transcripts, and other permanent records will not be released until equipment has been returned in satisfactory condition.

Please refer to the [Technology Agreement](#) for detailed information.

14. Community Service Hours

Springwood School is committed to teaching its students the value and importance of leading and serving in our communities. Each graduate is expected to have participated in 25 hours of community service per year in grades 9-12. The objectives of this requirement are as follows:

- Increase student awareness of the needs of local citizens and inspire a longing to be part of systemic change
- Increase student awareness of the skills and talents they have to offer and ways they can partner with organizations making an impact in our area
- Increase the likelihood of students developing a lifelong pattern of service
- Develop a recognition of human dignity by working alongside others and improving the quality of life for those they serve
- Develop tenacity, adaptability, innovation, and patience as many community needs take time to resolve
- Demonstrate to higher education institutions and future employers a history of compassion and service
- Give students a venue to put into practice the core values learned in our character education
- Develop a partnership between Springwood and the community
- Honor God in our service so that we are not serving just to draw attention to ourselves

Students will have many opportunities to earn these hours through school-planned service opportunities. Each year, students may earn up to four hours during Wildcat Workday. Summer is a great time to accumulate one's service hours by going on mission trips, volunteering with community projects or Vacation Bible School, or helping out a local agency.

The school grants permission for service to be earned. Community service hours may be earned for mission trips and other such activities if requested in writing. The Community Service Verification Form can be downloaded from the school website, signed by an agency official, and turned in to the College, Career, and Academic Counselor when service is performed outside the school. Forms are always available at www.springwoodschool.org under Campus Life.

15. On-site Standardized Testing

On-site 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 assessment is administered to all students in grades K-8 in reading and mathematics. Springwood School also provides a comprehensive college and career readiness assessment program for students in grades 9-12. Students have access to assessments such as the PreACT, PSAT, ACT, SAT, and ACCUPLACER, with multiple testing opportunities on Springwood's campus throughout the year.

16. Student Records

Health Records

For the school to comply with state health regulations:

- All students must have on file with the school a valid certificate of immunization.
- All athletes must complete a sports physical by the specified date for competition (see Athletic Handbook).

Permanent Records

All information relating to courses and grades are summarized on the permanent records from which transcripts are made.

- Copies of official correspondence and actions are also filed with the permanent record.
- 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.
- Student records are private and their privacy will be maintained and protected.
- Official transcripts will be sent to other institutions if requested in writing by parent or student.

*Official transcripts will not be released upon withdrawal until the Springwood School tuition and incidental charges balance is paid in full.

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 vendors or marketing groups.

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

17. Credit Recovery

Springwood School offers a credit recovery program at the student's expense for those who have failed a core course required for graduation, provided the student meets the minimum score of 70 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 who successfully complete their coursework will receive a credit and assigned a grade. Students are required to pass and complete the credit recovery course work by the final day of their session or a failing grade will be assigned. Starting with the class of 2029 no more than two recovered credits may be counts towards graduation requirements for a Springwood School diploma.

All other alternative credit-earning options must be approved by the Director of Academics.

ATTENDANCE

1. Statement of Expectation

Regular school attendance is required by law. The importance of attending school, maintaining the pace of the classroom work, and valuing the Springwood School education should motivate all students to be at school. Therefore, regular and punctual attendance at Springwood School is expected and required.

2. Absenteeism

Frequent absenteeism is a major cause of poor academic progress. Continual tardiness is disruptive to the teacher and other students in the class. Therefore, this practice is unacceptable. Every effort should be made by parents to have their children in regular attendance at the appointed time.

In accordance with compulsory attendance laws, students who are absent or tardy excessively may be considered truant. The guardian and student will be required to meet with a school administrator to develop a proactive action plan to improve attendance after 3 unexcused absences. If set plans do not improve attendance the student and parent will be turned over to the respective Chambers/Troup/Lee/etc. County Juvenile Probation Officer (JPO) to proceed with truancy charges. A maximum of 18 absences (excused and unexcused) 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 Director of Academics to explain your child's situation.

Grade K3-6 students must be in school from 8:00 a.m. to 11:30 a.m. or from 11:30 a.m. to the end of the school day to be considered present for the day.

Grade 7-12 students must be in school for at least four (4) class periods to be counted present for the day and able 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 to be considered present for that class.

Up to 2 days may be taken for official college visitation each year by juniors and seniors. Students are required to provide documentation from the college admission office verifying the college campus visit.

Excused Absences (documentation must be provided)

- Sick with a doctor or a parent note/parent email explaining the illness causing the need to be absent
- Death in the family
- Pre-approved family commitment

3. Make-up Work

A student who is absent is responsible for coordinating and making up any announced or regularly scheduled tests, quizzes (announced and unannounced), reports, assignments, etc., on the day of his/her return to school.

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.

4. Tardiness

Students in all grades are considered tardy after the bell rings at 8:00 a.m. All students (K3-12) arriving after the bell rings must report to the main office in the Fine Arts Center to check in and get a tardy pass. Students in grades K3-6 must be signed in by an adult. Students in grades 7-12 taking more than 5 minutes to get to class after checking in at the front office will serve lunch detention with the Director of Academics.

All students in grades 7-12 must have a pass to enter a class late. All passes must be signed and time-stamped by a staff member. If a student arrives late without a pass or more than 5 minutes past the time on the tardy pass, he or she is marked tardy for that class.

Excessive tardiness will warrant a conference and/or disciplinary action with a school administrator.

5. Early Checkout

Grades K3-12

Early checkout for all students occurs through the main office in the Fine Arts Center. An adult must come in to sign the student out and needs to be prepared to show a photo ID. If the adult is not listed in the student's FACTS account, a call will be made to a parent to approve the pickup.

- All absences, check-ins, and checkouts will be documented by the office staff in FACTS.
- In case of sickness which develops during the school day, the student must go to the main office at the Fine Arts Center to call his/her parents.
- K3-12 students must be present for half the day to be considered present. Using the 11:30 a.m. guideline, students must be present to participate in all co-curricular activities, including athletic practices and games.
- Other than senior privilege lunches, no off-campus lunch dismissal is permitted.

Student Drivers

- When a student needs to check out of school for a medical appointment or any other absence, the student will bring a note/email to receptionist@springwoodschool.com from his/her parent(s) to the main office in the Fine Arts Center.
- If a need arises during the day and the student needs to leave campus, the parent will need to call the school office and send an email to receptionist@springwoodschool.com to give the student permission to leave. Upon notification, the office will call the student from class to come to the office to sign out.

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. It is our desire to handle discipline as a restorative rather than punitive process. Each teacher is given the responsibility of enforcing classroom regulations in a manner that supports the philosophy of Springwood School. Full cooperation is expected from both students and parents.

Expectations of Students and Parents

Springwood School has a commitment to its school families to maintain high standards and expectations for all students. Because attendance at Springwood School is a privilege, continued enrollment 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.

General Discipline

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, behavioral contract, in- and out-of-school suspensions, and expulsion. Any student who is expelled or asked to withdraw may reapply for admission, which requires approval by the admissions team at the beginning of the next academic year.

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.

Christian Character

We uphold the policy that immorality or 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.

Mutual Respect

- Respect for authority
- School personnel respect for students
- Student respect for fellow students
- Student respect for school property

Common Courtesy

- Classroom courtesy
- Lunchroom courtesy
- Special program or event courtesy
- Online courtesy

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 administrator 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/she has the authority to utilize suspension and other appropriate discipline measures.

2. Discipline Guidelines

Primary/Elementary Discipline

Consequences for excessive behaviors are as follows:

- Teacher conference with child
- Note to parents/timeout/silent lunch
- Conference with parents and administrator
- Additional disciplinary measures
- After school detentions

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 healthy, fun, safe place to learn and grow.

Upper School Discipline (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 assure that consistent discipline is implemented and administered. Junior High/High School staff and students will be instructed in this disciplinary system each year.

These behavioral guidelines for Springwood students are in effect at all times:

- On school grounds 24/7.
- 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.

Overall Guidelines on Discipline (Any Combination of Offenses)

Inappropriate behaviors may be subject to progressive levels of discipline. Repeated offenses may cause a student to be subject to more severe disciplinary action. Such behaviors may include:

- Any behavior that interferes with the giving or receiving of instruction
- Being out of class without permission
- Disrespectful or inappropriate behavior/disruptive during class
- Dress code violation
- Inappropriate behavior/failure to respect others
- Careless and or inappropriate behavior in lunchroom
- Refusing to obey teachers or staff
- Inappropriate public display of affection
- Damaging school property
- Obscene language, profanity, gestures, clothing, or articles
- Careless driving
- Taking someone's property without permission
- Inappropriate use of non-school-related items during school day, including cell phones, etc.
- Violation of Technology Acceptable Use Policy

The following behaviors, upon administrative review, may be subject to suspension, request for dismissal, or expulsion:

- Vandalism or destruction of school property
- Fighting or provoking a fight on campus
- Intimidation/bullying/threatening bodily injury to another student
- Possession of any weapon
- Theft or possession of stolen goods
- Inappropriate sexual behavior
- Inappropriate or unauthorized electronic activity

Detention

Detention will be scheduled 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 co-curricular practices or club-related activities until detention has been served.

NOTE: If a student fails to attend detention, a second detention will be added.

After 3 detentions within a semester, students will be subject to further disciplinary action.

After-School Stays

Students may be assigned an after-school stay to be served with a teacher on occasion. Students may be asked to do class work or other duties that improve the campus as assigned by the teacher during this time. The after-school stay will take place on a designated day of the week determined by the disciplinary action needed in that particular week.

3. Personal Appearance and Dress

Dress Code

It is Springwood School'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.

Grades K3-6

Springwood School primary and elementary students should dress in a way that promotes a positive learning environment. All shorts, skirts, and dresses should be mid-thigh or longer in length. Off-the-shoulder and cropped tops are not allowed. Pants with holes above the knees are not allowed. Undergarments must be completely covered at all times. Attire should be clean, neat, and appropriate while on the school campus and at school-sponsored activities. Any manner of dress deemed inappropriate or disruptive will require a change of clothes. Hairstyles or hair color that distract the learning of others is not permitted.

Grades 7-12

In addition to the guidelines required for grades K3-6, students in grades 7-12 will follow these dress code guidelines:

- Clothing with offensive or suggestive language or logos is not permitted.
- Halter tops and crop tops are prohibited.
- Straps on sleeveless garments should be at least two inches wide.
- Students can wear walking/dress shorts.
- Athletic-type shorts (mesh or nylon) are not to be worn at school.
- Athletic uniforms are not to be worn at school. On a rare occasion, indicated ahead of time to parents, team members, and Springwood faculty by the Athletic Director, teams may be asked to wear a team uniform which might include an athletic-style pant.
- Loose fitting joggers are appropriate for boys and girls.
- All shorts and dresses should be mid-thigh in length.
- Tights, leggings, or jeggings worn as pants are not allowed.
- Pants should be worn on the natural waistline.
- For your child's safety, lightweight foam clogs (like Crocs), flip-flops, slippers, and slide sandals are not to be worn at school.
- Boys' hair should be cut neatly, no longer than the bottom of the ear on the sides, not below the eyebrows, nor past the collar in the back. All facial hair should be neatly groomed.
- Hairstyles or hair colors that distract the learning of others are not permitted.
- Piercings on any other body part besides the ears are unacceptable.
- Earrings on boys are unacceptable.
- Students are not allowed to wear hats or head covering in the building. If a hat is required for a team practice or game, the hat is to remain in the gym bag or vehicle until practice.
- Students will not wear hoodies pulled over the head in any building.

ATHLETIC/FINE ARTS EXTRACURRICULAR PROGRAM

1. Athletics

The athletic program is funded by membership in the Wildcat Athletic Association (WAA), gate receipts, donations, and money from various WAA projects.

Objectives of the Wildcat Athletic Program

- The junior varsity (junior high) programs are designed to provide learning experiences and to teach the fundamentals of sports, not to stress high-level competition.
- The varsity programs 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 Director of Academics.

If there are a high 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 AISA Handbook

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 fully enrolled student. A student shall be enrolled in school
 - a. by the opening of that school's academic session
 - b. taking at least 3 major subjects and
 - c. be a member in good standing according to the school's regulations.

NOTE: 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:

- a. Seventh grade students must have passed the sixth grade the previous academic year, and have been promoted to the seventh grade.
- b. Eighth grade students must have passed the seventh grade the previous academic year, and have been promoted to the eighth grade.
- c. Ninth grade students must have passed the eighth grade the previous academic year, and have been promoted to the ninth grade.
- d. Seventh and eighth grade students must pass five (5) subjects the first semester to be eligible for the second semester.
- e. 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.**

f. A student entering the ninth grade and meeting the bona-fide student criteria will have a maximum of four consecutive years of interscholastic eligibility.

g. A student shall not have participated in athletics above the high school level.

h. 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.

i. 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.

j. A student must meet all amateur regulations in order to represent his/her school.

k. 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.

3. AISA Student Appearance Policy

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

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.

4. AISA Contact Information

Office Location

Located in: Park Place Center

Address: 8650 Minnie Brown Rd.

Suite 126

Montgomery, AL 36117

Mailing Address:

9164 Eastchase Pkwy

Box 324

Montgomery, AL 36106

www.aisaonline.org

Phone: (334) 223-2207