



2014-2015 Handbook

www.lifespringacademy.com

Table of Contents

Section 1	Welcome to LifeSpring Academy	4
	About LifeSpring Academy Mission, Vision, and Philosophy Classical Approach at LifeSpring Academy LifeSpring Teaching Strategies and Subject Matter Praise and Worship Assembly Dates	
Section II	Quick Reference	11
	Office Hours, Visitors and Communications Staff Calendar	
Section III	Academic Information	15
	Teacher, Student, and Parent Responsibilities Attendance and Tardiness Policies Assessment and Evaluation Quickschools	
Section IV	Safety Policy and Procedures	22
	General Safety Policies Staff Photo Identification and Teacher Guidelines Opening/Closing Times Emergency School Closings Emergency Procedures Early Dismissal Drop-off, Pick-up, Carpool and Parking Student Driver Conduct	

Section IV Safety Policy and Procedures Continued

Transportation
Home/School Communications
Snacks
Health Issues
Medication

Section V Code of Conduct and Dress Code 29

Dress Code Policy
Code of Conduct
Social Networking Policy
Discipline Plan
Web Pages and Pictures

Section VI Financial Information 37

Financial Policies
Withdrawal from LSA

Section VII Extra Curricular Activities 40

Grade Level Field Trips
See You at the Pole
Worship & Drama Team
Boys Golf Team
Track Team

Section VIII How Can I Help at LifeSpring Academy 42

Pray
Volunteer
Give
Box Tops for Education
Acknowledgment of Handbook Receipt

Section 1

Welcome to LifeSpring Academy

- About LifeSpring Academy
- Mission, Vision, and Philosophy
- Classical Approach at LSA
- LifeSpring Teaching Strategies and Subject Matter
- Praise and Worship Assembly Dates

LifeSpring Academy

Learn it. Live it. Believe it.

LifeSpring Academy is a unique, Christ-filled private school implementing a hands-on, student-centered approach to education. LifeSpring offers a unique K-12 education program incorporating classical elements in an intimate, student-centered learning environment. LifeSpring's goal is to achieve academic excellence for each and every student with a focus on a college preparatory course of study. An attribute of LifeSpring is that all faculty members share the same philosophical approach to teaching and learning. The approach emphasizes teaching a diverse population of children in an atmosphere of kindness that encourages active inquiry, fosters individual growth and promotes respect for self, others and the world in which they live.

LifeSpring is located on the campus of Anna Place conveniently located off of Highway 42. We will serve students and their families in the warmth of small-town living in charming Clayton, North Carolina. This family oriented atmosphere will carry into LifeSpring Academy, where all of our staff works to guide students in the development of their character, values and spiritual walk by partnering with families today to help raise Christian leaders for tomorrow.

LifeSpring facilities include eight bright classrooms adjacent to a spacious open gathering area used as both additional classroom space and for assemblies and gatherings, small media center, and gathering area for student's lunch and snack. The classrooms are configured as follows: School of Lower Grammar (k-1st), (1st-3rd), School of Upper Grammar (two classrooms of 3rd-6th), School of Logic (6th-8th), School of Rhetoric (7th-10th) and (8th-12th). This multi-age approach to instruction allows students to benefit from having the same teacher for a two to three year period.

In addition to core classroom instruction, LifeSpring School of Grammar students participate in the following extended learning classes on a weekly basis:

- **Art Education**- All student have art once a week with the art teacher. A wide variety of materials and techniques are used to enhance student understanding and appreciation of art.
- **Fitness Education**- Students are offered Fitness classes once a week. In Fitness, students improve motor skills, coordination and physical fitness while learning about organized sports and games.
- **Computer Technology**-All students will have access to the classroom computer lab. Students will be introduced and taught technological concepts while integrating computer use and technology in the classroom.
- **French**- All students will participate once a week. In French students will experience a communicative approach to foreign language learning while exploring the customs, culture and language of the Francophone world.

Mission, Vision, & Philosophy

Mission

LifeSpring Academy exists to:

- Love & glorify God.
- Educate with excellence.
- Prepare students for the rigors of a life-time of learning.
- To partner with families today to help raise Christian leaders for tomorrow.
- To guide students in the development of their character, values, and spiritual walk.

Vision

We are inspired to help young people grow in the Christian faith and live out that faith. We will foster the academic success of our students by motivating and encouraging all students to realize their full potential. LifeSpring is dedicated to instilling in students the ability to think critically, problem-solve and foster their creativity by educating both their mind and spirit.

Philosophy

Studying, **Motivating**, Inspiring, & Learning Every Day

Students will **study** a God-Centered curriculum!

Students will be **motivated** by Holy Spirit led teachers & staff!

Students will be **inspired** to be all that God has created them to be!

Students will **learn** in a way that utilizes the gifts God gave them!

All of these things will happen **every** day!

“I will praise you because I am fearfully and wonderfully made”

Classical Approach at *LifeSpring* Academy

Children must begin any learning experience with what they currently know, perceive, and feel. Curriculum begins with a child's current concept of language (Short, Harste & Burke, 1996). If children are to grow as literate beings, teachers must "lead from behind" (Wells, 1986) using the child as the curricular informant (Harste, Woodward, & Burke, 1984).

Teachers and staff of LifeSpring Academy cherish children's enthusiasm for learning and natural curiosity, and their desire to cooperate with others in work and play. The classroom experience is structured to follow the lead of the children's inquisitiveness, and to use their interests to lead them to the joys of exploration and discovery within the parameters of the classical curriculum. By fostering self-motivation in this way, children become inventive and independent thinkers who are confident in their ability to learn and to master challenges. In achieving these goals, we look to God's guidance and wisdom to allow each individual to grow spiritually, achieve academically, and develop personally. We are inspired to help young people grow in the Christian faith and live out that faith. We will foster the academic success of our students by motivating and encouraging all students to realize their full potential. LifeSpring is dedicated to instilling in students the ability to think critically, problem-solve and foster their creativity by educating both their mind and spirit.

We will strive to provide children with real life experiences that further their understanding of the basics of reading, mathematics, science, history, and writing while learning to do what scientists, authors, historians, and mathematicians do. Children will be engaged in rigorous units of study that require an understanding of the concepts, content, skills, and strategies inherent in individual subjects as well as the interrelationship among subjects. LifeSpring will use an approach to education that mirrors real life experiences, subject areas will be integrated making those important connections between learning and life. This will take place in a multi-age classroom where individual study and instruction, small group instruction, whole group instruction, whole group and small group projects will focus on skill development by using strategic lessons designed to be challenging and stimulating with the emphasis of nurturing the potential of each child. Students will be engaged in hands-on integrated units of study that allow for research and analysis of content at a deeper level. Students will be able to articulate a deeper understanding of core subject material with interdisciplinary studies and projects integrating the use of all subject areas. Skills, content, and concepts will be taught within the context of the classical approach. Classical education depends on a three-part process of training the mind. The early years of school are spent in absorbing facts, systematically laying the foundations for advanced study. In the middle grades, students learn to think through arguments. In the high school years, they learn to express themselves. This classical pattern is called the trivium. At LifeSpring, the trivium focuses on the following stages and skills: the Grammar Stage (K - 5th) focuses on laying a strong foundation of knowledge allowing for a basis for further study, the Logic Stage (6th - 9th) focuses on a child's developing abilities to understand the abstract, see cause and effect, use formal logic, analysis and criticism, and the Rhetoric Stage (10th - 12th) when students concentrate on using their knowledge to focus on the highest level of thinking: analysis, assessment, discernment, prediction, criticism, formulating hypotheses, deduction, design and execution, among others.

LifeSpring Teaching Strategies and Subject Matter

Reading. Consistent with best practice in literacy instruction, children will learn to read through real reading experiences, primarily using children’s literature. Reading skills and strategies will be taught through whole-class instruction using structures such as shared reading and mini-lessons. Guided reading will address the needs of small-groups of readers, and individual readers will be coached during reading workshop and individual conferences.

Writing/ Handwriting. Writing for authentic purposes will be done on a daily basis. Topics will be generated by individual students and the teacher. Writing skills and strategies will be taught through whole-class or small-group mini-lessons and writers will be coached individually during writing workshop. Students will be given ample opportunity to share their published writing and will spend a great deal of time learning the craft of writing from carefully studying authors that they love. Manuscript will be taught in K-first grade and cursive in second and third. Students will practice handwriting when their work is published. Students will be encouraged to focus on content in draft work and to concentrate on handwriting in final drafts of writing.

Vocabulary. Vocabulary will be identified by individuals, small groups, or whole class through inquiry into language use by readers and/or writers. Vocabulary will be enhanced through thematic units and real literature reading experiences. Students will be encouraged to hold important words in their writer’s notebooks for later use in writing and conversations.

Spelling. Emphasis will be placed on helping children understand and use English spelling patterns. Spelling instruction occurs through mini-lessons focusing on spelling patterns and strategies. Spelling patterns will often be addressed in daily shared reading lessons and interactive writing lessons. Spelling will also be taught through dictation of literature passages.

Mathematics. Math will be taught through mini-lessons or demonstration lessons. Instruction will focus on how, when, and why the math concept is used. Concepts learned will be practiced through application during math workshop or as a tool for learning during a focus study. Emphasis is placed on effective strategies for problem solving or posing. Students will have many opportunities to apply the mathematical concepts they learn through interacting with the world they live in. Math literature and math manipulatives will be used to deepen understanding of mathematical concepts.

Science. Science units of study will be developed using the era and scientist of the era to help make connections through the progress of Science since creation. Teachers will create lessons that provide baseline information regarding the topic or concept under study and then have children work independently or in small groups to inquire further. Students will be expected to learn the standard content and to develop expertise through projects and labs. Students will have weekly science observations available to explore the scientific process and an annual science fair will be held.

Social Studies/ History. LifeSpring uses a Christian, classical approach to history using a guided unit study style with the history of the world as the core organizational theme. From Grades K–12, all students cycle through world history every four years, with all ages studying the same slice of history each week, each at their own learning level. Detailed lesson plans and discussion outlines enable facilitators, in a multi-age classroom, to shape their students’ biblical worldviews while increasing their ability to think critically, problem-solve and foster their creativity.

Classroom Management. The teacher and student will begin the year by establishing a list of responsibilities that enable the multi-age classroom to develop into a community of learners with Christ-like character and behaviors. The focus will be on developing and implementing expectations for behavior that build a strong sense of community and establish healthy work habits for individuals and the class at large. Community building strategies such as class problem-solving sessions and Friendship Circles promote respect and appreciation of all members of the class and enrich opportunities for children to learn from one another through the curriculum. (Mills 2000)

Praise and Worship Assembly Dates

Parents and family are invited to attend Praise and Worship from 3:00 to 3:30 for prayer, worship and a special speaker. Assembly is held in the Gathering Room at LifeSpring Academy.

Date

September 15th

October 13th

November 17th

January 26th

February 16th

March 30th

April 20th

Section II

Quick Reference

- Office Hours, Visitors and Communications
- Staff
- Calendar

Office Hours:

Monday-Thursday: 8:30am-4:00pm

Offices are located at 277 Guy Road, Clayton, NC 27520

Mailing Address: PO Box 1567, Clayton, NC 27528

Office Telephone Number: (919) 359-9959

E-Mail: info@lifespringacademy.com

Website: www.lifespringacademy.com

Visitors:

LifeSpring families are encouraged to visit and participate in campus activities on a regular basis. Families are not considered “Visitors” but still must follow the sign-in procedures. During class hours all visitors, including parents, must sign-in at the office and the greeter will give you a visitor’s tag. Visitors are required to comply with all LifeSpring Academy dress and conduct codes.

- All visitors should park in the parking lot in front of the building.
- Please enter and exit through the LifeSpring Academy office door.
- A greeter will be in the LifeSpring Academy main entrance to direct you through sign-in procedures.
- Visitors must wear a visitor’s tag at all times.
- Please remember to sign-out and exit through the main office.
- Lunch guests are required to follow the same procedures.

Communication Procedure:

We know that communication between parents, students, teachers, and staff is crucial to the success of LifeSpring Academy. We commit ourselves to an open communication policy.

To better facilitate communication, in-class progress and grades are posted on My School Worx. My School Worx is also a tool for communicating with teachers.

Teachers will only have a short amount of time before or after classes. If you need to talk with or contact teachers, please use their e-mail addresses. Please contact the teacher first prior to contacting Administration. If unresolved, please call the school to schedule an appointment with Administration.

Staff Email List

Black, Dawn

dawn@lifespringacademy.com

Brethauer, Amanda

amanda@lifespringacademy.com

Gallegos, Jill

Administrator/Founder

jill@lifespringacademy.com

Glover, Lisa

lisa@lifespringacademy.com

Grove, Annette

annette@lifespringacademy.com

Jacquay, Tammy

tammy@lifespringacademy.com

Mangum, Emily

emily@lifespringacademy.com

Peterson, Natalie

natalie@lifespringacademy.com

Pot, Marlous

marlous@lifespringacademy.com

Reaves, Sarah

sarah@lifespringacademy.com

Roe, Bobbi

Administrator/Founder

bobbi@lifespringacademy.com

Parker, Dawn

Administrator/Founder

dawn@lifespringacademy.com

Satterfield, Kristen

kristen@lifespringacademy.com

Sells, Barb

barb@lifespringacademy.com

Stewart, Keith

keith@lifespringacademy.com

Schexnayder, Angie

angie@lifespringacademy.com

Schrodt, Kimberly

kimberly@lifespringacademy.com

Shaftner, Dottie

dottie@lifespringacademy.com

Ulishney, Sandra

sandra@lifespringacademy.com

Section III

Academic Information

- Teacher, Student, and Parent Responsibilities
- Attendance and Tardiness Policies
- Assessment and Evaluation
- My School Worx

Teacher, Student, and Parent Responsibilities

LifeSpring is a ministry to families and students and desire to assist parents in educating their children.

Our Philosophy

1. Christian Worldview
2. Hands-On Learning
3. Student-Centered Approach
4. Classical Approach
5. Multi-age Classroom

Our Teacher's Responsibilities

- Teach everything from a Christian worldview.
- Encourage students academically and spiritually.
- Facilitate hands-on learning.
- Support students in the learning process.
- Evaluate students' mastery of subject matter.
- Communicate with parents about their students.
- Assist students with organizational and study skills such as notebooks, student planning time, bringing needed materials to class, and turning in assignments on time.
- Encourage students to take ownership in their work.

Our Students' Responsibilities

- Students will come to class prepared with a Christ-centered attitude and will be respectful to teachers, staff, and other students.
- Students must put forth their best effort at all times by participating in class, helping others, and being good listeners.
- Students must complete all assignments by the due date.
- Students will be expected to demonstrate a strong work ethic and to participate in all class activities.

Our Parents' Responsibilities

- Parents are ultimately responsible to keep their student on target with their studies that take place at home.
- Parents are to have students in class on time and must notify teachers of upcoming absences.

- Parents and students need to understand that tardiness and unexcused absences will adversely affect a student's grades.
- Parents are to communicate to the teacher any area of need concerning their students.

RIGHTS AND RESPONSIBILITIES

Student Rights

1. I have a right to work and play in a safe and organized environment.
2. I have a right to be happy and to be treated with kindness and respect.
3. I have the right to learn new things.
4. I have a right to be myself and express my opinions.
5. I have a right to hear and to be heard.

Student Responsibilities

Our Rights and Responsibilities serve as a code for living that we all follow. Each grade level and special area class develops student responsibilities that are developmentally appropriate for achieving each of the student rights. These responsibilities function as guidelines for living and learning together. Each student has the responsibility to honor, to respect, and to uphold these guidelines. At the beginning of each year, the Rights and Responsibilities are reviewed in each class and they are sent home for parents to review.

- Listen with your eyes, ears, and heart.
- Treat others with kindness and respect.
- Use good manners.
- Say you're sorry when you make a mistake—accept apologies.
- Help others to learn.
- I have a responsibility not to pick on others.
- I have a responsibility not to start arguments in the first place.
- I have a responsibility to not laugh at someone who gets a wrong answer.
- I have a responsibility to take care of what I use, and return things where I find them.

Parent Rights

It is the right of parents or guardians at LifeSpring Academy to:

1. Visit their child's classroom with a 24-48 hour notice.
2. Be informed of the activities and learning that is occurring in their child's classroom via periodic newsletters from their child's teacher or by attending Curriculum Nights.
3. Be provided information and support regarding classical approach, hands-on, student centered, interdisciplinary curriculum.

Parent Responsibilities

It is the responsibility of parents or guardians at LifeSpring Academy to:

1. Be involved in their child's education by contributing their time, treasure, and talents to support the Mission Statement of LifeSpring Academy.
2. Attend student-led conferences, academic conferences, and any other conferences requested by their child's teacher.
3. Collaborate with faculty and students in guiding students in their learning.
4. Communicate in a timely manner both verbally and in writing with faculty regarding their child's development as a learner.

Attendance and Tardiness Policies

ABSENCES

If a student misses school because of illness or injury, a written excuse, signed by a doctor or the parent, should be sent on the first day the student returns to school. It is the parent's responsibility to monitor the number of absences that a student incurs during the course of the school year. To assist parents with monitoring, tardies and absences are listed on the progress reports received at the end of each of the nine weeks.

ATTENDANCE

"The Compulsory Attendance Law (NC GS 115C-378) states that every parent, guardian, or other person in North Carolina having charge or control of a child between the ages of 7 and 16 shall cause that child to attend school continuously for a period equal to the time which the public school to which the child is (would be) assigned is in session. The parent, guardian, or custodian of the child is required to notify the school of the reason for each known absence of the child, in accordance with local school policy" (www.dpi.state.nc.us).

This minimum standard required under state law includes both excused and unexcused absences.

*The law also applies to children under 7 if they are enrolled in a school.

1. It is important that a student be regular in attendance to gain the most from school.
2. A student must attend school 3 ½ hours to be counted present for the day.
3. An absence from school may be excused for the following reasons:
 - a. Illness or injury prevents the student from being physically able to attend school
 - b. The student has a communicable disease
 - c. The student is absent due to the death of an immediate family member
 - d. The student has a medical or dental appointment
 - e. The student must appear in court
 - f. The student obtains prior approval to take advantage of a valid educational opportunity, such as travel (GS 115C-379)

- g. The student may receive prior approval for some church or family-related activities.
4. In certain cases, absences with prior approval from the administration may be approved. Parents will need to submit a written explanation concerning the future absence. The academic and absentee record of the requesting student will be reviewed before approval.
 5. Students must bring a note to their teacher when returning after any absence from school.
 6. The student must make up missed assignments. Graded assignments will have ten points deducted for unexcused absences.
 7. Excessive absences will place the student's promotion in jeopardy. A student is expected to have no more than 5 absences per semester for a total of 10 per year. For exceptions, please contact an administrator.
 8. Three tardies to class equals an unexcused absence.
 9. For early dismissals or late arrivals, the student must obtain a release slip or admittance form from the office.

TARDY POLICY

After 8:45 a.m., students will be marked tardy. Parents should make every effort to have their children at LSA no later than 8:30 each morning. Morning transitions can often be a concern for some students. Establishing a regular routine that ensures prompt arrival at school each morning helps students be prepared to be responsible members of their classroom learning community. A parent conference may be requested in the case of 3 or more tardies.

SUSPENSION/EXPULSION

Parents are a vital part of a student's behavior and are encouraged to have a conference with the teacher to address behavior issues as they arise. However, if a student's behavior is continuously disruptive, or if any student exhibits an extreme behavior or one that is harmful to another child, a suspension may be warranted. Suspensions may include in-school suspension or out-of-school suspension. The particulars of an in-school suspension are decided upon by the Lead Teacher in consultation with the teacher and, oftentimes, the student. Parents are notified through a phone call or as appropriate for the particular situation.

In the case of an out-of-school suspension, a parent will be notified immediately by the Lead Teacher or by her designee. A parent is required to come directly to school to pick up the child. Children who have been suspended are not allowed to participate in any school activities during the time of their suspension. Whenever possible, the student is expected to make up missed academic work. Expulsion from school for more than 10 days may be imposed only by LifeSpring Academy and usually is recommended only when a student willfully violates one of the serious offenses listed in the LifeSpring Academy's Code of Conduct. An impartial hearing will be held within 10 days of the Lead Teacher's recommendation, the results of which may be appealed.

ASSESSMENT AND EVALUATION

Teachers at LifeSpring Academy use a wide variety of assessment and evaluation strategies. For students in early/upper elementary, grades kindergarten through second grade a narrative progress report, rather than traditional report cards, will be used to document growth at the end of the each nine weeks. Grades 3rd-12th will use a combination of narrative progress reports with a traditional report card along with parent conferences, a mid-year student-led conference, and a final narrative report. Student-led conferences highlight academic progress and are conducted annually for all parents.

Grading Scales:

Students in Kindergarten through 2nd Grade will be evaluated and assessed using the following grade scale:

- E Exceeds Grade Level Expectations
- M Meets Grade Level Expectations
- P Progressing towards Grade Level Expectations
- I Insufficient Progress towards Grade Level Expectations

Students in 3rd Grade through 12th grade will be evaluated and assessed using the following grade scale:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and below

Honors and Awards:

1. *Distinguished Honors: School of Rhetoric* (or 9th grade and above) students who achieve a GPA of 4.2 and above.
2. *High Honors/A Honor Roll:* School of Grammar & Logic students who achieve all A's in graded subjects and/or E's for Exceeds Grade Level Expectations. **School of Rhetoric** (or 9th grade and above) who achieve a GPA of 3.8 to 4.199
3. *Honor Roll/A/B Honor Roll:* Students who achieve an A average with no grade lower than a C and/or students who Meet and or Exceed Grade Level Expectations. **School of Rhetoric** (or 9th grade and above) who achieve a GPA of 3.5 to 3.799.
4. *Commendable: School of Rhetoric* (or 9th grade and above) who achieve a GPA of 3.0 to 3.499.
5. *Perfect Attendance:* Awarded at the end of the year for students who have not missed any days or had unexcused tardies more than twice in a grading period.

Homework Policy:

Homework is designed to bring families and their students together to discover the joys of learning together and for parents to build connections between school and home. The assignments given as homework are designed to create opportunities for students to express and develop initiative, responsibility and self-learning. Homework provides an opportunity to practice and apply concepts learned within the classroom. Average homework assignments per night take approximately:

Kindergarten-2nd Grade = 15 minutes

Grades 3-6th = 20-30 minutes

Grades 7th -12th = 30-45 minutes

Times will vary if the student does not make efficient use of time, or has not mastered a specific skill. For example, a student who has mastered his/her math families will complete his/her assignment more quickly than a student who is struggling in that area. Parents are encouraged to send a note to the teacher if their child is habitually taking longer time than recommended to complete the homework assignments.

End-of-Year Testing:

LifeSpring Academy maintains a thorough end-of-year testing program to measure the student's abilities and progress. Results of tests are used to help the administration and faculty in working more effectively with each student and continually improving and supporting the hands-on, student-centered curriculum.

Grade	Tests Administered
K through 4	Stanford Achievement Tests Otis-Lennon (OLSAT) in addition to Stanford
10	PLAN (ACT College Readiness)
11	PSAT & ACT (required), SAT (optional)
12	SAT

My School Worx

My School Worx (MSW) is an online school administration software that provides parents and students access to valuable information. In order to use MSW, you should have already received an email with login information. You will follow the prompts in that link to access your student's information. Please check MSW every day. Emails

will not be sent to your regular email address. All communication will be done within MSW.

Section IV

Safety Policy and Procedures

- General Safety Policies
- Staff Photo Identification and Teacher Guidelines
- Opening/Closing Times
- Emergency School Closings
- Emergency Procedures
- Early Dismissal
- Drop-off, Pick-up, Carpool and Parking
- Student Driver Conduct
- Transportation
- Home/School Communications
- Snacks
- Health & Safety Information
- Medication

General Safety Policies

Students will at all times show respect for and take care of all property, materials, and equipment used by LifeSpring Academy. All LifeSpring students should use the designated entry/exit doors during drop-off and pick-up. No other doors should be used at any other time. All parents or visitors should use the office entrance only.

Safety drills are an important part of keeping our students safe at LifeSpring. Unannounced fire and disaster drills will take place throughout the year. A fire drill will be conducted monthly.

Staff Photo Identifications and Teacher Guidelines

- LifeSpring Academy staff will wear photo identification tags at all times.
- All teachers/facilitators are supplied with each students' schedule and room locations to assist students in class changes.
- Teachers will monitor hallways during class changes.

Opening and Closing Times

School begins at 8:45 a.m. and ends at 3:30 pm for Lower/Upper Grammar students. Dialectic/Rhetoric students begin at 8:45 am and are dismissed at 3:45 pm. Friday hours are 8:45 – 11:45. Students may go into their classrooms at 8:30 a.m. Students are not permitted on campus without a parent prior to 8:30 a.m. Any students arriving before 8:30 am should be escorted by a parent to Before School care and fees will apply.

Emergency School Closings

1. The responsibility for getting children safely to and from school rests on parents and their designated representatives. Parents are therefore responsible for discerning if road conditions during inclement weather or other emergencies allow for safe travel.
2. In the event of inclement weather, even if LifeSpring Academy is officially open for classes, parents who do not believe road conditions in their area permit safe travel should not attempt to get their children to school. They should keep their children at home and notify the school that they are doing so. Please call the school phone number and leave a message. Do not call your child's teacher during school hours.

3. During times of inclement weather (or other school closing emergencies), LifeSpring Academy will follow Johnston County Public School systems regarding starting delays, early dismissals and cancellations. Parents should monitor WRAL for announcements about LifeSpring school delays, early dismissals, and cancellations. All such announcements will also be posted by 6:45 AM or as early as possible on the effected day. We follow JCPS in all inclement weather delays, closings, and early dismissals.

4. If in the event of inclement weather a situation arises when LifeSpring's calendar does have school and JCPS' calendar does not have scheduled classes, an announcement will be posted on the LifeSpring Academy website between 6:30a.m. and 7:30a.m.

Emergency Procedures

FIRE DRILLS, BOMB THREATS AND LOCKDOWNS

Safety drills are an important part of keeping our students safe at LifeSpring. Unannounced fire and disaster drills will take place throughout the year. LifeSpring Academy participates in drills on a regular basis. By law, we are required to hold fire drill, hurricane/tornado drills, and earthquake drills. As well, we practice building evacuations for bomb threats and building security for lock down situations. Teacher communication procedures are regularly reviewed and revised by LSA faculty and staff members. In the event that something highly unusual occurs on campus, every effort is made to notify parents by sending a note home with students, if appropriate. It is extremely important that parents do not call the school in the case of an emergency so as not to tie up phone lines or personnel. An evacuation plan will be posted in all classrooms.

Early Dismissal

If a parent wishes to remove a student during the school day, the parent is required to come to the main office to pick up the child and sign the appropriate form. If the parent sends another person to pick up the student, written authorization is required. Proper I.D. will be requested by the office staff.

Drop-off, Pick-up, Carpool and Parking

To drop-off or pick-up students, parents should pull into the drive and proceed right around the exterior of the parking lot. Please follow signage to ensure carpool runs effectively. Students will exit and enter the Academy down the sidewalk behind the building. Please do not use your cellular phones during carpool for the safety of our children, parents, staff, and family.

Morning Drop-Off

LifeSpring staff members are on duty from 8:30 a.m. until 8:45 a.m. daily to welcome students in carpool. Students are to exit from cars on the curb side only. To increase safety and efficiency all drivers should remain in line and follow the car directly in front of them. Any student who arrives after 8:45 a.m. must be signed in by a parent in the office. If you choose to walk your student in, please get in the carpool line and follow signs to where you should park. If walking them in, please enter through the front door and sign in as a visitor.

Afternoon Pick-Up

Students will be waiting in line shortly after the 3:30 pm dismissal for lower/upper grammar and 3:45 dismissal for dialectic/rhetoric dismissal. If you have a student in both levels, please pickup at the 3:45 dismissal. Drivers should display the name card issued by LifeSpring and pull as far forward as possible along the drive in order to pick up their student(s). All students must load from the curb side. As in the morning, cars are to stay in the car line and are not to pull around to pass another car. If, for any reason, there is an exception to this, a faculty member will instruct the driver to pull around. If you do not have your LifeSpring issued Name Card with you, please come in the school and show your id.

Custody Concerns

A student may be picked up from school by a parent, a guardian or by the persons designated on the locator card. Any other person must be verified by the prime custodial parent or guardian (i.e. the person with whom the child resides). If one parent is not allowed to pick up the child, the school must have a signed court order in our possession in order to prevent it. To ensure safety a LifeSpring faculty member will request picture identification before releasing students.

Student Driver Conduct

It is a privilege to be allowed to drive and park at LifeSpring Academy. Student drivers must abide by the following procedures or driving privileges will be revoked:

- Students may only park in the front of the building.
- Students must drive **carefully** and **safely** at all times. Caution must be exercised to make sure all students and parents stay safe.
- Students must leave the parking lot promptly and safely following their last class.
NO LOITERING.
- ***Student parking privileges will be revoked at any time due to any parking or driving violation.***

Transportation

GOING HOME WITH ANOTHER STUDENT OR WITH A DIFFERENT RIDE

If it is necessary for a student to go home with another student or with a different ride, a written note from the parent to the classroom teacher is required. In the event of an emergency, please call the main office as soon as possible. There is no guarantee that messages received at the end of the school day will be delivered in a timely manner.

TRANSPORTATION:

Because LifeSpring enrolls students from across the county, no bus transportation will be provided. However, a carpooling network will be established, in the near future, to aid parents in transporting their children to school. Please contact the school with questions to sign up for the carpooling program.

Home/School Communications

Communication is key to the success of your student and to the development of a positive learning community here at LifeSpring Academy. Please know that we will do everything possible to keep you abreast of all that is happening within our learning community and that we expect you to keep us informed of your student's successes and challenges at home as well. Only through positive, on-going communication will your child's needs be best met. It is vital that you check My School Worx daily for messages, assignments, progress, etc. Parent conferences should be arranged by contacting the teacher and setting up an appointment.

SNACKS

Students in all grades eat a snack during the day. Students may bring a healthy snack from home. Water ONLY is allowed for elementary students for snack in the classroom. Middle/High school teachers will decide by classroom teacher whether or not beverages other than water are allowed for snack. Other beverages may be packed for lunch for both elementary and middle/high school students. LifeSpring is an allergy-friendly school. LifeSpring's goal is to maintain the safety of each student! LifeSpring Academy is a peanut-free school.

For your convenience, snacks will be available for purchase at the school. Water and beverages will also be available. Please send money with your student to school if you desire for them to buy a snack. At the current time, snacks and drinks are 75 cents each. Please send perfect change with your student.

HEALTH & SAFETY INFORMATION

Parents are often concerned about communicable diseases and other health conditions that may be contagious in classroom settings. Universal precautions will be followed at all times and will be posted in the classroom.

ILLNESS:

Children are to be kept at home when they show any of the following symptoms: severe cold symptoms, fever of 99.0 or above, inflamed eyes, vomiting, diarrhea, rash, or ringworm. Please wait 24 hours after symptoms pass before returning your child to school. No medicines can be kept with the students, i.e., in cubbies, desks, baskets, purses, etc.

IMMUNIZATIONS:

All students are required to maintain an updated immunization record. LifeSpring Academy will keep a copy of all student immunizations on file. Students will not be permitted to begin Kindergarten without an up-to-date immunization record or appropriate documentation from a physician. Students turning 12 years of age are required to have a booster dose of the Tdap vaccine. Please contact your child's physician if you have questions regarding their immunizations.

HEALTH AND MEDICATION POLICY:

1. All students attending LifeSpring Academy must have on file with the school office all medical reporting forms required by North Carolina state law. Families seeking exemption from state immunization requirements must complete and submit a notarized copy of the exemption documents for the state of North Carolina. Both of these forms may be obtained from your family doctor.
2. Parents must provide the school with emergency numbers of friends and/or family who can pick up their sick child from school, if the child becomes ill.
 - a. Emergency Form: Lists the emergency contact names and phone numbers of people who may need notification in a medical emergency.
 - b. Medication Administration Form.
 - c. Special Condition Form: Lists any medical conditions that need to be considered with child, e.g. asthma, food allergies
3. All medication taken by students must be administered by the parent(s) of the student, except in the case of an emergency or an exceptional circumstance.
4. No student will be permitted to administer any form (prescription or over-the-counter) of medication to himself/herself or any other student, except, students who require medication through the use of an inhaler or Epi-Pen if the following conditions have been met.

- a. A physician has determined that the student should carry the medical inhaler or Epi-Pen on his or her person and self-administer the medication. Physician's orders need to be on file with the school office.
- b. Parents must complete the prescription medication administration form and indicate that: —the student is able to self-administer and carry the inhaler/ Epi-Pen and has been trained in its use.
- c. The teacher will, in case of emergency or exceptional circumstance, administer the inhaler, Epi-Pen, or other necessary medication in an effort to protect the student from imminent or life-threatening conditions. If the situation permits, parents will be called before any medication is administered. At the very least, parents will be immediately notified if it becomes necessary for the teacher to administer medication due to exceptional circumstances.

Section V

Code of Conduct and Dress Code

- Dress Code Policy
- Code of Conduct
- Social Networking Policy
- Discipline Policy
- Web Pages and Pictures

Dress Code Policy

DRESS CODE

“I urge you therefore, brethren, by the mercies of God, to present your bodies a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove that the will of God is, that which is good and acceptable and perfect.” (Romans 12:1-2)

RATIONALE FOR THE DRESS CODE:

There are two primary reasons for a dress code. The first is to insure modesty that the Bible encourages (I Tim. 2:9). The second is to encourage a dignity that is appropriate for the Academy setting. The dress code of LifeSpring Academy impacts our Academy environment every day. The appearance of our students communicates the Christ centered focus of our Academy and should be a valuable testimony in establishing our reputation as an outstanding Academy with superior students. The dress code is established to provide guidelines for parents and students on appropriate school dress. His attire should convey respect for himself, his fellow students, and his teachers.

POLICY STATEMENT:

The dress code applies to the school day and all events on or off campus in which LifeSpring Academy participates unless otherwise stipulated. Students must always be neatly and modestly dressed. The staff is responsible for monitoring the dress code. When a student is in violation of the dress code, the parents or legal guardian may be called and the student may be sent home to make any needed alterations. If it is impossible for the student to go home to change, he or she may be held out of class for the remainder of the day. The student’s grade for each class will reflect his or her absence. Repeated offenses may indicate an issue of direct disobedience. Such students could lose certain dress privileges and be subject to disciplinary action from detention to dismissal. Since this normally works a greater hardship on the parents or guardian than the students, parents are urged to supervise their child’s dress on a daily basis. It is the student alone and his or her parents or guardians who are responsible for proper dress consistent with the spirit and the word of the dress code. LifeSpring Academy reserves the right to determine the acceptability of clothing.

SHORTS: Boys and girls may wear loose-fitting shorts. Shorts of a modest length (3-4 inches above the knee) must be worn.

SLACKS AND JEANS:

Boys and girls may wear slacks or jeans. All slacks should be appropriate in size and fit. Pants that are torn or have separated seams are inappropriate. Wind pants are acceptable. Leggings may only be worn if they are covered by a dress/shirt that is 3 or less inches above the knee.

DRESSES AND SKIRTS:

Dresses and skirts may not be worn with the hemline or any slit in the dress/skirt more than two inches above the top of the knee while standing. Dresses/skirts should not rise immodestly while seated.

SHIRTS AND BLOUSES:

Students may wear T-shirts, collared shirts, sweatshirts and sweaters that are modest and appropriate in size and fit. Girls' open back or low neck blouses or dresses are inappropriate. Halter-tops, spaghetti straps and tube tops are inappropriate. Any blouse that leaves any part of the midriff bare is also inappropriate. A good test is if students raise their hand in class and the midriff is exposed, then the blouse is too short. Any writing or logos should be in harmony with the philosophy of LifeSpring Academy.

SHOES:

Shoes should be worn at all times. Open toe shoes and flip flops are acceptable.

HAIR:

Hair coloring for all students should be in good taste. Hair color and/or style that are extreme in the opinion of the administration must be corrected before the student returns to school. All boys are to be cleanly shaved with no beards or mustaches.

HATS AND JEWELRY:

Hats, caps, or kerchiefs are inappropriate to be worn during school hours. Girls' jewelry and make-up should be modest and tasteful.

MISCELLANEOUS:

The above dress code should be maintained before, during, and after the school day while on the school campus. Extremes in styles that call undue attention are not appropriate and should be avoided. Examples of calling undue attention, which will not be allowed, are the piercing of visible body parts other than ears (girls only) or having a visible tattoo.

DISCIPLINE POLICY:

LifeSpring Academy expects that all students will dress in a manner that is pleasing to God and appropriate for a classroom setting. We believe that a student's dress and appearance should not be such that it causes disruption, is immodest, distracts others from the educational process or creates a health or safety problem. Issues related to the Dress Code Policy are dealt with on an individual basis. In general, parents of younger students, not the students themselves, are contacted. Older students, after a discussion with LifeSpring Administration, are given an opportunity to make more appropriate choices without consequence. However, parents will be contacted by the older student if a change of clothes is necessary. Students will not be allowed to participate in class during that time. Continuous problems concerning Dress Code are addressed as a behavioral issue.

Code of Conduct

At LifeSpring Academy, we seek to create an environment that promotes Christ-likeness and a positive learning environment. We want our school to be a place where students of varying abilities and interests can learn together in an enriching, stimulating, and Christ-honoring setting. Exhibiting a respectful attitude is our first requirement, and our highest priority is to glorify God in our words and actions. Proverbs 20:11 says, *“Even a child is known by his actions by whether his conduct is pure and right.”*

Students of LifeSpring Academy must understand that they represent the school on and off campus. We expect students to take their academic studies seriously and display proper conduct at all times. We look to parents for reinforcement of our code of conduct. Parents will be notified of any infractions. LifeSpring Academy will control the impact of serious or chronic discipline problems by limiting or withdrawing the participation privileges of uncooperative students. The following guidelines are to be followed while on campus at LifeSpring Academy or while attending any LifeSpring function.

Code of Conduct:

- Students are to interact respectfully with their instructors, any staff or administrators, volunteers and other students at all times.
- God has blessed us tremendously with our building for His school, and we are to treat the building with respect at all times.
- Students are to follow instruction immediately from all adults in charge.
- Students are to complete assignments to the best of their ability and bring them to class on time.
- Plagiarism is presenting the ideas or language of another as one’s own, without crediting the source. Plagiarism or cheating will result in a grade reduction and/or suspension.
- Any use of improper language is not permitted.
- Respect between male and female students is expected at all times.
- Students are to use proper manners at all times.
- There will be no running, horseplay, shoving, roughness, etc. while in class or in the Gathering Room.
- Students may NOT have iPods or any electronic devices in class unless specific permission is given. ALL devices MUST remain in backpacks, lockers, etc.
- Students may have cell phones, but they must be turned off and in a backpack during class. Any student found using a phone or other non-school related electronic device will have the device taken by the teacher for the remainder of the day. It must be picked up by a parent from the LifeSpring office.
- Personal computers may be used in the classroom only with permission from the facilitator/instructor. No inappropriate language or images can be viewed or shared at any time.
- Internet access is restricted to strict facilitator/instructor supervision.
- Students may not stay in parked cars in the parking lot at any time.
- Absolutely no weapons of any kind, including toy guns, air-soft or B.B. ammo, pocket knives, etc. on campus or at any event sponsored by LifeSpring Academy.

- Absolutely no drugs, alcohol or tobacco of any kind at school, on campus, or at any event sponsored by LifeSpring Academy.
- Code of Conduct rules apply for all Social Networking Policies. Please refer to the Social Networking Policy.

Parent Code:

As parents, you are a crucial part of your child’s education. We expect all of our parents to conduct themselves according to the following guidelines.

- Please pray daily for LifeSpring Academy.
- Speak positively about the school and be encouraging about instructors/facilitators in front of your students.
- Be careful not to gossip. Make sure you understand the entire situation before you confront anyone, remember that your child’s education is for your family to discuss only.
- Work with your children’s teachers.
- Please bring your concerns and suggestions to the administration. We do feel that these are important. However, we ask that you do not send anonymous letters or emails.

If you have serious concerns, please consider the following before you come speak with the administration:

- Pray.
- Please do not use your student as your only source on the matter. Children do not always understand all sides of the story and you can’t assume that they have given you complete and accurate information.
- Make appointments. Do not simply show up at school ready to talk. Making appointments will allow teachers and/or administrators to give 100% of their attention.
- Privacy is very important.

Social Networking Policy

LifeSpring Academy understands the popularity and usefulness of social networking sites and its use by students in a positive way, provided:

- No offensive or inappropriate pictures are posted;
- No offensive or inappropriate comments are posted;
- No threatening or criminal behavior is described or depicted;
- Any information placed on the website(s) does not violate the School’s Codes of Conduct;

Students must remember that they are representatives of LifeSpring Academy and are in the public eye. Please keep the following in mind as you participate on social networking websites:

- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online-even if you limit access to your site.
- You should not post any information, photos, or other items online that could embarrass you, your family, your classmates, your teachers, or LifeSpring Academy. This includes information that may be posted by others on your page.
- Never post your home address, local address, phone number(s), birth date or other personal information. You could be a target of predators.
- LifeSpring Academy administrators/staff will monitor these web sites on a regular basis.
- Students could face discipline and even expulsion for violations of the School Codes of Conduct or other policies.

Be aware that local Police Departments and other law enforcement agencies may monitor these websites regularly as may potential employers and internship supervisors as a way of screening applicants. In addition, many colleges and universities as well as their scholarship committees also search these sites to screen candidates. Students should be very careful when using online social networking sites and keep in mind that sanctions may be imposed, including expulsion, if these sites are used improperly or depict inappropriate, dangerous or illegal behaviors.

Discipline Plan

Grievances: the Matthew 18 Principle

Because the education process is an emotional journey, it is important that we establish a framework for conflict resolution. The purpose of this policy is to establish a process for timely and orderly resolution of student and/or parent concerns, questions, or appeals. It is the school's intent that all disagreements be resolved at the source (teacher, administrator, founders, etc.). If this is not possible, then resolution should take place at the lowest possible level. Throughout the appeal or complaint process, all parties should demonstrate mutual respect and the dignity of all parties involved will be preserved. The focus of discussions shall be on problem resolution that is mutually acceptable rather than an adversarial win-lose conclusion. No reprisals or retaliation of any kind shall be taken against a student or parent utilizing this procedure.

Appeal Process Steps:

1. Attempt to resolve the problem with the person most directly involved with the situation. In most cases, that person will be the teacher. It is our request that parents go to the source in any conflict, rather than someone unaffiliated with the school.
2. If the situation cannot be resolved to the satisfaction of both parties at step one, discuss it with the appropriate Administrator.
3. Finally, if all other steps have proven unsuccessful, ask an Administrator to

schedule a meeting with the Founders of the school.

Behavior Standards

Generally, students should abide by these basic guidelines:

1. Immediate obedience – Students should respond positively to any instruction given by those in authority. (Ephesians 6:5-7)
2. Honor Authority – Students are expected to give honor to all those in authority in both attitude and action. (Romans 13:1-2)
3. Absolute Honesty – Students should never lie, deceive, mislead, or fail to tell the truth. (Romans 13:13)
4. Christ-like Behavior – In all attitudes and actions, students should live according to biblical principles and values. (Ephesians 2:10, 5:1)
5. Complete Dependability – Students should keep their word and accept their necessary responsibilities. (Matthew 5:34-37)

The biblical and philosophical goal of LifeSpring Academy (LSA) is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at LifeSpring Academy, all students are expected to exhibit the qualities of a Christ-like life as believed in and taught by the school, and to refrain from activities or behavior that are inconsistent with these Christ-like characteristics: Thus, LifeSpring Academy retains the right to refuse enrollment to, or expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices. (Leviticus 20:13, Romans 1:27)

Elementary Discipline Policy

The goal of our discipline is to direct students toward acceptable behavior which helps develop self-control and to maintain order necessary to accomplish the academic and social growth desired. We do not see discipline as punishment, but rather consequences for choices made. Students may receive consequences for displaying behavior such as:

1. Actions that disrupt the class or interfere with the learning process of the child or of his classmates.
2. Actions that could possibly cause physical or emotional harm to the child or his classmates.
3. Actions in direct violation of a well-explained school or classroom rule.
4. Willful disrespect toward the teacher.
5. Use of profane or unwholesome language.

Most correction will be handled by the teacher through a progressive discipline policy beginning with a verbal warning, moving to the restricting a child's privileges or freedoms. Parents will be notified if continued problems exist.

In cases where a problem persists and there is no behavioral change, a child will be sent to see an Administrator to discuss remaining options. If no progress is made after visiting with the administrative staff the parent will be called and further disciplinary measures discussed.

Students who consistently fail to respond to efforts of correction may be suspended or finally expelled. Much care is taken to ensure that correction is handled properly and without anger. We do not expect perfection from our students but reasonable cooperative.

Junior High / High School Discipline Policy

Students, by virtue of their enrollment at LSA, agree to accept the responsibility of adherence to the school's standards of conduct or to be expelled if they can no longer, with integrity, conform to them. Furthermore, since LSA is a private Christian school, students are subject to searches of all personal belongings.

The purpose of the discipline system is to correct behavior, and LSA will follow a progressive discipline policy (where appropriate).

Discipline Clause

Please note that it is impractical and impossible to list every type of offense. The faculty and administration reserve the right to address and discipline any behavior or attitude that is inconsistent with the mission, philosophy, and conduct standard of the school.

Office Referral

Teachers will follow their classroom discipline procedures. After these procedures have been followed, the student will be sent to the office if the student continues to misbehave. Depending on severity of incidence, the student will either receive community service, detention or suspension.

A sampling of minor offenses is listed below. These offenses will most often be dealt with by the teacher or with community service or detention (unless they are repeated problem).

1. Loitering in common areas
2. Talking without permission, or disrupting the teacher or class
3. Writing or passing notes or throwing objects in class, lunch room, or halls
4. Tardiness between classes
5. Failure to do homework
6. Failure to accept responsibility for academic work
7. Disobeying specific rules (classroom guidelines)
8. Not returning notes, progress reports, or report cards signed
9. Not following dress code
10. See discipline clause above

A sampling of major offenses is below. These offenses will be dealt with by an Administrator and will result in suspension or expulsion.

1. Carrying a weapon of any type, or anything that can be used as a weapon
2. Threatening a student, faculty member, or staff member in any form (written, verbal, text message, web log or journals, e-mail, or any other type of cyber-bullying)
3. Mistreatment of others, which includes but is not limited to, sexual harassment, tormenting, being habitually cruel, persistent teasing, making fun of or spreading rumors, mocking, belittling or encouraging exclusion, in any form; verbal, written, text message, web log or journals, e-mail, or any other type of cyber-bullying)
4. Fighting
5. Sexual immorality (includes obscene gestures, pornography, immoral actions, suggestive communication, etc.)
6. Frequent critical or derogatory remarks (toward another student or faculty)
7. Extortion
8. Disrespect, insolence shown toward authority
9. Physical display of affection (i.e. kissing, inappropriate touching, etc.)
10. Profanity
11. Leaving school grounds without permission
12. Abuse or willful destruction of school property
13. Defiance, willful disobedience of authority
14. Arson, false alarms, bomb threats, or other serious threats
15. Possession or distribution of: alcohol, cigarettes, marijuana, prescription drugs, controlled dangerous substances, imitation controlled substances, inhalants, other intoxicants, and drug paraphernalia
16. Gambling
17. Lying/Stealing/Cheating
18. Accessing facebook, twitter, skype, instagram, tumbler, texting applications or ANY social media on campus. Accessing inappropriate websites, images, etc. through the internet.
19. Using cellphones, ipods, or similar objects on campus. In addition to a receiving a consequence, the student will no longer be able to bring these items to school in their backpack or possess them in any other manner.
20. See discipline clause above

Explanations of types of consequences for major offenses:

- Community Service: This would involve service activities at the school. The service would take place after school for a set number of days. The family will be required to pay \$20 per day of community service to cover the salary of the staff person covering community service.
- Detention: Detention will require a student to report to school at 7 am for a set number of days. The student will be given assignments during that time. The family will be required to pay \$20 per day the student is in detention to cover the salary of the

staff person covering detention.

- Suspension: Students are required to stay home from school for a set number of days. Student receives 0's on all work missed for that set number of days.

Expulsion: Student is not allowed to return to LSA for that school year. Based on severity, LSA has the right to refuse enrollment for future years also. The student will receive 0's on all work done for the remainder of the school year and this will in most cases result in the student not passing their grade. Tuition will be due by the family for the entire year regardless of when expulsion takes place

WEB PAGES AND PICTURES

LifeSpring Academy maintains a web site that is managed by our Administrative Team. The site contains information about the school, important dates for upcoming events, faculty information, class web pages, as well as a blog. Student work and pictures often appear on class web pages and the LifeSpring Academy blog. It is the policy of our school that a parent permission form is sent home at the beginning of each year requesting approval for inclusion of pictures and work on the web site. It is also LifeSpring policy that at no time will a child's first and last name be used in conjunction with their photograph.

Section VI

Financial Information

- Financial Policies
- Withdrawal from LSA

Financial Policies

Admissions. Tuition & Fees.

Enrollment Fees	Monthly	Annually
Registration fee (Due February 1 for the upcoming year)		\$150.00
Curriculum Fee (Due May 1 for the upcoming year)		\$375.00
Tuition Fees: Monthly = 10 months beginning August 5		
Grades: Kindergarten-6 th	\$425.00	
Grades: 7 th -12 th	\$450.00	
Full Payment: Due by July 1st 10% discount		
Grades: Kindergarten- 6 th		\$3825.00
Grades: 7 th -12 th		\$4050.00
Semi-annual Payment Due on July 1 and January 1 5 % Discount		
Grades: Kindergarten-6 th	2 payments @ \$2018.75	
Grades: 7 th -12 th	2 months @ \$2137.50	

Notes:

- 10 month payment plan: August 5th-May 5th.
- Draft is the required method of payment. Drafts are ran on the 5th of the month.
- There is a 10% discount for the second and additional siblings.

Tuition Obligation:

LifeSpring Academy relies primarily on tuition income to meet annual operating expenses. Therefore, it is necessary that the financial obligations for enrollment be for the entire school year. As per our Parent Contract, registration and school fees are non-refundable and a one-time payment per year. Parents who withdraw students from school are responsible for tuition for the remainder of the school year.

Draft Declines/NSF/Delinquent Account:

There is a \$40 fee per occurrence for declined drafts or NSF checks. This charge will automatically occur when an automatic payment draft does not go through. There is a \$25 late fee after the 5th of the month, \$50 late fee after the 10th of the month, \$75 late fee after the 15th of the month and \$100 late fee after the 20th of the month. If tuition is not received by the end of the month, the student will not be admitted back into class until payment or arrangements are made.

Withdrawal from LifeSpring Academy

If a parent or guardian wishes to withdraw a student from LifeSpring regardless of reason, a LSA Withdrawal Form must be completed and signed. Additionally, an exit conference with the administrators must be completed. All financial obligations must be current. Student records will not be released until all of these requirements are satisfied.

REMINDER: Parents who withdraw students from school are responsible for tuition for the remainder of the school year. There is no exception to this rule for any reason.

Section VII

Extra -Curricular Activities

- Grade Level Field Trips
- See You at the Pole
- Yearbook & School Newspaper
- Worship Band

Grade Level Field Trips

Teachers will inform students of field trips for individual classes as it pertains to curriculum. If you are interested in being a volunteer driver/chaperone, please see Dawn Parker.

See You at the Pole

LifeSpring participates each year in the nation-wide morning of prayer for the teachers, school and nation. Families who want to participate should meet in the Gathering Room at LifeSpring on Wednesday, September 25, 2013 at 9:00 am.

Yearbook & School Newspaper

Do you like to stay on top of the news? If so and you are in 6th-12th grades, please register for the Yearbook Class on Fridays.

Section VIII

How Can I Help at LifeSpring Academy

- Pray
- Volunteer
- Give
- Box Tops for Education
- Handbook Acknowledgement

Parents have been asking us, “What can I do to help LifeSpring Academy?” So, in this section we’ve put together some specific things you can do to help.

Pray

First and foremost, we want to honor God. We need His wisdom and strength in all that we do. So, we ask that you would please remember us in your prayers each day as we do you also. You can also participate with our weekly prayer group at LifeSpring if you would like.

Volunteer

We can always use help with lots of practical things at LifeSpring such as special events, dances, festivals, celebrations, etc. If you would be interested in volunteering to help, let Dawn Parker know; she will be coordinating our volunteer needs for various areas.

Give

We always endeavor to be good stewards of what God has entrusted to us. As we grow, the needs for LifeSpring will continue to increase. Our desire is to keep tuition as reasonable as possible. Here are some ways you can get involved to offset some of the cost.

Friends of LifeSpring

Each year we have a fund where people can simply make a one time or monthly contribution to LifeSpring Academy, Inc. a non-profit organization. Whatever the amount, it would be a great blessing! You may make a contribution on-line at www.lifespringacademy.com.

Box Tops for Education

Save those Box Tops for Education! We will be collecting Box Tops from General Foods products. Cut out your labels, save them up and then return them to the LifeSpring office. For more information, contact the LifeSpring Academy office.

Parent Acknowledgement

Please follow this link to electronically acknowledge that you have completely read this document. The acknowledgment must be received by every family prior to the first day of school.

<https://www.formstack.com/forms/?1544002-MKrHV6BSKt>