

# HEADWATERS SCHOOL

*A ministry of Headwaters Calvary Chapel*

## Parent & Student Handbook 2020-2021

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“Train a child in the way he should go,  
and even when he is old he will not turn away from it.”  
– *Proverbs 22:6*

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## **General School Information**

### **Foreword**

The purpose of this handbook is to familiarize students and their parents with the program of Christian education being offered at Headwaters School. It is our hope that through the use of this handbook, you will understand and appreciate the objectives, policies, and practices of our school and be able to determine if Headwaters is the right choice for you.

Headwaters School is a ministry of Headwaters Calvary Chapel. Headwaters School is under the umbrella of Calvary Chapel's 501(c)(3) organization. Attendance at Headwaters Calvary Chapel is not a requirement for attendance or employment at Headwaters School.

Attendance at Headwaters School is a privilege and not a right. We seek to serve only those families who share our vision of true Christian education and thus, enrollment is contingent upon the commitment of the parent(s) to the same Biblical Christian view, Christian doctrine, and Christian practice of education as Headwaters School holds. Like-mindedness with these values, views, and practice is required by necessity. Like-mindedness will be discussed during the admission application process and is one of the factors we utilize for determining whether or not to grant a student admission to the school. Headwaters reserves the right to refuse admission to any student at the sole discretion of Headwaters.

### **Welcome**

Welcome to Headwaters School! This school has been founded for the distinct purpose of helping Christian families to train and equip their children to fulfill their place in life. Headwaters would like to prepare your young person to be thoroughly prepared to live the Gospel of Jesus Christ in every area of life, "taking every thought captive to the obedience of Christ" (2 Corinthians 10:5).

Note that this Handbook represents our formal covenant, in spirit and deed, to work together for the education of the children, the school and the home - each contributing its appropriate part and each agreeing to uphold the policies herein. We are pleased to serve you who have determined to make true Christian education a way of life for your family. We pray and trust God for a tremendous blessing on the children and families each year as we work together according to a Biblical pattern of education.

### **Our Calling and Philosophy**

We believe our mission and purpose for Headwater School, by the calling of the Lord, is to minister to families who are convinced that their children ought to be brought up in the Lord for all of His purposes, to be filled with godly character, knowledge, wisdom and skill to live in today's world, but on God's terms and all for His glory. Our focus is to (1) understand and shepherd the heart of the student, and (2) provide a challenging academic curriculum. We have chosen to place our focus on being a *discipleship* school rather than an *evangelistic* school. This means that we desire to enroll students/families that already possess a belief in Jesus Christ and have made Him their Lord.

The manner of our effort will be through a Christian-Traditional education, instead of today's more common Secular-Progressive education. The Secular-Progressive philosophy of education focuses on esteeming self, relative values, no belief in God, and no respect for higher authority. The Christian-Traditional philosophy of education focuses on critical thinking, logic, and moral absolutes as determined by our Creator. Christian-Traditional education is a proven method which instills a Biblical and practical view of life. We also endeavor to include Christian principles in every subject in our school curriculum (for example, when teaching math, we show that God is a God of beautiful order).

## **Statement of Faith**

*(Taken from our parent organization, Headwaters Calvary Chapel)*

**WE BELIEVE** in the inerrancy of Scripture and that the Bible, Old and New Testaments, in the original manuscripts, is the inspired, inerrant, infallible, authoritative Word of God (2 Timothy 3:16).

**WE BELIEVE** that there is one God, eternally existent in three distinct persons: Father, Son, and Holy Spirit (Deuteronomy 6:4; Matthew 28:19).

**WE BELIEVE** that God the Father is the personal, transcendent, and sovereign Creator of all things (Genesis 1:1).

**WE BELIEVE** that Jesus Christ is fully God and fully human, that He was born of a virgin, lived a sinless life, provided for the atonement of our sins by His vicarious death on the Cross, was bodily resurrected by the power of the Holy Spirit, ascended back to the right hand of God the Father, and ever lives to make intercession for His Church. After Jesus ascended to Heaven, He sent the Holy Spirit to the believers in Jerusalem, enabling them to fulfill His command to preach the Gospel to the entire world, an obligation shared by all believers today (Matthew 1:18; John 3:16; Acts 1:9, 11, 2:1-41; Hebrews 4:15; 1 Peter 3:18; and the Gospels).

**WE BELIEVE** that all people by nature are lost and separated from God and responsible for their own sin, but that salvation, redemption, and forgiveness are freely offered to all by the grace of God through our Lord Jesus Christ. When a person places his/her faith in Christ as his/her Savior, that person is immediately born again, sealed by the Holy Spirit, forgiven of all his/her sins, and becomes a child of God, destined to spend eternity with the Lord (John 3:16-19, 5:24; Romans 5:8-9; Ephesians 1:13-14, 2:8-10; Titus 3:5).

**WE BELIEVE** in the present ministry of the Holy Spirit, who came forth from the Father and the Son to convict the world of sin, righteousness, and the coming judgment, and to regenerate, sanctify, and empower for service all who believe in the Lord Jesus Christ. We believe the Holy Spirit indwells every believer in Jesus Christ. We believe that He is an abiding Helper, Teacher, and Guide. We believe in the gifts of the Holy Spirit mentioned in the Bible, and that the use of the gifts is valid for today within the guidelines of Scripture. We believe that love is more important than the most spectacular gifts, and without love, all exercise of the spiritual gifts is compromised (John 14:26, 16:13; Romans 8:9; 1 Corinthians 3:16, 6:19-20, 12-14).

**WE BELIEVE** that church government should be simple rather than a complex bureaucracy. We depend on the Holy Spirit's guidance in establishing leadership within the church in accordance with the Scriptures (1 Timothy 3:1-13; Titus 1:5-9).

**WE BELIEVE** in the pre-tribulation rapture of the Church and the Second Coming of Jesus Christ with His Church to rule on the earth during the Millennial Kingdom. We believe Christ's rule will be visible and personal. We also believe in the resurrection of the saved and the unsaved: the saved unto eternal life and the unsaved unto eternal punishment (1 Thessalonians 4:13-18; Revelation 3:10, 19:11-16, 20:1-15).

**WE BELIEVE** in the two New Testament ordinances of Water Baptism and the Lord's Supper. These ordinances are observed in obedience to the commands of our Lord Jesus Christ as acts of love and devotion and are not necessary for one's salvation (Matthew 28:19-20; Luke 22:19-20; 1 Corinthians 11:24-25).

**WE BELIEVE** that God created man and that He created them male and female. As such, He created them different so as to complement and complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. Therefore, we perform marriages in accordance with the Bible consistent with the Old and New Testament (**Genesis 2:24; Matthew 19:4-6; John 4:16-18; Romans 1:18-32; I Corinthians 5:11, 6:9-11, 6:18-20, 7:1-3 and 7:8-9; Galatians 5:19-21; Ephesians 5:3-7; 1 Timothy 1:9-11**).

**WE REJECT:** (1) The belief that true Christians can be demon-possessed, (2) the "Positive Confession Movement" which teaches that God can be commanded to heal or work miracles according to man's will, (3) the "Prosperity Movement" which teaches that it is God's will for every believer to be wealthy, (4) human prophecy that supersedes the Scripture, (5) the incorporation of humanistic and secular psychology and philosophy into Biblical teaching, and (6) the overemphasis of spiritual gifts, experiential signs and wonders to the exclusion of Biblical teaching.

**IN OUR SERVICES** we focus on a personal relationship with God through worship, prayer, and the teaching of the Word of God. We teach using an expositional format primarily and, on occasion or for a special series, a topical format. We endeavor to teach the whole counsel of God (Acts 20:27). We do not allow speaking in tongues during the services, nor prophecy while a Bible study is in progress, because we do not believe that the Holy Spirit would interrupt Himself (Acts 2:42-47; 1 Corinthians 14:32).

**WE SEEK** to teach the Word of God in such a way that its message can be applied to an individual's life, leading that person towards greater maturity in Jesus Christ (Ephesians 4:11-13; Nehemiah 8:8).

## Course of Study

Below is a Subject Overview of what Headwaters School offers in its rigorous course of study. We have chosen curriculums that teach Christian principles which relate to every subject through a traditional philosophy of education (Reading, Writing, and Arithmetic) which will prepare the student to the glory of God with the power, skill, and attitude needed in their future roles.

### **Subject Overview**

- **Bible**, which we study expositionally, develops an understanding and appreciation for the whole counsel of God, especially who He is and what He requires of us in return. The Bible constitutes our sole rule of faith and practice for every aspect of our lives.
- **Reading** is a fundamental area of concentration as the basis for literacy and for all other subjects. In the primary grades, literacy is the foremost area of study beginning with basic phonics. Literacy training continues through all grades.
- **English Grammar** gives proper command of the language that helps to develop the thinking and reasoning capacity and is therefore useful in all endeavors. Good communication is central to the work of the Gospel and every area of relationship and accomplishment.
- **Literature** presents lively examples of historical character and thought and promotes mastery of the language.
- **Penmanship** represents an opportunity for personal achievement and excellence. The character built through the habit of excellence in writing will be carried to all areas of effort.
- **Composition** affirms learning and fixes it in the mind. Therefore, it is applied in many academic subjects.
- **Geography and History** provide a road map of God's plan for this earth. Studying "*His Story*" cultivates an understanding of our place in His plan while it teaches us lessons from others' lives.
- **Mathematics** provides practical skills for success in a technological age. It teaches the student to think logically and to solve problems. Mathematics glorifies God as it represents His order and authority.
- **Natural Science** introduces the student to the wonders of creation and a proper appreciation for the Creator. Applied science furnishes tools for the works of God through man. Proceeding from a study of the systematized knowledge in the respective physical sciences, habits of scientific inquiry are developed as well as an understanding of the techniques of scientific investigation: observation, description, and experimentation.
- **Music and the Fine Arts** provide a means by which the student can glorify God as he/she focuses on the beauty and truth found in His creation. Our goal is the beginning of aesthetic appreciation, which plays an important part in the development of the whole child.
- **Physical Fitness**, including physical skills and development and the right use of the body, are important for the growth and character of the whole person, as our bodies are the temple of the Holy Spirit.

## School Policies

### **Parental Participation**

The witness of true Christian education shines throughout the community. We hope that Headwaters School and the families we serve will be a light to the community as a result of having done our individual jobs of being committed and effective parents and teachers.

It is essential that parents support us in carrying out the purposes of the school. We urge the teaching and practicing of the rules in the Student Rules of Conduct (see pages 14-15) at home as a way to help build Christian love, respect and consistency.

We ask parents to supervise and review all homework and to be interested and up-to-date on their student's studies. Please call upon the teachers if there are any issues or if you desire to discuss any matter.

Consider in prayer, as needs arise, serving as a volunteer in such roles or activities as a substitute teacher, tutor, teacher's aide, giving special presentations, building maintenance, property maintenance, leading or aiding in specific class subjects, or any other areas you feel called to.

### **School-Year Calendar**

Headwaters School has designed the school-year calendar to accommodate the Biblical principle of work and rest in due season. See the enrollment calendar insert for the current year.

Holiday periods observed by the school are Veteran's Day, Thanksgiving break, a Christmas season break, President's Day, a one-day break at the end of each quarter, a spring break, an Easter break, and Memorial Day. Most of the other national holidays are observed with an in-class memorial tribute rather than taking a day off from school schedules.

### **School Days**

School begins promptly at 8:30 each morning. Please arrive between 8:15 and 8:25 a.m. Each minute is precious, and so as not to disrupt classes, please be sure students are on time.

School ends at 3:00 p.m. Children must be picked up on time by their parents or by other persons designated in writing by their parents. Please be sure that your child is picked up promptly so that your hard-working teachers may focus their efforts on their rightful duties.

Parents who cannot pick their children up on time must make alternative arrangements for transportation and emergency care of their children. You may designate in writing on the enrollment agreement those people who have your authorization to transport and/or care for your child. Similarly, in the case of weather closings, illness, transportation problems, discipline situations, or other emergencies, parents must make arrangements for transportation and care. The school cannot and does not accept responsibility for children who do not have transportation or care when it is needed.

### **Weather-Related Closings**

School will be closed on days of heavy snow or dangerous weather. Closures will be announced as early as they are known, on the morning of heavy snow or dangerous weather by text message and/or by e-mail. Weather-related closures may be made up at the discretion of the school at the end of the year.

### **Absences and Tardiness**

Absences and tardiness can negatively affect academic achievement. Therefore, parents are encouraged to ensure that their children are on time and only miss school for appropriate reasons. Absences will not ordinarily prejudice the student's record of accomplishment if the student otherwise maintains academic progress without unduly burdening the teacher. Parents must provide either a written or an oral explanation of an absence to the office or teacher. Please inform the school in advance if you know your child will be absent.

### **Student Drop-Off and Pick-Up**

Students' safety is our foremost concern. We require that parents or their designated representatives personally pick up their child directly from the building or porch upon school dismissal.

Due to safety concerns, please do not allow any children, students, or siblings uncontrolled access outside the school building. Unsupervised children are not allowed outdoors before or after school and such are subject to correction.

Please observe the utmost caution and courtesy when arriving and leaving and limit driving speeds in the school parking lot.

## **Enrollment and Admissions**

The success of Headwaters School largely depends on parents' outlook, home practices, and active cooperation in achieving school purposes. We seek to serve families who share our vision of true Christian education. Enrollment is always contingent upon the parents' commitment to the same Biblical Christian *view* and *practice* of education in the home as the rightful ground for our success with your child. Practically speaking, while we are prepared to assist in this area, *parents must be willing to take whatever steps are necessary to fulfill their covenant with us*. We make such a requirement because we know that the home is the key to our success on your behalf. School can only *support* the work of the home, never *replace* it. Therefore, prior to admission, each applicant is individually considered in prayer upon the basis of a complete application form and a family interview.

Acceptance to Headwaters School is conditional. If at any time the faculty agrees that the school's purposes with the individual are generally impaired or when an individual by his conduct negates the progress of others in the classroom, we reserve the right to dismiss a student. The school reserves the right, within its sole discretion, to refuse admission of an applicant and/or to discontinue enrollment of any student.

Upon acceptance, an enrollment packet will be given to you to be completed and returned by the applying family. Re-enrollment packets for the following year will be sent home with students as early as April. Tuition accounts must be current before the student may register for the next year. Returning students are given enrollment priority, but re-enrollment must take place by the date given with the re-enrollment packet in order to retain your enrollment priority.

Enrollment grants Headwaters School the permission to include the student in photographs, multimedia, and articles which report, promote, or advertise the school.

### **Non-Discrimination**

Headwaters School has a racial nondiscriminatory policy for its students. This means that Headwaters admits students of any race providing all rights, privileges, programs and activities generally allowed or made available to students at Headwaters. The school does not discriminate on the basis of race in the administration of its educational policies or admissions policies.

Headwaters School reserves the right to uphold Biblical principles and procedures with regard to but not limited to such issues as national citizenship, sexual orientation and practice, financial responsibility and general conduct of staff, students, and their families. Supporting, accepting, or practicing Biblically forbidden behavior or lifestyles is grounds for expulsion and termination of the covenant between Headwaters School and the student family.

## **Tuition and Fees**

### **Tuition**

The current year's requirements and fees are found in the Tuition Contract in the Enrollment packet. Tuition is payable in advance. Tuition and Fees for each academic year for each student constitute an individual and separate financial contract.

A non-refundable enrollment and supply fee securing your child's space will be due upon completion of enrollment. Please provide a copy of your child's *birth certificate* and *immunization record* at the time your completed enrollment packet is submitted.

### **Late Enrollment/Early Withdrawal**

Enrollment is understood to be on an annual basis. In the unusual event of withdrawal after registration, the Headwaters School office must receive written notice sixty (60) days prior to the date of withdrawal. Tuition will be considered due and payable through the end of the semester in which the date of withdrawal occurs. Because Headwaters is a not-for-profit ministry and because staffing is determined according to registered enrollment, consideration of any refund of prepaid tuition is at the sole discretion of Headwaters and will depend in part upon the timely receipt of prior written notice and the school's financial liquidity.

### **Past-due Tuition Payments**

Tuition can be a particularly sensitive issue. Headwaters School is a steward of the Lord's resources and is dependent on the character of its student families. We wish to have a clear understanding that we would prefer that no one be excluded because of the lack of funds. However, each person has a personal walk of faith with God and is responsible for his/her commitments. God is the provider for each of us, and He deals with us as individuals. Please make every prayerful effort to fulfill your commitment. We will do the same. It shall be the responsibility of each student family to keep the school office informed of the need to make any changes in the preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. For the sake of your family's security and peace of mind, as well as for the general financial stability of our school, we encourage parents or guardians to contact us as soon as possible when there are difficulties. We recognize that circumstances can be unpredictable and it is our preference, whenever possible, to work out these arrangements with families on an individual basis rather than asking the family to leave the school.

### **The following policy will apply when tuition payments are received late:**

- Tuition payments are due on the 1<sup>st</sup> of the month and are delinquent on the 10<sup>th</sup> of the month. If the 1<sup>st</sup> of the month falls on a weekend or school holiday, tuition is due on the next school day. Failure to pay tuition is grounds for expulsion. Headwaters School may, at its sole discretion, permit students to continue to attend Headwaters when tuition payments are late. Allowing a student to continue to attend Headwaters when payments are late does not obligate Headwaters to allow a student to continue to attend.
- Until accounts are current or suitable arrangements are made, as approved by the board, students will not receive further report cards.

## **Materials and Supplies**

### **Supply Fee**

A supply fee included with the enrollment fee of \$250 for all grades covers enrollment costs, books, test assessments, and several other various supplies such as pencils, folders and paper throughout the school year. This fee is due June 1 for returning students.

The materials and facilities at Headwaters School are dedicated to God in His service. Each individual is responsible for what he or she is issued. Lost or damaged school materials and damaged facilities must be repaired or replaced, at the discretion of the school, by the person responsible for the loss or damage.

Headwaters School shares its facilities with Headwaters Calvary Chapel, and we are the church's guests. Particular attention must be paid to the proper use of the facilities and every courtesy extended to all who share them.



The list of supplies appropriate for your child's grade follows. Please purchase plain items for school. Please avoid offensive pictures, slogans or characters. For consistency, we ask that you do not send anything that has motion picture themes, cartoon characters, superheroes, or fantasy pictures. Please be sure that all supplies are clearly labeled with the student's name.

### **Student Supply List**

- At least one fountain pen and three ink cartridges (both are available for purchase in school office)
- One hard plastic pencil box (approx. 8"x4")
- A plain lunch box (with a thermos to keep food hot, if desired)
- A book bag or backpack large enough to carry the student's books and homework
- A gym bag large enough to carry outdoor winter clothes and boots
- One durable water bottle
- Two boxes of tissues
- One pair of inside shoes

Children will need perhaps a dozen or more blue or black ink cartridges for the year. We ask students to have extra ink at all times. We also suggest having a backup pen available, but that is optional.

### **Personal Belongings**

Nonessential belongings should be left at home. Inappropriate use of personal belongings may result in confiscation requiring parental retrieval. Potentially dangerous items such as lighters, pocket knives, and matches are prohibited at school. Cell phones should not be used at school. Visibility of inappropriate or potentially dangerous items will constitute grounds for confiscation and possible disciplinary action.

Buying and selling or trading of personal property is not allowed at school except under the direct and immediate supervision of the parents of all students involved. The office should be made aware of these transactions as well.

Borrowing supplies or food from others (even siblings) can produce an irresponsible and dependent mentality and will be discouraged.

## **Emergency and Health Procedures**

### **Illness**

Sick children must not be sent to school. Children with elevated temperatures should be kept home until 24 hours after normal temperature has resumed or upon doctor's recommendation. Headwaters School, in order to provide the healthiest school environment for all, must reserve the right to send children home for suspected illness. We will make every effort to exercise this right properly. Your cooperation in keeping sick children at home will aid us tremendously.

### **Medication**

We discourage the taking of medication during school hours unless there is a special, serious problem. State law for the administration of medication at school requires both physician and parental permission. Please contact the school should it be medically necessary to administer medications at school. Should it be necessary to bring medication to school, all medication must be carried in its proper, labeled container and must not present a hazard to other students.

### **Immunizations and Health Records**

All students must comply with the State of Idaho's requirements for immunizations and health assessment. Record of immunization is required upon school enrollment. All forms that must necessarily

be completed will be included in the enrollment package or otherwise available at the school office. Please contact the school or the local health department for questions regarding these requirements.

Health checkups are required by the State for first-graders, students entering junior high, and students entering high school in public school. While not required by Headwaters School, such checkups are highly recommended, especially vision and hearing exams.

### **Disasters**

In case of a natural disaster, your child will be kept at school and supervised until you come and get him or her. Children will not be released to anyone but their parent(s) or adult(s) *previously designated* in writing by the parent(s).

### **Nutrition**

The Bible teaches that our bodies are the temple of the Holy Spirit. Please provide only nutritious snacks and meals for school. High-sugar treats and caffeinated drinks, such as colas, affect the students' abilities in school. Do not send such drinks or snacks to school.

Students may not share their food. Food brought from home and not eaten at school must be taken home, not thrown away, so that parents are aware of what the child is and is not eating. Food heating options will not be offered.

## **Classroom Visitation**

We encourage classroom visitation by school parents as well as by prospective parents and students. Please arrange classroom visitation through the school office prior to the date desired in order to avoid schedule conflicts and possible inconvenience to you. If your child forgets items needed for school, please do not take them directly to the classroom; take them to the office so as to minimize disruption. We will make sure the item gets to your child in a timely manner.

## **Dress Code Philosophy**

As Christians, it is our desire for students to please the Lord and be a good witness to others both in appearance and behavior. *We believe there is a definite relationship between good dress habits, good work habits, and proper school behavior.* School is a businesslike activity, to be respected, and dress should reflect this. We require students to dress modestly and without drawing undue attention to themselves. Students must avoid extreme or questionable fads and fashions. Proper student dress in association with continual effort for good attitude and behavior is an important element of our wholesome Christian learning environment.

The dress standard for boys and girls applies to all student activities (i.e. sporting events, school plays, etc.) both on and off campus. Administration reserves the right to determine if a student's dress attracts undue or excessive attention to the wearer, is questionable, is inappropriate, or is considered unacceptable.

1 Timothy 2:9-10 says, "Women are to adorn themselves with proper clothing, modestly and discreetly...and by means of good works as it is proper for women making a claim to godliness." Though this particular scripture is addressed to women, the principle of modest and proper clothing can certainly apply to men.

### **Dress Code**

The basic concept underlying the Headwaters School dress code is that dress should be *modest and appropriate*. Students should dress in a manner that is fitting for a Christian school environment, that will

not distract others or cause others to stumble, and that represents the respect students have for the activity of learning. The following principles shall be followed:

- Clothing should be neat, clean, and unfaded.
- Torn clothes where skin can be seen should not be worn.
- Boys should wear long or short sleeved, red, white or navy blue polo shirts (Sweaters over polo shirts are acceptable) and long trousers. Corduroys, khakis, Dockers, denim and slacks are appropriate.
- Girls are allowed non-attention-seeking earrings. Otherwise, students may not show tattoos, body art, earrings or piercings.
- Girls should wear skirts or slacks with the required uniform shirt; Long or short sleeved, red, white or navy blue polo shirts. To be modest, girls' skirts and dresses must cover the knees when they are in a normal, comfortable sitting or standing position. Solid-colored tights or leggings may be worn under skirts or dresses.
- All students should wear shoes or sneakers that afford non-slip soles.
- Students are expected to be hygienically clean when they arrive at school, meaning bathed, teeth brushed, hair combed, etc. Hairstyles should be neat, clean, and appropriate. Eccentric hairstyles are not permitted (i.e. liberty spikes, Mohawks, dreadlocks, etc.).

Students who come to school wearing immodest or inappropriate clothing will have their parents called to bring a more appropriate outfit. This will be at the discretion of school administration. We suggest that students *and* parents practice the dress code outside of school. A student who repeatedly violates the dress code at school may be subject to expulsion.

In conclusion, we at Headwaters School are trying to serve you. Our goal is character and academic education. Much is gained when the parents and the school work to raise standards together. We will diligently continue to work toward our educational goal of a consciousness and practice, in every student, of Christian nobility in dress - and in every area of life.

### **CONFLICT RESOLUTION**

Headwaters School requires that all who participate with us practice Christ's approach to conflict resolution. This Biblical approach, which promotes trust and respect, has long served well to cut short disputes or even stop them before they begin. God's way works! As adapted to school use, we understand Matthew 18:15-20 to apply as follows.

Among adults, if there is any cause for offense, any sin, or any conflict between us, we must lovingly confront the other involved. For example, if a parent has a problem with a teacher, the parent must first go to the teacher and not the administration. If no resolution is found, the parent may appeal to a member of the administration, but without gossip; that is, without speaking of the offense to someone else. A meeting should then be requested and arranged so that the school administrator can identify the dispute and help resolve it. If the issue is still not resolved, the matter may be taken to the School Board.

Among children, if a rule is broken, or if there is a personal offense of any kind, the student must go to the person involved and speak to him or her before going to a teacher. If a school rule is involved, the one who committed the offense must report to a teacher on his or her own. If he or she does not do so, it then becomes the responsibility of the other child to bring the one who has broken the rule to a teacher, who will act as an impartial witness.

If the issue involves a teacher, it is right that the child first go to his or her parent, but it is not appropriate for the parent to take sides when listening to the child's story. Side-taking at this point is tantamount to judging the teacher as unfit in the child's eyes. Such judgment will undermine the teacher's authority with the child, and thus undermine the child's respect for the teacher. With the loss of respect, the teacher will have their ability to teach effectively diminished. Rather, the parent should go as an impartial witness while the student raises the issue with the teacher. Our teachers are selected for their transparency,

humility, and willingness to learn. This enables us to resolve conflicts by implementing this Biblically based approach.

Not practicing Matthew 18 leads to humanistic approaches, which can do great damage. Allowing sin to continue is to not love. Breaking relationships and running away is to not love and teaches children the opposite of Christ's way. *Please* endeavor to practice Matthew 18. Following Matthew 18 is a difficult process for those not accustomed to it, yet it is a wholesome approach, and it works because it is Jesus' system. If there are any questions about this policy, please call on the school administration. Communication is the key to our good relationships.

Because every fact, according to Scripture, must be determined by two or three witnesses, certain problems may not be immediately resolved. Nonetheless, loving confrontation is usually all that is needed to uncover sin and produce reconciliation.

The only exception to this pattern of conflict resolution would be in the case of an immediate danger to an individual or property, in which case taking the matter immediately to a teacher, administration member, or the pastor would be appropriate.

## **SCHOOL DISCIPLINE**

### **Training the Heart**

The Bible teaches us that the heart is the control center of life. Proverbs 4:23 tells us, "Above all else, guard your heart, for it is the wellspring of life." Therefore, we place great emphasis on reaching and shepherding the heart of the child. At Headwaters School, each student is expected to come to school with a heart that is ready to learn and ready to respond to the authority of the teacher.

There is a distinction between *childishness* and *foolishness*. Childishness is when a child does something wrong or inappropriate because of their lack of knowledge, training, or physical ability (a wet glass slipping out of a young child's hands); childishness is not a heart issue, but a cognitive or ability issue. Foolishness is when a child *knows* what is right, but chooses to do wrong; this is a heart issue. It is critical to discern whether an act stems from childishness or foolishness before applying a discipline method.

### **Self-Government and Christian Character**

We desire to teach the students at Headwaters School to be self-governed. This is realistic even for the youngest students. The classroom is generally a cheerful place *because* the students learn to be self-controlled and do not need an overseer, facilitator, or elaborate reward/punishment system to externally manipulate their behavior. We are not seeking mechanical compliance from our students, but rather, willing obedience. Our goal is to help our students develop positive habits of integrity, respect, thoughtfulness, honesty, and courtesy in their relationships with others.

### **Discipline Methods**

It helps us to have the parents be like-minded in our goals and methods for them to be successful. We will work with the parents of a student who is having a behavioral issue to come up with a solution together.

Scripture gives us three basic approaches to correction: instruction, rebuke and chastisement. The goal of all correction is to provide or restore a Biblical course upon which the child may proceed. Therefore, the appropriate form of correction needs to be administered with great discernment and always in love. Instruction, correction, and training are appropriate for childishness; reproof and rebuke (causing conviction), or chastisement, are appropriate for foolishness.

Natural consequences are used as much as possible for inappropriate behavior. For example, undone homework may result in a lower grade or missed recess while the student finishes the homework. Students are given three quiet verbal warnings in class to improve their behavior. If the behavior persists, they are asked to sit alone in the hallway to think about their behavior. After a few minutes, the teacher talks and prays with them, then they go back to class. This is usually all it takes to get a student back on track, but if the unacceptable behavior persists, the parent(s) will be called to come pick up their child.

Should the school determine that spanking might be indicated, the school will notify the parent(s) and suggest this form of chastisement. We believe that the Bible assigns the responsibility for administering spanking to the parents and not to other adults. When chastisement by spanking is indicated and agreed to by both the school and the parent(s), we request that the parent(s) administer the spanking as soon as possible and preferably at the school.

Practically speaking, little chastisement should be necessary. When teaching Christian self-government, the result will be that children understand their part in a happy and successful classroom. Most children will cheerfully work hard at their subjects and at proper conduct so that gentle reminders are all that are usually necessary to correct classroom problems. For the most part, we trust that parents will be diligent to correct character issues as they arise in the course of learning so that little will be required at school.

### **GRADING POLICY FOR K-5**

#### Core Courses

Bible  
 Reading/Literature  
 Spelling  
 Penmanship  
 English/Language  
 Phonics  
 Arithmetic  
 Science  
 History/Geography  
 Art  
 Music  
 Physical Education/Health

#### Character Development Areas

Obedient	Attentive
Cooperative	Follows Directions
Self-Control	Neat and Orderly
Personal Hygiene	Gentle
Respects Authority	Forgiving
Respects Property	
Honest	
Courteous	
Modest/Humble	
Friendly	
Works Independently	
Helpful	

The Grading Scale (used for Core Courses for grades 1-5):

A+ 98-100	A 93-97	A- 90-92
B+ 88-89	B 83-87	B- 80-82
C+ 78-79	C 73-77	C- 70-72
D+ 68-69	D 63-67	D- 60-& below

The WISE Code (used for Core Courses for K & Character Development Areas for grades K-5):

W – Weakness  
 I – Improving  
 S – Satisfactory Progress  
 E – Excelling

## **GRADING POLICY FOR 6th-8<sup>th</sup> grades**

### Core Courses

Bible  
English  
History/Geo.  
Math  
Science  
Music  
Art  
P.E.  
Elective

The Grading Scale (used for Core Courses for grades 6-8):

A+ 98-100	A 93-97	A- 90-92
B+ 88-89	B 83-87	B- 80-82
C+ 78-79	C 73-77	C- 70-72
D+ 68-69	D 63-67	D- 60-62
F 59 & below		

## **STUDENT RULES OF CONDUCT**

The following *Student Rules of Conduct* is a covenant between the school and the student and is meant to help the child know what is expected so that he or she will be able to govern himself or herself well.

### I. Preamble

All our actions should glorify God as an expression of His love. The *Student Rules of Conduct* is a set of rules which will help us to express God's love to each other. These rules, based on God's principle of "Train up a child in the way he should go, and even when he is old, he will not turn away from it" and other Biblical principles, will be taught and observed in the school. Parents should teach and practice the rules at home to help make them effective at school.

### II. Modesty and Dress Code

See Dress Code Philosophy on pages 8-9.

### III. Speaking and Listening

1. Always enter a room quietly.
2. Avoid interrupting another's conversation.
3. If you *must* interrupt, say "excuse me" and wait to be acknowledged.
4. Have your listener's attention before you begin to speak. Address the person by name to get the person's attention, and then wait patiently to be acknowledged.
5. Look at the person with whom you are speaking.
6. Listen carefully when another speaks.
7. Speak loudly enough to be heard, but not too loudly.

#### IV. Courtesy

1. Always say “please” and “thank you.”
2. Obey cheerfully. Do not talk back.
3. Accept correction with thankfulness.
4. Always be respectful to adults.
5. Address adults by *Mr.*, *Mrs.* or *Miss* and his or her last name.
6. Be kind to others. Never push, hit or kick.
7. Do not tease, be mean to, or make fun of another.
8. Help anyone who is hurt.

#### V. Table Manners

9. Do not eat or drink until finished praying.
10. Eat slowly and carefully.
11. Remain seated while eating.
12. No matter where one eats, use manners as if seated at the table.
13. Ask permission to be excused before leaving the table.
14. Never trade or share except with a teacher's permission.

#### VI. Other Rules of Conduct

1. Speak, sing and laugh quietly indoors unless told otherwise.
2. Do not run except outdoors, during sports or free time and then with restraint so as not to hurt someone or ruin your clothes.
3. Stay within the given boundaries.
4. Treat school facilities and the property of others with care and respect.
5. Students are not permitted to enter vehicles other than their own without permission from administration for each occasion.
6. Do not chew gum at school.
7. Help keep the school grounds, restrooms and classrooms clean. Pick up after yourself. Also, with a servant's heart, please pick up trash wherever you see it.
8. Clean the classrooms daily.