

**WELLSPRINGS FRIENDS
SCHOOL**

**PARENT / STUDENT
INFORMATION MANUAL**

Wellsprings Friends School
3590 W. 18th Ave
Eugene, OR 97402

Dear Wellsprings School Parents:

The Wellsprings Parent Student Manual comprises the communally expected and enforced standards of behavior and communication that help make the educational experience here both unique and safe.

With our commitment to safety and our usual spirit of cooperation, we will continue to foster and perpetuate the creative, productive and enjoyable community life of the school. Because school safety supersedes all else, I want to underscore the importance of a thorough understanding of regulations and sanctions involved.

In the 21st century, safety takes on dimensions that most of us never imagined in our youth. In providing a safe space for our community to thrive, we consider both physical and digital spaces. In the end, we know that our students will continue to develop into the productive and responsible thinkers and citizens of the 21st century.

Entrusting your children's education to Wellsprings and pledging your parental support to that end ennobles our institution and sustains it. Grateful for your presence and participation, we look forward to a fruitful educational partnership with you.

Sincerely,
Dante Zuniga-West
Head of School

MISSION STATEMENT

Wellsprings Friends School is a private, independent school designed to meet the needs of high school level students who achieve academic success more effectively through a non-traditional curriculum in a nurturing and fostering school environment. Embracing the needs of students who learn differently, the school is committed to providing an academically appropriate learning environment that is stimulating, secure and joyful, with an age appropriate social and emotional setting in which students can blossom and maximize their potential. The school values the many facets and faces of learners in the diversity of its programs and its student population. Furthermore, students are encouraged and guided to utilize their intellect and their compassion in a constructive way to help society and their fellow citizens.

Goals:

- To provide an atmosphere in which each student can learn based upon ability and without artificial boundaries or stops for grade level.
- To stimulate students' desire to learn with dedicated teachers who support and develop each student's unique potential to the fullest.
- To provide the students with a safe and nurturing environment in which they feel safe to explore, develop, take risks, and grow intellectually, physically, socially, and morally.
- To foster the ability for students to think critically, to become problem solvers and lifelong learners.
- To provide the parents of alternative learners with information, support and appropriate opportunities for involvement in forging a partnership to encourage their student's growth and development.

Behavioral Policies

At Wellsprings Friends School an underlying atmosphere of respect pervades the classrooms and campus. Students have the right to a safe and caring environment. In the classroom, expectations are clear and consistent in efforts to avoid behavioral problems. Teachers work with students to establish rules of class conduct. The school believes strongly in communication and working in partnership with parents to solve problems that arise.

The school does not condone physical/verbal/cyber harassment or bullying of any kind. Such actions are considered cause for suspension. Extreme offenses may result in expulsion.

If a parent believes that another student has treated their student inappropriately, the parent should contact their student's advisor immediately. If the teacher's response is not considered adequate, the parent should inform the Dean of Students. The Dean, in conjunction with the Head of School, will meet with the involved teachers and act in accordance with school rules.

It is the school's responsibility to address behavioral issues that concern the school. Parents may not take it upon themselves to do so outside of school parameters.

Behavioral Probation

The administration and faculty understand that there are exceptional circumstances in which a student may slip dramatically in behavioral performance. The administration and faculty consider each case with care and sensitivity before making recommendations for or against behavioral probation. However, the school holds the position that a Wellsprings Friends School student accepts fundamental levels of personal responsibility for their behavior as part of being a student at the school.

Any student who initially acts contrary to school rules, policies or procedures will meet individually with their advisor in an attempt to remediate the behavior. At this point, it is up to the advisor's discretion to send a formal notification to the Dean.

A second infraction results in a meeting with the Dean and the advisor. The team, along with the student will decide upon a course of action to remedy the situation. Parents of the student will receive a notice to contact the Dean at this time.

A third infraction would require a meeting with the Dean, the Head of School and any specialist involved in the incident. Each case will be considered on its individual merit. A written plan of action for the student is generated and shared with the parents at a Parent/Teacher Conference. At that time, acceptable behaviors will be delineated, and condition of probation determined. A letter stating the conditions of the probation will follow.

Conditions warranting behavioral probation include but are not limited to:

- Any student who, in the judgment of the faculty and administration, consistently exhibits an attitude that impedes the academic progress and/or has an adverse effect on the academic atmosphere of the classroom; who exhibits a lack of integrity or a lack of willingness to adhere to school rules, regulations and policies. Each case will be considered on its individual merits.

Acts that may result in immediate suspension include but are not limited to:

- Verbal/physical/cyber harassment, destruction of school property, theft, misuse, or destruction of personal property of another member of the Wellsprings' community, or disrespect to a member of the faculty, staff or administration.
- Students who take part in plagiarism and who fail to adhere to the academic guideline set forth by the faculty are subject to suspension.

Part of the conditions of the probation program will be regular check-in appointments with an appropriate faculty member(s) and/or an outside school-approved professional. Any student who appears incapable of sustained self-control and adherence to acceptable behavioral standards may be advised to seek outside testing by a school-approved specialist. Test results shared with teachers will be used to devise a plan of action to remediate classroom behavior. At the end of the stated behavioral probation period, students will either be taken off behavioral probation, have the probation period extended or have their enrollment contract withdrawn for the following academic year.

The above policies are guidelines and, in certain circumstances, due to the seriousness of a student's behavior, the school may find it necessary to take appropriate disciplinary action, including suspension and/or expulsion. The school reserves the right to do so in any situation and at any time during the school year.

Academic Probation

Any student who, in the judgment of the faculty and administration, indicates a serious lack of positive involvement in the learning process, a lack of academic integrity, or a lack of willingness to pursue academic success will be reviewed for possible academic probation by the involved members of the faculty and the administration. Each case will be considered on its individual merits.

Student progress is determined upon the issuance of Progress Reports or Report Cards. Upon the issuance of a report card that demonstrates academic apathy, parents will be asked to attend a meeting of the school administration and teachers. At that time, conditions of probation will be determined. A letter stating the conditions of probation will follow.

The student has until the following term to meet Wellsprings' standards. At the end of the term, a second parent/student conference attended by administration and academic teachers will be scheduled. The student will either be taken off academic probation, have the probation period extended or have their contract to attend Wellsprings withheld for the following academic year.

Part of the conditions of the probation program will be regular academic check-ins with appropriate faculty member(s) and/or an outside school-approved professional. Any student who appears incapable of sustained self-control and organized work habits necessary to academic success at Wellsprings may be advised to seek outside testing by an educational specialist. Test results shared with the school will be used to devise a plan of action to support the student with any difficulties.

Enrollment contracts are withdrawn when academic and/or behavioral progress is not made, at which point the school will further support the student in the transition process to a school/program that is the best fit for them.

PARENT COVENANT

I understand that all members of the school community must behave in a way that supports the essence and character of Wellsprings Friends School. Thus, as a parent of a student enrolled at Wellsprings Friends School:

1. I will abide by school rules and policies and will support the Mission Statement through actions such as encouraging inclusion and embracing the diversity of the program and student population.
2. I will actively communicate with other members of the school community openly, directly, promptly, and constructively, without resorting to gossip and rumor.
3. I will treat Wellsprings faculty and staff members with the professional respect due them.
4. I will model appropriate ethical behavior for my children and others; I will exemplify integrity, inclusion, compassion, and respect for all.
5. I will commit to reading and responding to oral and written communication from the school, including school publications such as the Parent/Student Manual.

I understand that my signature below indicates that I will adhere to the items listed in this covenant, in the Parent/Student Information Manual and in the (Re) enrollment Contract for the duration of the 2024-2025 school year. Failure to sign or acknowledge the Parent Covenant does not constitute a lack of accountability.

Print Parent Name

Print Parent Name

Signature

Signature

Date

Date

Please detach and return to Front Office