

INDIAN SPRINGS

SCHOOL



PARENT GUIDE

2024 - 2025

Learning through Living

TABLE OF CONTENTS

GENERAL INFORMATION	3
PARENTS ASSOCIATION	4
DEAN OF STUDENTS OFFICE.....	5
CAMPUS HOURS	6
STUDENT HEALTH SERVICES	7
SCHOOL PORTAL	8
ATTENDANCE	10
BUS SCHEDULE 2024-2025	12
WEEKLY SCHEDULE	13
SENIOR STAFF	14
FAQs	15



GENERAL INFORMATION

SCHOOL CONSTITUTION

The Indian Springs School Constitution explains our individual and collective responsibilities in the day-to-day operation of the school. It is available under the "Student Life" tab under "Student Leadership" on the school's website. Please take the time to carefully read this important document.

READ'N'HEED

The Read'N'Heed is our full student-parent handbook. It contains important information about our administrative policies including, but not limited to, the disciplinary process, sexual harassment policy, full attendance policy, etc. It also includes helpful information about campus use, full schedule hours for the residential life program and many other helpful and important pieces of information. It is located on the "Parents" webpage on the website. **All parents must read the document in its entirety.**

SOCIAL MEDIA

Indian Springs School works hard to maintain a strong presence on social media in order to keep students, parents, alums, and friends of the school informed on the many exciting things happening on campus!

If your student has been accomplishing things outside of the classroom, we'd love to celebrate them on social media! Please reach out to Erica Richie in our communications office at erichie@indiansprings.org.



Indian Springs School



@experiencesprings



@experiencesprings



PARENTS ASSOCIATION

The Indian Springs Parents Association serves as a liaison between the school and Indian Springs parents. Volunteer opportunities abound for those who wish to support the mission of the school with their time and talents!

Want to get involved or have questions?

Contact our 2024-2025 Parents Association President:

Kazuo Moriya

(Indian Springs Class of 1984)

(Parent of Kiam '19 and Aiden '25)

kazuo.moriya@indiansprings.org



DEAN OF STUDENTS OFFICE

Our Dean of Students Office is comprised of the Dean of Students, Associate Dean of Students, and Assistant Dean of Students. They will handle all non-academic aspects of student life of Indian Springs. Contact information is listed below:

DEAN OF STUDENTS OFFICE

dos-office@indiansprings.org

Curtis Phillips

Dean of Students

curtis.phillips@indiansprings.org

P: 205.733.2620

Clay Colvin '95

Associate Dean of Students

clay.colvin@indiansprings.org

P: 205.332.0618

Alonia Fulgham

Assistant Dean of Students

alonia.fulgham@indiansprings.org

P: 205.332.0580



CAMPUS HOURS

ADMINISTRATION

Monday-Friday
8:00am - 4:00pm

LIBRARY

Monday-Friday
7:00am - 11:00pm

Saturday-Sunday
9:00am - 11:00pm

DINING HALL

Breakfast
7:15am - 8:30am

Lunch
11:00am - 1:30pm

Dinner
5:30pm - 6:30pm



STUDENT HEALTH SERVICES

The Director of Student Health Services, a Registered Nurse, provides health support to our students in a friendly and professional manner. The health clinic is located between the dorms and the gymnasium and includes an examination room as well as separate quarantine rooms.

Our Director of Counseling provides mental health support to our students in a private and professional manner. Students may reach out for counseling at any point during the school day in a private office in Town Hall.

CLINIC AND COUNSELING HOURS

Monday-Friday
8:00am - 4:00pm

CONTACT INFORMATION

Amy Wammack, B.S.N.
Director of Student Health Services
awammack@indiansprings.org
P: 205.332.0614
C: 205.937.6637

Rebecca Mahayag, LCSW-C
Director of Counseling
rebecca.mahayag@indiansprings.org
P: 205.332.0586



SCHOOL PORTAL

HOW TO LOG-IN

1. Go to www.indiansprings.org.
2. Click on the "MySprings" tab located on the far right side of the homepage.
3. Enter the email address you used to set up your Blackbaud ID (BBID) and sign in.

HOW TO ACCESS STUDENT SCHEDULES

1. Once you are logged-in, click on your child's name in the top left corner (if you have multiple children at Springs, you will need to click on "Children" and select the child you would like to view).
2. Click on the second tab in this section titled "Schedule" in order to view your child's specific class schedule.
3. You can change the view by clicking "View Full Schedule."

HOW TO ACCESS STUDENT GRADES, CONDUCT & ATTENDANCE

Once grades are posted, you will be able to access them by clicking on your child's name and looking under the "Progress" tab. Performance reports, conduct, and attendance can all be seen in this section.



FACULTY, STAFF, STUDENT & PARENT DIRECTORIES

Directory information is available in the school portal under the "Directories" tab. You can search by name (in the search bar) or by specific field (fields are located on the right-hand side of the page).

ONLINE SCHOOL CALENDAR

A complete version of the school calendar (all athletic, art, and parent events, etc.) is posted online under the "Calendar" tab of the school portal.

UPDATING PERSONAL CONTACT INFORMATION

1. Click on your name in the upper right-hand corner.
2. Click on "Profile."
3. Edit any of the fields listed by clicking on the yellow pencil icon.

ADDING TEXT & EMAIL NOTIFICATIONS

If you would like to receive notifications by email or text when an announcement is posted, a game or practice is rescheduled or added to the calendar, or when new information is posted, click on the "Settings" tab under your account profile. Under the "Notifications" section, you can add and email and/or phone number and control which notifications are sent to you.



ATTENDANCE

ATTENDANCE POLICY

The importance of attending classes and other school appointments cannot be stressed enough. Teachers record student absences and report them to the office. The attendance policy in the Read 'N' Heed for the 2024-2025 academic year has been updated to reflect a recent amendment to the faculty policy. In short, students may miss no more than 10 meetings of a one-semester class or 20 meetings of a two-semester class. Only those activities designated as part of the school programming or that are religious observances will not contribute to the absence tally. Examples include school-sponsored sports, choir, competitions, and on-campus college visits. A preemptive communication will be sent when a student nears the attendance threshold, an up-to-date tally of absences is always available in Blackbaud, and running tallies will be provided on all report cards. The full attendance policy is printed in the Read'N'Heed and is located on the school website ("Parents" page).

The parent of a day student should report a student absent by **calling the front office or emailing the registrar**. If you call before 8:00 a.m., you may leave a voicemail. Students who miss class for a medical appointment should always return with a physician's excuse for their confidential medical file.

Front Office
205.988.3350

Jourdan Cunningham, Registrar
jourdan.cunningham@indiansprings.org



The student should get an **Excused Absence Form** (available online, at the front office, or from the registrar) several days before an absence for a college visit, religious holiday, etc. The parent provides the reason for the absence, the student has their teachers initial the form, and then the student returns it to the registrar's office.

In the event of a late arrival (with the exception of those students who have a free period for the first class of the day), please call the front office to report the late arrival. When the student does arrive, they must sign in at the **Administration Building**. Failure to sign in could result in the student being marked absent. The student can also be given a record and sent to the student judiciary for failing to sign in.

Students must have permission from a parent or guardian (or co-director of residential life) to leave school before the end of classes FOR ANY REASON (including in the event a student's free period is that last class of the day). Students should sign the clipboard at the front desk in the Administration Building. They will receive a "pass" (chip) to leave campus. This pass must be given to the guard when exiting campus. **A student should never leave campus without speaking to an adult in charge.**

Any questions about the attendance policies or procedures?

Curtis Phillips, Dean of Students
curtis.phillips@indiansprings.org



BUS SCHEDULE

MORNINGS

Mon, Tues, Thurs, Fri.

Wednesday

BUS 1

Leave Crestline Village
(PNC Bank)6:50am

Leave Mt. Brook Village
Behind Leaf N Petal7:00am

Leave the Summit
(lot behind GAP)7:15am

Arrive at Indian
Springs School7:40am

Leave Crestline Village
(PNC Bank)7:25am

Leave Mt. Brook Village
Behind Leaf N Petal7:35am

Leave the Summit
(lot behind GAP)7:50am

Arrive at Indian
Springs School8:20am

BUS 2

Leave Triangle Park
in Forest Park6:50am

Leave Downtown/Advent
Lot (5th Ave N and
Richard Arrington7:10am

Arrive at Indian
Springs School7:40am

Leave Triangle Park
in Forest Park7:30am

Leave Downtown/Advent
Lot (5th Ave N and
Richard Arrington7:50am

Arrive at Indian
Springs School8:25am

AFTEROONS

(only one bus will run in the afternoons)

Leave Indian Springs School4:05pm
Arrive at Summit4:25pm
Arrive at Leaf N Petal4:35pm
Arrive at Crestline Village4:45pm
Arrive at Forest Park5:00pm



WEEKLY SCHEDULE

Mon, Tues, Thurs, Fri.	Wednesday
8:00 - 8:50am CLASS	8:55 - 9:45am CLASS
8:55 - 9:45am CLASS	9:50 - 10:40am CLASS
9:50-10:20 FLEX	10:40 - 10:50am BREAK
10:25 - 11:15am CLASS	10:50 - 11:40pm CLASS
11:15 - 12:40pm LUNCH	11:40 - 12:40pm LUNCH
12:40 - 1:30pm CLASS	12:40 - 1:30pm CLASS
1:35 - 2:25pm CLASS	1:35 - 2:25pm CLASS
2:30 - 3:20pm CLASS	2:30 - 3:20pm CLASS
3:20 - 4pm X	3:20 - 4:00pm X

NOTES:

**Classes are noted on student schedules as Blocks A-G.
All classes rotate through schedules.**

The calendar on the school portal will provide the most up to date schedule for class rotations.

The FLEX block will be used throughout the week for town meetings, advisor meetings, speakers, and other school events.



SENIOR STAFF

Scott Schamberger

Head of School

scott.schamberger@indiansprings.org
205.332.0603

Dr. Jonathan Gray

Assistant Head of School

for Academic Affairs

jonathan.gray@indiansprings.org
205.332.0608

James Simon

*Assistant Head of School
for Advancement & External Affairs*
james.simon@indiansprings.org
205.332.0615

Tanya Yeager

*Assistant Head of School
for Finance & Operations*
tyeager@indiansprings.org
205.332.0607

Taylor Docking

*Director of Advancement &
Enrollment Management*
taylor.docking@indiansprings.org
205.332.0561

John Fahey

Director of Residential Life
john.fahey@indiansprings.org
733.2621

Amelia Johnson

Director of College Advising
amelia.johnson@indiansprings.org
205.332.0565

Curtis Phillips

Dean of Students
curtis.phillips@indiansprings.org
205.733.2620

Dawn Phillips

Director of Development
dawn.phillips@indiansprings.org
205.733.2620

Greg Van Horn

Director of Athletics
gvanhorn@indiansprings.org
205.988.3151

Lauren Wainwright

Director of Strategy & Special Projects
lauren.wainwright@indiansprings.org
205.332.0576

Weslie Wald

Dean of Faculty
weslie.wald@indiansprings.org
205.733.2631



FAQ'S

ISS Parent Frequently Asked Questions

Below are answers to frequently asked questions. If you have additional questions, please email **Kazuo Moriya '84 P '19, '25**, the 2024-2025 Parents Association President at kazuo.moriya@indiansprings.org.

What is the Parents Association?

Every parent of an Indian Springs student is automatically a member of the Parents Association. The Association hosts opportunities for parents to connect with one another and with alumni, faculty, and staff. The Association offers numerous opportunities for parents to volunteer within the school community.

How will I receive communications from the Association?

Your grade level representatives will be in touch with you via email. Additionally, you can join the [Indian Springs Parents Association Facebook page](#) for updates.



Where is the car-pool drop off?

Student pick-up and drop-off is in the turn-around by the Kayser-Samford Community Commons. Please see this [map](#) for the full pattern.

I need more info on parking decals.

Parent parking decals were mailed in July to the address listed on your mySprings/Blackbaud account. If you need additional decals, please email our Registrar Jourdan Cunningham at jourdan.cunningham@indiansprings.org or call 205.733.2627.

Student drivers should have received their parking decals after attending a student-driving safety session at the start of the school year. If your student was not in attendance on the first day of school, please have them reach out to the Dean of Students Office at dos-office@indiansprings.org.



What is the role of an advisor? How often will my child meet with an advisor?

Students are assigned to a faculty advisor at the start of each school year. Advisors meet weekly with their small advisory group of 7 to 11 advisees to discuss topics ranging from current events in the news to understanding and working through Bruni's sphere of influence to discussing the impact of sleep on academic performance. Advisors are also available to meet with students individually throughout the school year for conversations that lend themselves to one-on-one mentorship. In these individual meetings, students also have an opportunity to discuss grades and courses and any experiences that might hinder their ability to be at their academic best.

How do I get books? Is there a book swap?

Parents are responsible for buying books. Book lists are sent out at the beginning of each summer.

There is no organized book swap. Some teachers ask if students want to donate their books at the end of the year, and those may be loaned for one sitting. The school moderates a dedicated [Facebook group](#) where parents, students, and young alums can buy and sell books anytime during the year.



How does the school communicate with parents?

The school communicates with parents through a number of channels, with email as the primary form of communication. You will receive mid-semester updates and semester grades, which are viewable on mySprings/Blackbaud.

Additionally, you will receive a monthly e-newsletter highlighting key dates, upcoming activities, and other notable information. Please read this monthly newsletter.

The school also uses phone and text messaging to communicate weather alerts and emergency situations. Please make sure all contact information is up to date at all times on mySprings/Blackbaud.

An archive of past email communications from the school can be found [here](#).

How will the school communicate in the event of an emergency?

The school will send you and your student(s) an automated phone call, text message, and/or email in weather or emergency situations.



How frequently should my child check mySprings/Blackbaud?

Your child should check Blackbaud frequently (several times a day). They should check for assignments, homework, and class notifications. It's a good practice to encourage your child to be proactive in checking Blackbaud regularly. Students are expected to keep up with their work as it is posted in Blackbaud. If you are new to Indian Springs, this is an important point to discuss with your child. Teachers strive to have their homework assignments posted by 4:00 p.m.

How frequently should I check mySprings/Blackbaud?

That really depends on your child. If your child is beginning their time at Springs, it's a good practice to check it daily. Springs students are encouraged to become self-sufficient, with parents theoretically having to check Blackbaud less. But this can vary from student to student. In general, it's important to know Blackbaud is the record of your child's assignments and grades.



How does my child reach their teachers?

Students are encouraged to personally speak to their teachers. They can also reach them via e-mail or during X-Block and Flex (2x/week 40-minute break between the second and third classes of the day.) Teachers will share their specific availabilities and preferences in their syllabi (posted in the Topics area of a course), email, and Blackbaud Bulletin Boards. If your student is nervous about speaking with one of their teachers, you should have them meet with Dr. Gray so that the students feels they have the confidence and tools to approach the teacher.

How should I reach their teachers?

Teachers can be reached via email. The faculty directory, with emails for each teacher, is posted on Blackbaud. Faculty share more about this and their working style with parents during the “Meet The Teacher” event in August. If you ever have trouble getting in touch with a teacher, Dr. Gray can always help.



How does my child get involved in activities in school?

There are lots of entry points for students to get involved at Springs. If your child is beginning their time at Springs, it's a good idea to talk with them about the Club Expo and other avenues to pursue their interests on campus. Springs students are encouraged to become self-sufficient in their choice of extracurricular activities, too.

Encourage them to talk with their friends from class and students of all levels. That's one of the great things about the school – students from many grades talk with one another. Upperclassmen, particularly members of student government, are always willing to speak to underclassmen, willing to share their experiences with extracurriculars.

Students will learn about activities in weekly Town Hall meetings. During this time, members of clubs, athletic teams and organizations highlight upcoming activities and ways to get involved. Key dates for choir auditions and sports tryouts are communicated via Town Hall and email.

Club Expo is held twice a year. Clubs include everything from jazz club to fishing club to Key Club. And if your student wants to start a club, they don't see offered – great – that is encouraged! For more information, check out [Indian Springs Clubs and Activities](#).



What is Scav Hunt?

Scav Hunt is a once-a-year, school-wide, weeklong tradition that brings the community together through a race to complete tasks on and off campus. Everyone participates – including faculty. The purpose is to build and strengthen community bonds and have fun. If your child is new to Springs, don't worry – they will get all the instructions on how to join a team, and teams are encouraged to have grade-level diversity.

What is D-Day?

D-Day, which stands for “Development Day,” is a twice-yearly tradition that’s been celebrated since 1954. Organized by student Commissioners of Citizenship, Development Day allows students to choose from on-campus service projects, from trail marking to weather-proofing benches to cleaning the chem lab, to off-campus projects at nonprofits throughout the Birmingham area. Examples of off-campus volunteer sites include the YWCA, First Light, Habitat for Humanity, Girls Inc., the Greater Birmingham Humane Society, and many more.

On D-Day, students also hear from notable speakers. D-Day is a school day, with required attendance (like other days.)

What is Lake Day?

Lake Day is the first big event of the school year, and it's always held on the Friday afternoon of the first week of classes. Lake Day is held after school – a normal day first. (Buses run as normal.) Then students go to the lake for swimming (pack a bathing suit and towel!), activities, and a barbecue. Lake Day, like D-Day, is part of the regular school day, and a time-honored tradition!



Does Springs organize student photos?

Students have ID photos taken on the first day of school. These will be available on the school's SmugMug account, along with photos of dances and other events throughout the year.

Seniors have college t-shirt photos and graduation photos made in May. The school does not organize yearbook photos. Yearbook images, while usually submitted by the student, can also be submitted by friends and classmates on their behalf.

How/when is the yearbook distributed?

The yearbook is distributed in late spring. Students will receive an email when they are ready and with instructions on where and when to pick up. In the event the yearbooks are late, they will be mailed to the address in Blackbaud over the summer. The cost of the yearbook will be billed home.

