WOODWARD ACADEMY

Dear Parents:

As Principal, I welcome you to the Lower School of Woodward Academy. By selecting Woodward Academy and independent education, you are providing your child with an academic tradition that is enmeshed with achievement and success.

Our school motto, “Excellence, Character, Opportunity,” is manifested through meaningful experiences at the Lower School. Academics are at our core, but they do not represent our solitary purpose for existence. Students are exposed to programs in the fine arts, performing arts, and in athletics. These programs foster skills that develop self-esteem, leadership qualities, teamwork, responsibility, good citizenship, and community service.

We appreciate you entrusting your child to our care. However, if the student is to experience maximum success, it is our belief and policy that a trinary responsibility exists among the Academy, the parent, and the student. Carefully read this handbook which describes our policies and our expectations. Read this with your child so that it may be a family learning experience. If you have any questions or concerns, please do not hesitate to contact me.

We ask that you assume the following responsibilities:

1. Possess a thorough knowledge of the Academy’s philosophy and the Lower School’s policies as outlined in this handbook.
2. Support the philosophy and policies of the Academy.
3. Provide sufficient motivation for your student at home by establishing a quiet area for study, by keeping abreast of your child’s progress, and by checking daily to see that homework assignments have been completed.
4. Properly label all books, clothing, and personal items which are brought to school.
5. Participate as much as possible in school and Academy-wide activities involving your child.
6. Confer periodically with your child’s teachers concerning his/her progress and conduct.
7. Speak positively about teachers in the presence of your child.
8. Communicate directly with a teacher or the Principal if your child is having problems.
9. Utilize the Parents Community as a means to become acquainted with other parents in the common support of the Academy. The Parents Community, which is the only official parents’ organization sanctioned by the Academy, has numerous activities, projects, and programs in which to participate.

I thank you for your cooperation and support.

Sincerely,

[Signature]

Andy Phillips
Principal, The Lower School
TABLE OF CONTENTS

ACADEMIC AREAS
ACADEMIC HONORS ........................................................................................................ 5
ACADEMIC PROBATION .................................................................................................. 5
CONFERENCES ................................................................................................................ 5
EDLINE ............................................................................................................................. 5
EVALUATING ACHIEVEMENT ....................................................................................... 6
GRADES ............................................................................................................................ 7
HOMEWORK ....................................................................................................................... 8
EXTENDED STUDY HALL ............................................................................................. 7
MAKE-UP WORK ............................................................................................................. 8
PERFORMING ARTS ......................................................................................................... 8
REPORT CARDS ................................................................................................................ 7
STUDENT SIGN ................................................................................................................ 7
SCHOOL CLOSED DATES .............................................................................................. 8
SAFEGUARDING VALUABLES ....................................................................................... 8
STUDY HALL AND TEST SCHEDULE .............................................................. 6

DRESS AND APPEARANCE
DRESS CODE ................................................................................................................... 10
HAIR CODE ....................................................................................................................... 12
MARKING OF CLOTHING AND EQUIPMENT .................................................................. 12
NON-REGULATION CLOTHING ..................................................................................... 12
UNIFORM REGULATIONS ............................................................................................. 11
PHYSICAL EDUCATION ................................................................................................. 12

DISCIPLINE
BULLYING .................................................................................................................... 14
WOODWARD ACADEMY ANTI-BULLYING POLICY .................................................... Appendix A
CONDUCT – GRADE 4 ..................................................................................................... 15
CONDUCT REPORTING .................................................................................................. 15
DISCIPLINE ....................................................................................................................... 14
DETENSIONS / DETENTION HALL .............................................................................. 16
GRADES 5 & 6 DISCIPLINE ADDENDUM ..................................................................... 16
SEXUAL HARASSMENT ................................................................................................. 15
THREATENING STATEMENTS ...................................................................................... 15

ACTIVITIES
FIELD TRIPS .................................................................................................................... 19
INTRAMURALS ............................................................................................................... 18
PARENTS COMMUNITY ................................................................................................. 19
PARTIES/GIFT DELIVERIES ......................................................................................... 19
SCHOOL PHOTOGRAPHS ............................................................................................. 19

SERVICES AND FACILITIES
AFTER SCHOOL CARE/LATE PICK-UP ........................................................................... 21
COUNSELING .................................................................................................................... 21
DINING HALL ................................................................................................................... 21
LIBRARY ............................................................................................................................ 21
LOCKERS .......................................................................................................................... 22
LOST AND FOUND ........................................................................................................... 22
THE LOWER LETTER .................................................................................................... 22
MEDICATION ................................................................................................................... 22
NEWS RELEASES/ARTICLES ....................................................................................... 22
SCREENING TESTING .................................................................................................... 23
YEARBOOKS ..................................................................................................................... 23

MISCELLANEOUS
ABSENCES ....................................................................................................................... 26
ATTENDANCE POLICY ..................................................................................................... 25
CELL PHONE/ELECTRONIC EQUIPMENT ....................................................................... 26
DAILY SCHEDULE .......................................................................................................... 30
HALF DAYS – EARLY DISMISSAL .................................................................................. 28
HEAD LICE ....................................................................................................................... 26
HOMEROOM ..................................................................................................................... 26
ILLNESS ............................................................................................................................ 26
IMMUNIZATIONS ............................................................................................................. 26
INCLEMENT WEATHER/ThorGuard .............................................................................. 27
LATE START DAYS .......................................................................................................... 29
MESSAGES ....................................................................................................................... 27
PARTY INVITATIONS ....................................................................................................... 27
PHONE CALLS TO TEACHERS ....................................................................................... 27
RE-ENROLLMENT ............................................................................................................ 28
SAFEGUARDING VALUABLES ....................................................................................... 28
SCHOOL CLOSED DATES ............................................................................................. 28
STUDENT SIGN-OUT PROCEDURE ........................................................................... 27
THE SCHOOL DAY .......................................................................................................... 25
VISITORS TO THE LOWER SCHOOL ........................................................................... 29
VOICE MAIL ..................................................................................................................... 29
WEB SITE ......................................................................................................................... 29

3
ACADEMIC AREAS
ACADEMIC AREAS

ACADEMIC HONORS

Sixth Grade Only

Gold Eagle status is based on a grade point average of 3.8 and no nine-week grade less than C. Silver Eagle status is based on a grade point average of 3.2 and no nine-week grade less than C. There is no rounding up of grade point averages. (For example: a 3.16 is not rounded to a 3.2)

GRADE POINT SYSTEM

A = 4.0
B = 3.0
C = 2.0
D = 1.0
F = 0.0

To receive the Gold or Silver Eagle award, the student must have the required grade point average after averaging the grades from all four nine-week grading periods. Nine-week grades will not be averaged for a semester grade.

The following subjects will be taken into consideration in computing the grade point average: Reading, English, Math, Science, and Social Studies. A D or F in conduct will prohibit a student from making Eagle Roll. A letter will be issued after the 2nd grading period to all students who are eligible. An invitation letter will be given to the students who are eligible. An email message will also be sent to the student and parents via Edline in mid-May.

ACADEMIC PROBATION (Students – Grades 4, 5, and 6)

Because the grade of C (2.0) is the minimum grade for college recommendation, students earning a semester GPA less than 2.0 are placed on academic probation. A student who is on academic probation for more than one semester each year is subject to required summer remediation. In addition, re-enrollment for the following year will be carefully evaluated.

CONFERENCES

Parents or teachers of students in grades 4-6 desiring a consultation are requested to schedule the desired conference through the school counselor at a time convenient for all concerned parties.

EDLINE

Edline is the password-protected community web site of Woodward Academy. It can be located through the school’s Quicklink section of the site or

https://www.edline.net/pages/WoodwardAcademy

These pages are accessible only to our students, families, faculty, and staff. The information contained within the portal is confidential and should not be shared with anyone outside the school community. This online tool has:

- Class assignments and information as posted by teachers.
- Grade reports as determined by each school.
- Student and faculty directories updated each month during the school year.
- General calendar dates (same as on the main school calendar), and
- Other helpful links.
EVALUATING ACHIEVEMENT
Frequent evaluation of the individual student is made to substantiate progress reports. The policies on grading are established with the entire program in mind. Percentage grading is not prescribed at Woodward Academy. Teachers of grades four through six are required to report grades to students using A, B, C, D, and F via Edline.

When it is apparent that a student is doing less than satisfactory work, i.e. making a D or F, the parent will be forwarded a special report from the teacher. A copy of this report will be retained in the student’s file.

STUDY HALL AND TEST SCHEDULE
Each student will attend study hall from 3:05-3:25 Monday through Thursday. This will give every student the opportunity to complete a portion of their homework or obtain help from one of their teachers.

The test schedule includes daily tests, weekly tests, bi-weekly tests, and unit or chapter tests. Lower School students do not take semester exams. Nine-week tests may be given at the discretion of the teacher.

<table>
<thead>
<tr>
<th>Monday</th>
<th>None</th>
<th>Social Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>Reading</td>
<td>Math</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Math</td>
<td>Science</td>
</tr>
<tr>
<td>Spelling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td>Science</td>
<td>Reading</td>
</tr>
<tr>
<td>Friday</td>
<td>Social Studies</td>
<td>English</td>
</tr>
<tr>
<td>Wordly Wise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Float</td>
<td>English</td>
<td></td>
</tr>
</tbody>
</table>

The Lower School has enacted a test day schedule for the sixth grade in which announced tests and quizzes will be given according to the following schedule:

Sixth Grade Test Schedule

<table>
<thead>
<tr>
<th>Classes</th>
<th>Assigned Test Day</th>
<th>*Alternate Test Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Monday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Math</td>
<td>Tuesday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>English</td>
<td>Wednesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Thursday</td>
<td>Friday</td>
</tr>
<tr>
<td>Science</td>
<td>Friday</td>
<td>Monday</td>
</tr>
</tbody>
</table>

* Alternate test days for sixth graders will be when there is a school holiday or calendar disruption.

★★★ Reading teachers are available on Friday afternoon as needed.
EXTENDED STUDY HALL

Extended Study Hall will be available for the mainstream students from 3:45 – 4:45 every Monday – Thursday. The program for our mainstream students is designed to assist our students who are currently having difficulty finishing their assignments in a timely manner, organizing their homework or simply need additional assistance for various reasons. This program is not designed to assist students who need additional help with specific subject matter or who have gaps in their learning. Individual tutoring would be most appropriate in those cases.

Extended Study Hall will be staffed by Lower School teachers. Two teachers will be available each day with no more than a 5:1 student/teacher ratio. If more than 10 students arrive on any given day, we will assign a third teacher to work on that day. We are hoping this program will be of great benefit to many of our students.

The cost of the program will be $15 for each session. The students will be required to stay for the whole hour unless the teachers are notified by the parent that they may leave early. Following the session, the students will be sent to After School Care where the parents may pick them up. A snack will be provided for the students each day.

REPORT CARDS

Lower School report cards are emailed to the parent or guardian of Lower School students at the end of each nine-week grading period. Hard copies are sent at the end of the academic year in June. If a hard copy of the report card is needed, it can be requested from the school office at anytime.

Parents should make sure their email addresses are current in the Academy data system. Changes can be made anytime during the year by going through your Edline account and following the directions.

GRADES

For all academic subjects, students will receive a grade and an effort mark. The grade reflects their grades and the effort marks reflect their performance. The first letter is the subject grade and the second letter is the effort mark.

Specials (art, chorus, PE, band, strings, foreign language, and dance) receive only an effort grade. Each student will also receive a conduct grade from the principal. These are not considered when computing for honors.

GRADING KEY

Grades for academic subjects:
- A = Superior
- B = Excellent
- C = Reasonable
- D = Minimal
- F = Failure
- I = Incomplete

Effort Marks:
- E = Exceptional
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory
**HOMEWORK**

Parents are encouraged to ensure that a proper study atmosphere and a consistent time frame are provided for their child. During homework time, the student should be in a quiet place that is conducive to thinking and concentrating. Disturbing influences (radios, television, computer, etc.) may create an environment that does not provide for the acquisition of good habits of study. Homework is checked daily by the teacher to ascertain that it is both complete and acceptable. Classroom teachers report all “no homework” or “unacceptable homework” to the Principal for inclusion in the student’s folder. Failure to complete homework assignments can adversely affect the student’s grade.

The following table shows the average amount of homework given per night to students in the fourth through sixth grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Approximate Time spent per night</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fourth</td>
<td>40 minutes</td>
</tr>
<tr>
<td>Fifth</td>
<td>50 minutes</td>
</tr>
<tr>
<td>Sixth</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

These are average times. Be mindful that times may vary depending on the assignment and the rate at which the student works.

*Note: Lower School students may periodically have reports and research assignments that will require additional time to be spent on homework.*

**SUMMER TUTORING**

Students will be required to receive summer tutoring in READING, ENGLISH, and MATH if they receive a D or F on any nine-week grade in these subjects. Students may be recommended for remedial assistance at the teacher’s discretion.

**MAKE-UP WORK**

Academic work missed as a result of absence will be the student’s responsibility to complete and turn in to the teachers for credit. School policy states that a student has one day to make up work, assignments, and tests for each day he or she is absent. For example, a student absent on Monday and Tuesday will have Wednesday and Thursday to make up the missed work. All work, assignments, and tests would then have to be completed for Friday. This policy is to help students who are absent from school for reasons beyond their control.

**PERFORMING ARTS**

All students participate in the music program in one of the following areas:

- **4<sup>th</sup>** grade – chorus or strings
- **5<sup>th</sup>** grade and **6<sup>th</sup>** grade – chorus, band or strings.

Optional dance classes (grades 4-6) may be taken during some P.E. periods. Private piano lessons may be scheduled during the school day, and a fee is charged. Information is available to parents online and on Registration Day.

**STANDARDIZED TESTING**

All students will take the Educational Records Bureau Achievement Test in the fall. The Otis Lennon School Ability Test is given every year in January to all fourth and sixth grade students. Parents will receive information from the office on how to obtain test results.
Dress and Appearance
**DRESS AND APPEARANCE**

**DRESS CODE (Grades 4-6)**

A student’s dress and appearance must always be neat, clean, and proper, reflecting credit upon both school and home. All Lower School students must wear the prescribed approved uniform on each school day. During after school hours, if the uniform is worn, it must be worn properly and in its entirety.

Attention to one’s personal appearance is a matter of self-discipline and is expected of all students. Because uniforms are not subject to fads or fashion changes, all clothing should fit the wearer in the appropriate and acceptable manner.

**All uniforms must be official Woodward Academy items purchased at the Mills Store or Consignment Shop.**

All students must have the official Woodward Academy gym uniform – gray t-shirt, black shorts, solid white socks, and tennis shoes. A gym bag must be provided for these clothes. A locker is provided in the gym for storage. Students must have their name marked on each article of clothing.

**IMPORTANT RULES PERTAINING TO DRESS CODES**

**EARRINGS**

Girls – conservative and in good taste. One earring only in each ear. Large, bulky or long earrings will not be permitted. Boys – no earrings allowed.

**OTHER**

Boys – only one short, conservative necklace worn inside the shirt.

**JEWELRY**

Girls – only one short conservative necklace and bracelet. Large beads or costume jewelry will not be allowed.

**MAKE-UP**

Girls are not allowed to wear make-up to school.

**NAIL POLISH**

Must be conservative, not distracting.

**SKIRT LENGTH**

Maximum 3” above the knee

No colored t-shirts or shirts with writing visible through tops are permitted.

**FAILURE TO BE IN PROPER UNIFORM WILL RESULT IN A WRITTEN WARNING. Continued failure to adhere to uniform policy will result in detention hours.**
UNIFORM REGULATIONS

DAILY UNIFORM

Navy or White Polo Shirt, short or long sleeve – Boys and Girls
Khaki Pants – Boys and Girls
Khaki Shorts – Boys and Girls
Khaki skirt/skort – Girls
Navy Sweatshirt – Boys and Girls
Navy Long Sleeve V-Neck Sweater

DRESS UNIFORM

Navy Blazer – Boys and Girls
Red and Blue Striped Tie – Boys and Girls (optional for girls)
White or Blue Oxford Shirt, long or short-sleeved – Boys and Girls
Khaki Skort – Girls
Khaki Pants – Boys

January 8, 2016 – March 4, 2016 all students will wear blazers, ties for boys, every Friday and other days so designated by the administration.

OUTERWEAR – ALL GRADES

Navy Fleece Vest or Jacket (with Daily Uniform Only)
Navy Outer Coat
Red Rain Jacket or Black Rain Parka (with logo; purchased from Sue Mill’s Store)
Navy blue or black Peacoat – Girls
(can be purchased at US Wings or similar store but not at Sue Mill’s Store or on their website: Millswear.com)

ACCESSORIES

Belt – Brown or *Woodward 1900 belt (*available only at Campus Store)
Socks –
   Girls: White crew, dark crew, white knee socks, white or navy blue tights. Socks may not have any distracting visible designs, colors or logos; no “tye-dye” apparel. No ankle socks;
   Boys: white crew, dark crew. Socks may not have any distracting visible designs, colors or logos; no “tye-dye” apparel. No ankle socks
Shoes – Boys and Girls, specific styles only. See list below.

- Birkenstock – London, Dark Brown
- Birkenstock – Natoma, Dark Brown
- Clarke – Wallabee
- Dr. Martens – 8065 Mary Janes Gaucho Analine
- Exeter – Dirty Buc
- Mary Janes Brown
- Merrell – Nubuck Jungle Mocs, Brown
- Penny Loafer – Burgundy
- Sperry – Top Sider Original 2-Eye Boat Shoes
- Sahara, classic brown, tan, tan/beige, dark/tan, brown buc brown
- Timberland, 71026, Brown

http://www.woodward.edu/parents/lower-school/information-downloads
HAIR CODE

Unless otherwise notified in writing by the Principal, the following regulations pertaining to hair will be strictly adhered to throughout the school year.

A. Girls: Hair shall be neat, well-kept and out of the eyes at all times.
B. Boys: Hair shall be neat, well-groomed and kept above and not touching the eyebrows, not touching the ears and off the collar at all times.
C. Radical hair styles or colors, will not be permitted. Students will not be allowed to have designs shaved in their hair or any radical shaved shaping of the hair. “Spiking” of the hair is not permitted. Widely contrasting highlights will not be allowed.
D. Note that anything that causes distraction will not be permitted.
E. Lower School students will undergo inspections on a weekly basis.

Parents are requested to insure that all students have complied with the stated regulations prior to registration day.

MARKING OF CLOTHING AND EQUIPMENT

Each student must have his/her name on all clothing, shoes, gym clothing and equipment, personal books, and supplies. All markings should be of a permanent nature, i.e. name tags or written in permanent marker. The school will not take the part of arbitrator in distributing unmarked clothing and equipment.

NON-REGULATION CLOTHING

There are many attractive, official Woodward items of wearing apparel for sale in the Campus Store that are not a part of the approved school uniform. These are neither designed nor intended to be worn during the regular school day.

PHYSICAL EDUCATION

All students in grades four through six are required to participate in the physical education program and are required to wear the official Woodward Academy physical education uniform.

Boys: Black shorts, gray Woodward Academy T-shirt, solid white socks, and high or low top tennis shoes.
Cold weather: Woodward gray sweats.

Girls: Black with red/white stripes running shorts, gray Woodward Academy T-shirt, solid white socks, and high or low top tennis shoes.
Cold weather: Woodward gray sweats.

The uniform is a gray shirt for boys and girls. The shorts are different for the boys and girls. Boy’s shorts are black long shorts. The girl’s shorts are black running shorts with red/white side stripes.
LOWER SCHOOL DISCIPLINE
LOWER SCHOOL DISCIPLINE

DISCIPLINE

The Principal is responsible for discipline at the Lower School. Misconduct, even of a minor nature, will not be condoned or tolerated at any time.

Problems that need special attention will be discussed in a conference with the parents. Necessary follow-up counselling will be provided in order to bring about the desired attitude and behavior of the student.

The primary purpose of rules at the Lower School is to insure that every student has the opportunity to take advantage of the comprehensive educational program of this institution. Anything detracting from a favorable learning environment lessens that opportunity. The student will learn that his/her actions have consequences for which he/she bears sole responsibility. Maintaining discipline is a family matter; administration, faculty, student body, and parents must set the tone and uphold the standards of student conduct.

The student is responsible for knowing and following all rules of Woodward Academy. Self-discipline and respect for the rights of others are important traits which Woodward Academy seeks to foster in its student body. Each student should expect an immediate, decisive response to any improper conduct.

All parents share the responsibility of seeing that their children adhere to all of the rules of the school. The code of conduct at Woodward should help parents in achieving their ultimate goal of leading their children to become responsible, independent and self-reliant citizens.

The teachers have the authority to assess immediate correction if they observe any violation of the conduct code. Courses of action may include taking direct disciplinary measures, counselling or referral to the Principal, Assistant Principal or Counselor.

The Administration retains the right to rule in all cases of questionable and inappropriate behaviors and actions. Offenses subject to stronger disciplinary action by Administration include:

1. Cheating (including giving or receiving help during a test and/or copying another student’s homework). A grade of F will be given on any involved assignment.
2. Forgery
3. Willful destruction of school or personal property.
4. Stealing
5. Use, possession, or distribution of controlled substances (alcohol, tobacco, prescription and non-prescription drugs).
6. Use or possession of any weapon or object intended for use as a weapon.
7. Bus infractions
8. Fighting
9. Direct disobedience or disrespect to an adult
10. Harassment and threatening statements – see below.

BULLYING

Woodward Academy is acutely aware of the seriousness concerning the issue of bullying. Bullying is an ongoing series of physical and or emotional events designed to make the target of the bullying feel uncomfortable and afraid. These actions may include: pushing, hitting, deliberately excluding another student from a group, name calling, making mean spirited statements, and continuously making fun of another. Children who bully thrive on controlling or dominating others. Conduct of this nature will not be tolerated. Students who engage in this behavior will be subject to disciplinary action determined by the seriousness of the offense. (See Appendix A for the Woodward Academy Anti-Bullying Policy)
SEXUAL HARASSMENT

Children, as they approach pre-adolescence, must be taught the importance of behaving toward the opposite gender in a wholesome and decorous manner. It is incumbent on the school, as well as parents, to instil in students a sense of mutual respect. They must be instructed, counselled, and disciplined in age-appropriate ways to understand the seriousness of harassment in the school as well as in society. Moreover, children in grades four, five and six must understand the emotionally charged and sensitive nature of the issue of sexual harassment and that strong disciplinary consequences will result from misbehavior.

THREATENING STATEMENTS

Woodward Academy considers the safety and well-being of all members of its community to be of the utmost importance. The Academy expects each student to adopt an attitude of respect for each of his/her classmates and teachers. Woodward will not tolerate actions or statements of a threatening nature that are directed toward any person on this campus. Students who engage in such behavior (even in a manner they themselves perceive as “joking”) will be subject to disciplinary action up to and including permanent dismissal from school.

GRADE 4 CONDUCT

A student’s conduct is not included in the academic achievement grade. The conduct grade is given by the Principal based on discipline/conduct reports and teacher input. Conduct reports may lower a student’s conduct grade. A conduct grade of “A” indicates behavior that is superior in all situations. A grade below “C” may result in the student being placed on conduct probation. Unsatisfactory conduct status can be considered sufficient grounds for denying readmission to Woodward Academy.

CONDUCT REPORTING

During the school year conduct reports and conduct reporting will be handled in the following manner:

1. Minor classroom and/or campus misconduct may be reported on the Conduct Report Form and sent to the office. One copy will be taken home by the student to the student’s parent(s) to be signed and returned to the school office by 8:20 a.m. on the following school day. The other copy will be retained in the office. One day of lunch detention may be assigned for each day the conduct slip is not returned.

2. Generally speaking, the following offenses will automatically result in periods of detention:
   a. Defacing or destroying school or personal property
   b. Showing disrespect to a teacher
   c. Being involved in a minor physical altercation
   d. Using profanity
   e. Leaving the Lower School campus without permission
   f. Taking another student’s belongings
   g. Direct disobedience of a teacher
   h. Repeated failure to complete homework responsibilities
   i. Forging a parent’s signature
   j. Cheating
   k. Misbehaviour on the bus
   l. Not reporting to a required tutorial
3. Lunch Detention is available to give a more immediate response to student misconduct. This program will take place daily. Students will be assigned to lunch detention by any staff member. If a child is assigned lunch detention, he/she will sit in silence during lunch and recess. When detention time is completed, he/she will be dismissed to return to the next scheduled class.

4. Suspension/Dismissal
   Doing malicious physical harm to anyone or being involved in the use, possession, or sale of devices or controlled substances that are harmful to other students are considered major conduct offenses and will be dealt with accordingly. Parents will be notified and a conference will be held with the student, parents, teacher, and administration.

**GRADES 5 and 6 DISCIPLINE ADDENDUM**

**Responsibility educates.** As students make the transition from children to adults, their freedoms and responsibilities will increase. Some adapt to this better than others. In order to be successful at Woodward, your child will need to be able to work within the structure and guidelines established in this handbook. When behaviors or expectations are inappropriate, detentions are assigned. Detentions are intended to be an inconvenience to your child; if they were not, they would not be effective. **For this reason, do not send a note asking that detention hall be postponed.** Let your child suffer the consequences of choices and actions. Sending the message that punishment is only served when it is convenient is not being truthful about the way life works in the adult world. Better yet, know and discuss the standards set forth in this Handbook so that detentions may be avoided.

**DETENTIONS / DETENTION HALL**

A formal detention hall system exists as the primary method for dealing with minor rule infractions. Detention hours may be assigned by a teacher, by the Principal or by the Assistant Principal of the Lower School, for failure to abide by the code of conduct in the areas of student responsibility.

Detention Hall will be held on Tuesday and Wednesday afternoons from 3:30 – 4:15 p.m. in a specified classroom or the library. No provision is made for students to work off assigned detention hours with teachers, in athletic practice, fine arts rehearsals, or in other alternative ways.

A two-part report with a copy for the student and a copy for the teacher will be used for notification of student and parent. The person giving the report will keep a copy and give the student the original copy. It is the student’s responsibility to take his/her copy home for a parent signature and return it the following day to the box in the hall near the main floor elevator.

A student who accumulates five (5) conduct/detentions will be subject to the following:

A. conference with the Principal to discuss behavior(s) and/or
B. an administrative call to the parents, and/or
C. exclusion from class field trips and/or school social events.

A student who accumulates more than five (5) conduct/detentions will face possible school suspension.

Upon reaching ten (10) conduct/detentions, a student and his parents will conference with the Administration to discuss further disciplinary actions which may include conduct probation.
ACTIVITIES
ACTIVITIES

INTRAMURAL

The Lower School sponsors an intramural sports program for boys and girls. Intramural programs generally run Monday – Thursday with a few exceptions. Students must have a signed permission form turned in by the first day of the activity. Permission forms are sport-specific and are available two weeks prior to the first day of the event. The events begin at 3:45 and end of 5:15pm. The program provides for participation in the following sports:

### FALL

<table>
<thead>
<tr>
<th>SPORT</th>
<th>GRADES</th>
<th>DATE</th>
<th>COACHES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>Boys (4 – 6)</td>
<td>August 24 – October 7</td>
<td>Robert Willsey, Jon Merrill, Tim Coats, Duane Shaver, Mike Wylder</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>Girls (4 – 6)</td>
<td>August 24 – October 7</td>
<td>Bonnie Aspinwall, Sylvia Pace, Julia Duke</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Boys and Girls 5 – 6</td>
<td>August 24 – October 1</td>
<td>Amy Underwood, Lisa Miller</td>
</tr>
<tr>
<td>Softball</td>
<td>Girls (4 – 6)</td>
<td>October 13 – 22 (starts on Tuesday)</td>
<td>Shawn Stratton</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>Boys (4 – 6)</td>
<td>October 13 – 22 (starts on Tuesday)</td>
<td>Chris Myers, Andy Pons</td>
</tr>
<tr>
<td>Soccer</td>
<td>Girls (4 – 6)</td>
<td>October 13 – 22 (starts on Tuesday)</td>
<td>Tonia Webb</td>
</tr>
<tr>
<td>Tennis</td>
<td>Boys and Girls 4 – 6</td>
<td>October 26 – November 12</td>
<td>George Westlund</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>Girls (4 – 6)</td>
<td>November 9 – 19</td>
<td>Meghan Fox, JV &amp; Varsity Coaching Staff</td>
</tr>
<tr>
<td>Soccer</td>
<td>Boys (4 – 6)</td>
<td>November 9 – 19</td>
<td>Matt Holmes, Don Shamp</td>
</tr>
</tbody>
</table>

### SPRING

<table>
<thead>
<tr>
<th>SPORT</th>
<th>GRADES</th>
<th>DATE</th>
<th>COACHES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wrestling</td>
<td>Boys (4 – 6)</td>
<td>February 1 – 11</td>
<td>Robert Willsey</td>
</tr>
<tr>
<td>Swimming</td>
<td>Girls (4 – 6)</td>
<td>February 8 – 18</td>
<td>Paige Turner, Lucy Seidel</td>
</tr>
<tr>
<td>Swimming</td>
<td>Boys (4 – 6)</td>
<td>February 22 – March 3</td>
<td>Paige Turner, Lucy Seidel</td>
</tr>
<tr>
<td>Basketball</td>
<td>Girls (4 – 6)</td>
<td>March 15 – 24 (starts on Tuesday)</td>
<td>Bonnie Aspinwall, Kim Lawrence</td>
</tr>
<tr>
<td>Basketball</td>
<td>Boys (4 – 6)</td>
<td>March 28 – April 7</td>
<td>Anthony Thomas</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Girls (4 – 6)</td>
<td>April 4 – 14</td>
<td>Rachel Kieffer, Jeanine Duke</td>
</tr>
<tr>
<td>Track</td>
<td>Boys and Girls 4 – 6</td>
<td>April 25 – May 5</td>
<td>Tim Hamling, Lucy Seidel</td>
</tr>
</tbody>
</table>

Information on all intramural programs is listed on the Woodward Academy calendar or can be obtained from the Lower School office.
FIELD TRIPS
All grade levels at the Lower School take full advantage of the numerous intellectual, cultural, and entertainment offerings of the community. Field trips to places of interest are scheduled and devised to enhance the basic program of instruction. Some trips require parent payment; others are included in tuition. Participation in all off-campus activities by students requires the written permission given by the parent on the blanket form. The Principal reserved the right to deny participation in field trips to students displaying undesirable conduct.

PARENTS COMMUNITY
All Lower School parents are encouraged to become participating members of the Woodward Academy Parents Community. This is the only official Woodward Academy sanctioned parent organization.

PARTIES / GIFT DELIVERIES
Class parties are held each year to celebrate Halloween, Chanukah, Christmas and Valentine’s Day. Parents may coordinate with homeroom teachers on Registration Day to assist with these holiday parties.

Please follow these guidelines if you desire to bring in goodies for your child’s birthday:

4th and 5th grade classes: Since they eat by homerooms, they may have their treat at lunch. This must be coordinated with the homeroom teacher.

6th grade classes: Because these students do not sit by homerooms during lunch, please do the following:

- Bring birthday goodies to the office or send them by the student on the bus.
- The office/student will bring them to the homeroom teacher’s room, who will give them to the students in the classroom, NOT in the cafeteria. If the homeroom teacher does not have the class at a good time, they may send them to another teacher.

We want students to have the opportunity to celebrate birthdays and share with their classmates. Please help us by following these guidelines.

Parents are also asked to refrain from sending gift items (i.e. flowers, baskets, balloons, etc.) to students at school. This can be disruptive in the classroom.

SCHOOL PHOTOGRAPHS
School photographs will be taken as follows:

A. Individual pictures for the Academy yearbook, The Phoenix – early fall (dress uniform required for this photograph) {September 1, 2015}

B. Class pictures – spring {April 20, 2016}

Check the Lower Letter or the Academy calendar as these dates are subject to change.
Services and Facilities
SERVICES AND FACILITIES

AFTER SCHOOL CARE / LATE PICK-UP

Woodward Academy CANNOT ASSUME RESPONSIBILITY FOR STUDENTS NOT PARTICIPATING IN AN APPROVED SCHOOL ACTIVITY AFTER 3:40 PM. If you cannot pick your child up at dismissal, the student must be enrolled in the Woodward Academy After School Care Services. Students not picked up by 3:40 PM (Monday – Thursday) and 3:20 PM (on Friday) will be sent to After School Care.

Students should leave school promptly upon dismissal unless approval has been given by the administration or unless students are participating in intramural sports, music programs, or other sanctioned activities.

Lower School students must wait for their ride at the designated Thomas Hall pick-up areas at the north or south end of the building or the front of the building.

After School Care for students in grades 4 – 6 is held from 3:25 – 6:00 PM.

Walkers: all students who walk home must have written permission, via email or letter, on file in the office prior to walking. This includes children of faculty who walk to their parents classrooms.

Please adhere to all drop-off and pick-up locations. Refer to Appendix B.

COUNSELING

The guidance and counseling program operates under the supervision of the Principal. Each teacher is a counselor, and the Principal is informed regularly about those students having academic or behavioural difficulties.

An elementary counselor also works in conjunction with the faculty and staff to provide counseling services at the Lower School. A function of the guidance program is to assist students who have persistent difficulties: academic failure, stress, lack of friends, and personal problems. The progress of the student is studied through continuous follow-up and changes made when necessary through consultation and agreement among teachers, counselor, parents, and Principal. You may call the counselor to set up an appointment to meet with her or your child’s teachers. If she is not in that day, your call will be returned as soon as she returns.

DINING HALL

Lunches are furnished daily to all students in grades four through six. Students may not bring lunches, food, drinks, snacks, or candies in school.

Students with serious medical problems requiring a special diet may bring their lunch after having obtained written instructions from their attending physician. Students eating a special lunch are not permitted to bring non-diet foods (i.e. candy, cookies, etc.). These special instructions must be kept as part of the student’s operational folder.

LIBRARY

All classes regularly visit the library. The library is open at 8:00 a.m. and closes at 3:40 p.m. daily. Students may not visit the library during scheduled physical education periods in lieu of attending physical education class due to an illness or an injury. Following the dismissal of school, students may visit the library for purposes of assigned research and for checking out or returning books. The library is not to be used as an after school care service. Students losing library books will be responsible for the cost of replacing them.
**LOCKERS**

Each student in grades four through six will be assigned a locker in which all books and belongings will be kept during the school day. Students are required to have a V-629 key-controlled lock placed on the locker at all times. Students will also have a p.e. locker with a V-629 lock located in the Lower School gym boys or girls locker room. The Lower School reserves the right to open a student’s locker and investigate the contents.

**LOST AND FOUND**

Students and parents are responsible for the proper marking and safeguarding of all clothing, equipment, materials, and supplies. Each student is provided with a locker in close proximity to his/her homeroom for the safeguarding of clothing, books and equipment. Lost items, if found and properly identified, will be returned to the owner. Items recovered that are not marked will be held in the Lost and Found room for a reasonable period of time. If not claimed, these items will be turned over to the Consignment Shop for sale.

**THE LOWER LETTER**

The Lower Letter, a weekly newsletter from the Lower School office, is produced, updated, and placed on the Woodward webpage each Thursday. This is an important means of communication between home and school. You will find it under “Current Families” from the home page, then the Lower section.

**MEDICATION**

The school is not authorized to administer any medication without permission from the parent. This responsibility is a great one and is taken very seriously. All medications should be in the original container with the student’s name, dosage amount, and instructions clearly written on the outside. If dosage is to be changed in any way, the parent must notify the school nurse.

Students may not have any form of medication (prescription or over-the-counter) on their person, in desks, lockers, book bags, etc., at any time without the explicit permission of the Principal or school nurse. You may obtain a "school medication bottle" from your pharmacist. If you are sending any medication via your student, please instruct your child to turn medication in to the infirmary immediately and to refrain from removing the top to avoid spilling. Please notify the infirmary should you send any medication via your student. You will be contacted immediately should the medication not arrive to the infirmary.

As per Georgia law, students may now carry inhalers on their person. If your child requires the use of an inhaler for respiratory problems, please make sure the child’s name is on the canister in case of loss. Please notify the nurse if an inhaler is required for your child.

You may contact the nurse directly at 404-765-4423 or email her at phyllis.sullivan@woodward.edu.

**NEWS RELEASES / ARTICLES**

Woodward’s Office of Marketing and Communications invites you to share news about your child. If your child has received a special honor or award, please email an explanation, along with a photo, to marcom@woodward.edu. Articles may be included on the Woodward's website, in the Woodward magazine, in the Lower Letter, and/or in external media. Additionally, Eagle Roll lists, and other articles, are submitted for consideration by the Lower School administration.
SCREENING TESTING (Speech, Hearing and Vision)

Therapists from Hearing and Speech Center, Inc. will come to the Lower School to conduct private, independent speech, hearing and vision screening during the first portion of the school year. Parents who desire to have their child tested will be sent an application form prior to the time of testing. This year’s date is set for September 16, 2015.

YEARBOOKS

Lower School pictures are included in the yearbook, The Phoenix. Purchasing information will be available at the beginning of school. Watch the Lower Letter for information concerning the ordering of the yearbook.
Miscellaneous
THE SCHOOL DAY

1. The school day begins for all grades at 8:25 AM. STUDENTS ARRIVING between 7:15 a.m. and 8:00 a.m. WILL REPORT TO THOMAS HALL CAFETORIUM. STUDENTS ARE NOT TO CONGREGATE IN OR AROUND THE LOWER SCHOOL PRIOR TO 8:00 AM. Fourth and fifth grade students arriving after 8:00 a.m. will report directly to their homeroom. Sixth grade students arriving after 8:10 a.m. should report directly to homeroom. The school day for students in grades four through six ends at 3:25 PM.

2. Thomas Hall Cafetorium will be opened each day at 7:15 AM. The Lower School building will be open for students at 8:00 AM. The school cannot be responsible for students left before 7:15 AM. Please make arrangements accordingly.

3. The school office will be open from 8:00 a.m. to 4:30 p.m. on regular school days. On days of early dismissal, the office will close one hour after school dismissal.

4. PARENTS SHOULD NOT WAIT IN HALLWAYS FOR SCHOOL TO BE DISMISSED. STUDENTS WILL MEET THEIR RIDES AT THE ASSIGNED AREAS OUTSIDE THE BUILDING.

5. PARENTS SHOULD NOT INTERRUPT CLASSES OR VISIT CLASSES BEFORE, DURING, OR AFTER SCHOOL UNLESS AN APPOINTMENT HAS BEEN MADE IN ADVANCE.

6. Parents are reminded that when students plan to attend an evening function on campus, they are not allowed to remain on campus unsupervised between the time the school day ends and the evening function begins.

7. From 7:15 AM and 8:25 AM, students may enter through the gym and north and south carpool doors. After 8:25 AM, all students should come in the front door with an adult to be checked in by the office.

ATTENDANCE POLICY

Regular school attendance is essential for consistent academic progress, social adjustment and maturation. The school trusts its parents to see that unnecessary absences are avoided and that requests for special excuses are held to a minimum. The school asks that parents and children make choices and set priorities which put education at the top of the list.

Parents of students who are absent ten times will receive an excessive absence notice from the administration. Should a student be absent 20 times within an academic year, an attendance review will be conducted by a committee comprised of administrators, teachers and school counselor in order to consider whether academic credit for that year can be justified. Grade retention, summer tutoring or dismissal from Woodward Academy is a possible consequence of excessive absences.

In some cases the committee may require the student to attend a prescribed summer program in order to insure satisfactory completion of the Woodward curriculum. Successful completion of the summer program must be documented for committee review and approval.
**ABSENCES**

Student absence should be reported to the school office. A Homework Assignment sheet (also called a “blue sheet”) will be started at the end of the first period for each student that is absent if requested by the parent. This sheet will be available at the office for pick-up after 3:05 PM. Please call the office no later than 1:00 PM if there are any special instructions regarding pick-up.

**CELL PHONES / ELECTRONIC EQUIPMENT**

Lower School students may use their cell phone before 8:00 AM and after 3:25 PM. During the school day, phones must be stored in the student locker and switched off. Students in violation of this policy will have phones taken up by faculty or staff and turned in to the office. Phones should be labeled with a student’s name.

Use of personal electronic devises that may cause a distraction or disturbance in the classroom are not permitted on the campus. Personal devices with earphones may be used on buses.

Ereaders are permitted for reading books.

**HEAD LICE**

Head lice continue to be one of the most prevalent communicable diseases among American children, and outbreaks are possible wherever children gather. Please notify the school nurse immediately if head lice are detected. The student may return to school as soon as treatment with a lice-killing product is completed, and all nits have been removed. The student will need to be re-examined prior to school re-entry. Students with nits will be sent back home for nit removal. Working together helps protect all children.

**HOMEROOM**

All students are to report directly to their assigned homeroom each day. Students are required to remain with their homeroom groups throughout the day unless duly authorized and scheduled differently. Homeroom teachers are responsible for the ascertaining and reporting of attendance, punctuality, appearance, attitude, and behavior of all assigned students.

**ILLNESS**

To decrease the spread of illness among students at school, a student should not return to school until he or she is:

1. fever free for 24 hours, off a fever reducing medication, AND is behaving normally;
2. on an antibiotic for 24 hours if being treated for strep throat, conjunctivitis (pink eye), or any other illness which is deemed contagious;
3. free of vomiting and diarrhea for at least 12 hours;
4. free of excessive coughing or sneezing.

If a student has a temperature greater than 100.0 AND complains of: nausea, vomiting, diarrhea, headache, stomach ache or sore throat, the parent/guardian will be called for immediate pick-up.

**IMMUNIZATIONS**

Woodward Academy is required by Georgia State law to have on file a completed immunization form (form 3231) for every student. In addition, Woodward Academy is required by Georgia State law to have on file for all sixth graders verification of a second MMR and varicella (chicken pox) vaccines. Documented proof of varicella immunity by history is also acceptable.
**PARTY INVITATIONS**

These may not be sent to school for distribution unless there is one for each class member.

**STUDENT SIGN-OUT PROCEDURE**

If any student needs to leave school earlier than the stated dismissal time, his/her PARENT MUST COME BY THE OFFICE and sign out the student. If ANYONE other than a parent is to sign out a student, PARENTS MUST NOTIFY THE SCHOOL OFFICE BY A WRITTEN NOTE OR TELEPHONE CALL.

**PARENT PHONE CALLS TO TEACHERS**

All teachers have a classroom phone so that parents may readily communicate with them through voice mail. Their numbers have been published in the academy-wide directory on the Woodward Academy website. We encourage parents to use this system and/or email (addresses are also provide in the directories). We remind parents and students that homework assignments are posted daily on Edline.

We ask only that our parents make judicious use of these numbers, avoiding excessive calls and respecting our teachers’ time and privacy at home. We recommend that parents call during the school day. Teachers will return calls as soon as possible. If it is necessary to call a teacher at home, do so before 9:00 PM. Moreover, we ask parents to insure that students not call teachers at home.

**INCLEMENT WEATHER**

In the case of inclement weather, please tune to WSB-TV, WAGA-TV, WXIA-TV, WSB Radio (750 AM) or WNNX 99-X (99.7 FM) for information regarding whether Woodward Academy will be open or closed for the day. You may also check the Woodward Academy web site at www.woodward.edu. If the school is open during inclement weather, parents should use their best judgement as to whether their child should attend on that day. Absences due to inclement weather will be considered excused.

Occasionally, inclement weather may develop after students have arrived at school and it may be necessary to close school early or delay student departure from campus. In such cases, we will post up-to-the-minute information on the Academy website at www.woodward.edu.

**What does it mean when the Lower School is under a Thor Guard Alert?**

Thor Guard is a lightning detection system used by Woodward Academy that alerts users when lightning is in the area. If the school is under a Thor Guard weather alert, the school cannot release the students until given an “All Clear” signal. If it is absolutely necessary for your child to leave before the “All Clear” signal is given, you may come into the building to your child’s homeroom to retrieve your child.

**MESSAGES**

If it becomes necessary to have a message delivered to a student during the school day, please call the office prior to 2:00 PM. Many students are out of the building for the last period of the day and it is extremely difficult to locate the student at the time to deliver the message. Calling to leave a message after 2:00 PM may result in the message not being delivered. Travel arrangements need to be clarified prior to the beginning of the school day. **DO NOT LEAVE IT ON VOICE MAIL.** Please keep in mind that giving messages to students does require the interruption of class. We request for that reason that messages be kept to a minimum.
RE-ENROLLMENT
Re-enrollment forms are sent in February. The re-enrollment form is to be signed and returned to the Admissions Office with the reservation fee. Students are re-enrolled on a first-come, first-serve basis; therefore, a delay in re-enrolling may affect your child’s placement the following year.

SAFEGUARDING VALUABLES
Students should not bring excessive amounts of money (over $5.00 is considered excessive) or other valuables to school. Watches, rings, necklaces, good-luck charms, etc., should be kept on the person at all times other than when engaged in physical education classes. When valuables are removed from the person, such items should be securely locked in the student’s assigned locker. Items of larger value, i.e., monies for trips, special classes such as dance, etc., should be turned in to the homeroom teacher for safekeeping.

SCHOOL CLOSED DATES
For various holidays and other activities, the school will be closed or it will be closed for students only. Please mark your calendar for the following dates where the students are not in school for this academic year.

**Holiday Closures**
- Monday, September 7, 2015: Labor Day
- Monday, September 14, 2015: Rosh Hashanah
- Monday, October 12, 2015: Fall Holiday
- Monday, November 23 – 27, 2015: Thanksgiving Break
- Monday, January 18, 2016: Martin Luther King Day
- Monday, February 15, 2016: President’s Day
- Monday, March 7 – 11, 2016: Spring Break
- Friday, March 25, 2016: Good Friday – Spring Holiday
- Monday, April 18, 2016: Spring Holiday
- Monday, May 30, 2016: Memorial Day

**School Closed (no classes for students – Faculty reports)**
- Thursday, October 22, 2015: Conference Day
- Monday, January 4, 2016: Teacher Workday
- Monday, March 14, 2016: Teacher Workday
- Friday, April 11, 2016: Conference Day

**HALF DAYS – EARLY DISMISSAL**
There are two days where the students are dismissed early and must be picked up or ride the bus home before noon. On these days, students are dismissed at 11:30 a.m. The buses will depart from the Lower School at 11:30 a.m. and leave main campus at 11:45 a.m.; there will be no late buses. All carpool students MUST be picked up at 11:30 a.m. These dates are as follows:
- Friday, December 18, 2015 (last day before holiday break)
- Friday, May 27, 2016 (last day of school)
LATE START DAYS
There will be 3 late start days for Woodward Academy. On these days students are to arrive at school at 10:00am. Buses will run special schedules for these mornings. Classes will begin at 10:00am for all grades. Dismissal will be as usual. After School Care will operate as usual until 6:00 pm.
  Wednesday, September 16, 2015
  Wednesday, November 18, 2015
  Wednesday, February 24, 2016

VOICE MAIL
Voice mail is available at the Lower School. If you have an urgent message, a change in transportation, or changes in your child’s medication, continue to call the office until you speak to a person. The Lower School telephone numbers are as follows: 404-765-4420; 404-765-4421; 404-765-4422. Teachers also have voice mail. If a teacher is unavailable you may leave them a voice mail message. The school office closes at 4:30 PM. Any message left after this time will not be received until the following school morning.

VISITORS TO THE LOWER SCHOOL
All visitors to the Lower School MUST come to the front desk, sign in and receive a visitor badge.

WEB SITE
The Woodward web site, www.woodward.edu, is available to parents and students for accessing information about the Academy. School closings, Lower Letter, school calendars, emergency guidelines and other pertinent information are updated regularly.
DAILY SCHEDULE

Below is the daily schedule of classes for the Lower School including the schedule of class times for special activity days.

Homeroom.................................................................8:25 - 8:30
1st Period .................................................................8:30 - 9:15
2nd Period .................................................................9:18 - 10:03
3rd Period ....................................................................10:06 - 10:51
4th Period (6) LUNCH 5th and 4th .................................10:54 - 11:44
4th Period (4 & 5) LUNCH 6th ......................................11:47 - 12:37
5th Period ......................................................................12:39 - 1:24
6th Period ......................................................................1:27 - 2:12
7th Period ......................................................................2:15 - 3:00
STUDY HALL .................................................................3:05 - 3:25

BUSES DEPART
LOWER SCHOOL ......................................................... Monday thru Thursday -- 3:35
----------------------------------------------------------
                                      Friday -- 3:15

Assembly Schedule

Homeroom.................................................................8:25 - 8:30
1st period.................................................................8:30 - 9:09
2nd period .................................................................9:12 - 9:51
3rd period .................................................................9:54 - 10:33

ASSEMBLY PERIOD .........................................................10:36 - 11:15

4th Period (6th) Lunch 5th & 4th .................................11:18 - 12:04
4th Period (5th & 4th) Lunch 6th .................................12:07 - 12:54
5th Period .....................................................................12:57 - 1:36
6th Period .....................................................................1:39 - 2:18
7th Period .....................................................................2:21 - 3:00
STUDY HALL .................................................................3:05 - 3:25

Lunch Schedules:

<table>
<thead>
<tr>
<th>Lunch</th>
<th>Recess</th>
<th>Activity Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:54 – 11:19</td>
<td>5th</td>
<td>11:18 – 11:41</td>
</tr>
<tr>
<td>12:12 – 12:37</td>
<td>6th White</td>
<td>12:31 – 12:54</td>
</tr>
</tbody>
</table>

*Mid-year this rotation changes with the white team having first lunch period and recess second.
APPENDIX A

Woodward Academy Anti-Bullying Policy

Woodward Academy expressly prohibits the bullying or cyberbullying of any person by any means. Any and all such behaviors interfere with the school's educational mission, as well as our core values of Excellence, Character and Opportunity.

Woodward Academy defines bullying as a willful pattern of behavior that causes another person to feel victimized and powerless.

In accordance with Woodward Academy’s mission to embrace the uniqueness of each individual in our diverse community, the Academy has adopted an Anti-Bullying Policy to ensure opportunities for student success. The Woodward Community seeks to create an environment of learning free from harassment, pestering or other behaviors that negatively impact student achievement or well-being. We believe each individual should be valued and appreciated, and we expect the highest level of personal integrity from our students, faculty and staff. The Woodward Community, including its students, faculty, administrators and staff, is committed to eliminating the presence of bullying or behavior that may be perceived as bullying. Eliminating bullying requires all members of the community to pay attention, to act on and report concerns, and to intervene according to agreed-upon strategies and escalation procedures. Parents and students who become aware of a bullying incident or pattern should report their concerns to a teacher, counselor or administrator.

Similar to their roles under the Woodward Academy Discipline Policy, the faculty, staff and administrators will be responsible for enforcing this policy against bullying. Academy personnel will immediately address instances of bullying, following the proper procedures for reporting and disciplinary action. The Academy takes each report of bullying seriously and will provide opportunities for discussion for parties involved, including students, parents and administrators, prior to the conclusion of any subsequent investigation.

This policy applies at school, on school property, on school buses, at school-related functions (including all co-curricular activity) and online, extending to any physical or digital context, which may bring discredit to the Academy and/or impact a student’s right to learn in a safe environment.

Examples of prohibited behaviors include but are not limited to the following:

- Teasing
- Extortion
- Intimidating threats or taunts
- Physical violence or attacks
- Harassment
- Theft or destruction of personal property
- Public Humiliation
- Hazing
- Stalking
- Cyberstalking
- Cyberbullying

Students in violation of Woodward Academy’s Anti-Bullying Policy are considered in violation of Woodward Academy’s policy on Discipline (including but not limited to Woodward’s policy on Harassment and its Computer Use Agreement). As such, such students will be subject to age-appropriate disciplinary actions up to and including an appearance before the Academy Discipline Committee and possible dismissal.
The **LOWER NORTH CIRCLE** is located in the parking lot behind Thomas Hall. This area should be used by these homerooms:

- 4 LAFEVERS
- 4 COLEMAN
- 4 DUNKLE
- 5 DUKE
- 5 MURPHY

- 5 REMILLARD
- 5 FAIR
- 6 BERRY
- 6 BROYLES
- 6 FIELDS

- 6 MANCE
- 6 NOTESTINE
- 6 WEISS
- 6 UNDERWOOD

FRONT OF SCHOOL CARPOOL: All cars should be on school side of curb heading north on Madison Street. This area should be used by these homerooms: **4 CLEAR; 4 HOOD; 4 PEEK; 4 DURST**

**EXCEPTION:** All students in SAME carpool go to area designated for youngest student.

**APPENDIX B**

- **THOMAS HALL**
  - ART WING
  - GYM Morning Study Hall
  - PM Late Pick-Up
  - Front Door

**HARRISON STREET TO CAMBRIDGE STREET**

- **SOUTH CARPOOL**
- **NORTH CARPOOL**
- **PLAYGROUND**

**BUS LANE**

- No parking for carpool

**CAMBRIDGE AVENUE**

- NO LEFT TURN HERE – MUST ENTER CAMBRIDGE STREET FROM HARRISON STREET

**EXCEPTION:** We cannot accept students before 7:15 a.m.