Letter from the Principal

August 17, 2015

Dear Students,

Welcome to the Middle School and the exciting opportunities and experiences that await you here. Woodward as an institution offers many opportunities for our students and the staff at the Middle School has dedicated itself to equipping young people to make the best of those opportunities. You as students will have many new interests to pursue and goals to achieve. The academic and social challenges of the Middle School can, at times, be difficult. Always remember that in the middle of difficulty lies opportunity. Set your goals high. The faculty and staff are here to help you achieve success. However, it is important that you do your part and all of us work together. The Middle School experience will be whatever you make of it. Be proud of yourself and your school. Take care of it. Become a part of it. You have the ultimate power to determine your success or failure.

We have prepared this handbook to acquaint you with our school. You will find that the rules and regulations that govern our lives here in the Middle School make it possible for all of us to work, play, learn and live together. Take time to read this handbook carefully. Share it with your parents. If you or your parents have questions about anything, ask your teachers, counselors, administrators or staff. We will be glad to answer your questions.

Sincerely,

Edwin B. Notestine
Principal
Woodward Academy Middle School
STATEMENT OF PURPOSE

The Middle School is designed for students in the seventh and eighth grades. It serves as the vital link in the Woodward Academy educational system between the elementary schools and the Upper School. Its primary purpose is to enable students of this age to grow and develop in an academic and social atmosphere designed specifically to meet their special needs.

Other specific purposes of the Middle School are:

1. to provide a curriculum that meets the needs of the wide range of individual differences of students this age group;

2. to encourage learning that challenges each individual with regard to that student’s maturity, interests, and talents;

3. to sustain a school atmosphere that supports the nurturing of values;

4. to enhance the positive outlook of each student by exposing the student to various social activities and experiences;

5. to promote the physical well-being of each student through a physical education program that involves students in individual as well as team athletics;

6. to help develop in each student an appreciation of the value of aesthetic experiences;

7. to expose the student to a discipline system that encourages the development of responsibility and self-discipline;

8. to provide the necessary academic experiences for the student to enter the Woodward Academy Upper School.

Alma Mater
Standing here in reverent prayer
On this campus proud and free;
May our hearts remain aware
That this is our Academy!

“Onward, Woodward,” let us sing,
Highest Honors to it bring.
May our thoughts and acts display
Our Alma Mater’s guiding way.

Frank Ward
Class of ‘68
IMPORTANT DO’S AND DON’TS

1. Students and parents, please carefully read and follow this Handbook.

2. Always follow dress code rules. ON CAMPUS, IN UNIFORM.

3. Avoid detention hours - be WHERE you should be at the proper times, doing WHAT you should be doing.

4. Follow the Woodward Academy school calendar. Note the dates of vacation periods and confine student travel to those times. Check to be sure that absences are excused absences.

5. Parents, please call or e-mail (absms@woodward.edu) the school office between 7:45 and 8:15 if your child will be absent or is checking out early.

6. Always bring a written excuse or send an e-mail to alert the Middle School Office BEFORE a planned absence, such as a trip, doctor or dental appointment, etc.

7. Always bring a written excuse or send an e-mail to the Middle School Office the FIRST DAY BACK after an unplanned absence, such as illness or family emergency. If a note has been e-mailed, students still need to check in with the front office. Failure to provide written documentation will result in a detention hour.

8. Always SIGN IN and OUT through the Middle School Office when arriving late or leaving during the school day.

9. Eating will be confined to the Cafeteria and the Middle School Lounge during the lunch period. Middle School students are not allowed in the Upper School snack bar during the school day (8:00 AM to 3:12 PM).

10. For your protection, label your belongings and keep them with you or locked in your locker. THE SCHOOL CANNOT BE RESPONSIBLE FOR MISPLACED ITEMS.

11. Carry your current Woodward Academy ID with you at all times. For free admission, student ID’s will be required to enter home athletic events.

12. Be serious about being a student. Be loyal to Woodward Academy. Be considerate of your teachers and fellow students.

13. THINK before you act or speak. If you have questions, refer to this handbook or ask a teacher. Remember, ignorance of these rules is no excuse.
ACADEMIC CONCERNS

ATTENDANCE POLICY
The students who benefit most from the educational experience offered by the Academy are those who attend regularly; therefore, the school discourages absences except in cases of emergency or illness. All students are expected to attend ALL days of school except in cases of illness or emergency. Students must attend at least four class periods to be counted as present for the day. Students are allowed 10 non-school related absences (excused or unauthorized) per class per semester. If a student accumulates more than 10 non-school related absences per class per semester, the student will have an Attendance Review. We, as well as our accrediting agency, The Southern Association of Colleges and Schools, consider these half days just as important as full days. Woodward Academy strongly discourages parents from scheduling or permitting students to schedule trips which interfere with scheduled school days. Please check the school calendar carefully to avoid such problems.

Middle School hours are 8:25 AM-3:12 PM

1. **Excused Absence:** Recorded for illness, death in the family, and medical appointments.

   An absence is excused when the student submits a note or phone call from the parent or legal guardian explaining the absence, or a note from the doctor showing attendance for an appointment. In the case of an illness, the parent or guardian should call the school secretary between 7:45 and 8:15 am or e-mail absms@woodward.edu. Upon the student's return to school, the parent or guardian must send a written note for the student to present to the office.

2. **Informed Absence:** Recorded for authorized school activities and occasions that benefit the student's knowledge and/or education.

   Permission is required in writing from the parent or guardian to the Principal as far in advance as possible. NO telephone or emailed excuses from parents the day of departure will be honored.

ATTENDANCE REVIEW
The purpose of an Attendance Review is to determine the appropriate action to take to maintain the educational integrity of the Academy and the educational benefits to the student. The review is conducted by an Attendance Review Board which consists of Woodward Academy faculty and staff including the school nurse, assistant principal, and the student's grade counselor. Therefore, the board has the authority to grant or deny course credit, hold or deny the student’s re-enrollment agreement, place the child on probation, or insist upon an alternative means of securing course credit.

ABSENCES
An administrative assistant will call a student's home on the day of the absence if the school has not been notified of the reason by 9:00 AM. Upon the student’s return to school, the parent or guardian is asked to send a written note for the student to present to the office before homeroom.

EARLY DISMISSAL
Parents are urged to arrange doctor and dental appointments on Saturdays or at times when appointments will least interfere with the student's academic schedule. Students who need to be excused from school before the end of the regular day must bring a written excuse to the Middle School Office BEFORE HOMEROOM on that day. Students WILL NOT be released without such written notification. Students MUST sign out on the sheet provided in the Office before leaving the campus. They must sign in on that same sheet they return to campus on the same day.

HOMEROOM
Each school day begins with a homeroom period. Students arriving on campus prior to 8:10 AM should report in proper uniform to Mr. Dietz in the dining hall where a supervised study area will be available. The homeroom, which begins at 8:25 AM, is part of the school day and students are expected to be present, on time, and in proper uniform. All business with the Office concerning excuses or trips to the
Campus Store for materials should be accomplished before the beginning of homeroom. Students are responsible for all announcements made during homeroom period.

**TARDINESS**
Students who are late to school will report to the Middle School Office to present their WRITTEN excuse explaining the tardiness and must sign in on the sheet provided. Tardy students will not be admitted to class without a pass from the Office. The Office will keep a record of student tardiness. After the fifth tardiness to school in a grading period, the student will be assigned a detention hour. Students who are late to homeroom, class, or homeroom study hall without an excuse will be assigned a detention hour by the classroom teacher.

**MAKE UP WORK**
Work missed due to absence is recorded as incomplete. **Make-up work is required.** It is the student’s responsibility to schedule a time with the teacher to make up missed work. To complete the make-up work, the student will be allowed one day for each day absent. Credit will be given when work is completed by the designated deadline. If the work is not completed in the allowed time frame, the student will not receive credit for the assignment.

Our After School Study Hall provides the best time and environment for students to make up tests or quizzes. There is no charge for this study hall; students can work on homework when they finish the make-up test and ride the late bus home. **NOTE:** Students absent on the day of a scheduled test are expected to take the test on their first day back to school. Students absent on the day before a scheduled test in a class where no new material was covered have the option of taking the test on the scheduled day or scheduling the test for one day later.

When a student is absent for only one or two days, it is suggested that he individually contact classmates or refer to Haiku to get the homework assignments. Students are, therefore, encouraged to exchange phone numbers at the beginning of the year with a “study buddy” in each class. For an extended absence, the parent may phone the Middle School Office to request assignments. A phone request MUST be made BEFORE 9:00 AM on the day the parent wishes to pick up the assignments. It may not be possible for assignment requests made after 9:00 to be honored. Students and parents can also refer to individual teacher web sites through Haiku. In the event of prolonged absences, the teacher will work with the individual student to devise methods of making up the work missed and to establish reasonable deadlines for making up the work. In some cases the teacher or the office may recommend special tutoring.

**FIELD TRIPS**
Field trips during the regular school day will be held to a minimum. Students on field trips are subject to all school rules and regulations, including uniform. A student’s conduct, academic achievement, or attitude could result in exclusion from participation in such trips. Field trips are informed absences. Students must take missed tests or quizzes either the same day or the very next day.

**SERVICE HOURS**
The Middle School hopes to build habits of community service in our students. To that end, we strongly encourage all Middle School students perform at least five (5) hours of service during the school year. These hours are recorded on letter head from the agency where the services were performed. These reports are kept on file by the homeroom teacher. Students may accumulate these hours at school by helping Woodward teachers or outside of school by helping in neighborhood, religious, or community activities. Helping at home or at a parent's office is not considered a community service activity.

**SNOW DAYS**
In the event of school closing, The Academy will make every attempt to notify parents on the website and through e-mail/ text messages. The following television and radio stations will be notified and announce that Woodward Academy is closed for the day: the four major local television stations (channels 2, 5, 11, and 46) and on the radio, AM 750, FM 94.7, and FM 98.5. Information on the closing can also be found on Woodward's website. It will be the student’s responsibility to check Haiku for the posting of distant learning assignments.
SCHEDULES
Student schedules are considered binding. Students and parents should not request changes of subjects or teachers once school is underway. Schedules will be mailed to the student's home mailing address at the end of June. If there is an error or omission in the schedule, the Middle School Office should be contacted.

TUTORIAL
A tutorial period is available to all students each school day. A teacher may require a student to attend tutorial or a student may come voluntarily to seek teacher assistance. Students required to attend tutorial are expected to be on time and to have materials for class. Students should remember that teachers refer to their records of attendance at tutorials when they are determining “Effort” grades. Students can make the best use of tutorial opportunities if they come prepared to ask specific questions about material that is unclear to them. However, tutorials should not be viewed as a time for instructors to completely re-teach the daily lesson. If a student is experiencing difficulty in a subject, parents and teachers expect that student to attend tutorial on a regular basis more than once a week throughout the semester.

TUTORING
If there is a need for additional academic assistance, parents may want to make arrangements for private tutoring. A list of private tutors can be found on the Middle School web page. Students will be allowed to miss only one period per week of PE, PFIT, or Life Fitness to work with a private tutor. Honors students should not seek tutoring. If an Honors student is struggling, the student should move down a level. It is the school policy that no teacher will offer private instruction to his own students except gratuitously.

EXAMS
The Middle School has exams in all five academic classes (English, history, social studies, math, and reading or foreign language) at the end of each semester in December and in May. The exams count 20% of the final semester grade. There are two semesters in each school year. Exams may not be exempt in the Middle School.

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Grading Period</td>
<td>40%</td>
</tr>
<tr>
<td>Second Grading Period</td>
<td>40%</td>
</tr>
<tr>
<td>Exam</td>
<td>20%</td>
</tr>
</tbody>
</table>

GRADING SCALE
The four term grades, exams, and Haiku progress reports will show (+) and (-). The two final semester grades which are used to calculate Eagle roll will not include (+) and (-). It is Woodward Academy policy that grades are shown as letter grades, not numerical grades. NUMERICAL GRADES are not given on quizzes, tests, projects, student’s average on a progress report or report card.

A+ 98% - 100%
A  93% - 97%
A- 90% - 92%
B+ 88% - 89%
B  83% - 87%
B- 80% - 82%
C+ 78% - 79%
C  73% - 77%
C- 70% - 72%
D+ 68% - 69%
D  63% - 67%
D- 60% - 62%
F  59% and below
ACADEMIC HONORS
Students achieving the designated grade point average with no grade less than a D are placed on the Eagle Roll at the end of each of the two grading periods. For a student to receive the yearly Eagle Award certificate, he must have the necessary cumulative grade point average at the end of the second semester. No student who has been disciplined during the school year for a major offense, such as cheating, will be allowed to attend the Honors Banquet even if he has attained the necessary grade point average. Eagle Awards are presented to students who earn a cumulative grade point average of 3.80 for Gold or 3.20 for Silver on a 4.00 scale with no grades less than a D. G.P.A. is an average of the values extended to the hundredths place in the table below. There is not Honors credit for Fine Arts classes. G.P.A. calculations are not rounded.

GRADE POINT AVERAGE – G.P.A.
Course types and point values are as follows:

<table>
<thead>
<tr>
<th>Semester Grade</th>
<th>Honors Prep</th>
<th>Enriched Prep/ Transition Prep*</th>
<th>Year long Fine Arts + Visual Arts</th>
<th>College Prep</th>
<th>Short courses, dance, PE, Personal Fitness</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.5</td>
<td>4.1</td>
<td></td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3.5</td>
<td>3.1</td>
<td></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2.5</td>
<td>2.1</td>
<td></td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>1</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Transition Study Strategies has the same value as short courses.

ACADEMIC PROBATION
Since the grade of C (2.0) is the minimum college recommendation grade, students earning grades of less than 2.0 in the five core academic classes at any grading period may be placed on academic probation. Students on academic probation may be required to receive private tutoring, repeat the grade level, or be denied re-admission. Severe academic or conduct grades could result in the student's mandatory withdrawal during the school year.

CONFERENCES
If a student is having difficulty in a class, parents can communicate with teachers by phone or e-mail. Parents can also arrange a conference with that specific teacher through the Middle School Office, or the teacher. Conferences may be scheduled before school or after school. Teachers will be able to return e-mails and phone calls during their planning periods or after school. If a student is struggling in many classes, please contact Mrs. Jackson or the one of the counselors, Mrs. Dedeaux or Mrs. Nguyen. A group conference can then be scheduled before school for all teachers, parents, student, administrator, and counselor. Parents may not drop by teachers' classrooms before or after school unannounced. These times are reserved for teachers to work with students or prepare lessons.

PROGRESS REPORTS/ HAiku
Teachers will post Progress Reports on Haiku every two weeks. Parents and students are responsible for using Haiku when they want to check current grades in each class. Haiku allows students to become more responsible for their grades by being able to check them every other week. Parents and students should understand that grades can change dramatically within a 2 week period based on the number of grades posted. If parents have questions about a grade in class, they should e-mail the teacher.

REQUIRED SUMMER TUTORING
Students with a D for both semester grades or an F for one semester grade in Math, English, or Reading will be required to have tutoring during the summer. The number of hours is to be determined by the MS Administration. In June the school will send a letter and a form for the tutor to complete and return to the school before the student begins the next school year.
ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH LEARNING DISABILITIES

Students enrolled in Transition Program classes automatically receive accommodations. Students who have diagnosed learning differences but are not enrolled in any Transition classes are also eligible for special accommodations. Parents should contact Mrs. Jackson in the MS or the Ms. Satterfield in the transition office to begin the process to apply for accommodations. The psychological report will be sent to the transition office. The report will be reviewed and a Request for Accommodations will be written. The student will be given copies of the report to handout to his/her teachers. Typical accommodations include extended time (additional 1/2 time allowed for students without accommodations), preferential seating, and assistance in note-taking. The report will also include the nature and manifestation of the disability, areas of strength and suggested teaching strategies from the psychologist's recommendations.

SCHOOL RECORDS

Pursuant to the Family Educational and Privacy Act (20 U.S.C. 1232g), student records are confidential and, with certain exceptions, may not be disclosed without parental consent. Parents have the right to inspect and review their own student’s records and to challenge the record’s contents. Student records may also be reviewed by school officials and will be forwarded to other educational institutions in which the student seeks to enroll.

HOMEWORK POLICY

Definition of Homework: Homework is any activity or assignment directed by the teacher to be performed outside the classroom that may include practicing skills learned in class, reading, studying, projects, or completion of assignments.

1. Philosophy/Purpose: Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Woodward Academy Middle School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objects. The main purposes generally associated with homework are as follows:

   - To give students a chance to review and practice what they have learned
   - To prepare students for the next day’s lesson
   - To provide opportunities to identify and learn to use resources such as the library, the Internet, reference books, and other community resources
   - To allow for more in-depth exploration of topics than is possible during class time
   - To help students develop time management, study, and organizational skills
   - To provide parents with insights into what is being taught in the classroom and the progress of this children

2. Expectations: Homework is most beneficial when teacher expectations are well communicated, students take responsibility for their homework, and parents support these efforts. As such, the responsibilities of teacher, students and parents, with regard to homework, are listed below:

Teachers can help by:

   - Informing students and their parents of the purpose and benefits of homework
   - Informing students and parents of the school’s homework policy
   - Assigning relevant, meaningful homework activities that reinforce classroom learning
   - Ensuring that students are aware of what is expected of them, and how their work will be assessed
   - Giving students sufficient time to complete their homework, taking into account homework set by other teachers
   - Maintaining homework records and providing feedback to students and parents
   - Regularly updating Haiku to apprise parents of their child’s progress
Students can help by:

- Being aware of the school’s homework policy
- Asking questions when necessary to clarify the assignment
- Thoroughly recording homework directions and expectations on iPad
- Completing homework within the given time frame
- Informing parents of homework expectations
- Seeking assistance from teachers and parents if difficulties arise
- Ensuring homework is of high quality
- Asking for and completing homework assigned during an absence by checking Haiku
- Working on homework independently whenever possible, so that it reflects students ability
- Managing demands and activities to allow sufficient time for homework completion

Parents can help by:

- Setting a regular, uninterrupted study time each day
- Providing a suitable place for study
- Monitoring student’s organization and daily list of assignments in their agenda
- Being aware of long term assignments and assisting students in learning to budget their time accordingly
- Assisting and correcting, but not doing the actual work
- Contacting the teacher if he/she observes an absence of homework
- Communicating with teachers any concerns about the nature of homework and their child’s approach to the homework
- Alerting the teacher, in advance, when extenuating circumstances arise that may prevent homework from being completed on time
- Regularly access Edline to help monitor their child’s progress

3. **Time:** Actual time required to complete assignments will vary with each student’s study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time on homework, you should contact your child’s counselor. Generally, students in grade 7/8 will average approximately 1.5 – 2 hours per night (20 minutes per night per subject).

**DRESS AND APPEARANCE**

**DRESS CODE**

The Woodward Academy uniform unites all divisions of the Academy, stresses community and minimizes unnecessary clothing competition. The uniform is a symbol of excellence and an indication that the wearer possesses the intellectual and moral character to be included in a selective student body. Students should, therefore, strive to wear the uniform correctly and proudly.

All prescribed articles of uniform clothing must be purchased from Mills online or at the Mills store in Fountain Oakes shopping center 4920 Roswell Rd. Suite 1 (404-255-2133). Students not in compliance with the uniform code may be required by the Principal of the Middle School to call home to make arrangements for appropriate clothing. A gym uniform purchased at Mills is required for all physical education classes.

At all times, students must observe high standards of neatness and cleanliness. Uniforms must be in good repair and of the proper fit. Students failing to comply with the uniform code, defacing or altering the school uniform will be assigned detention hours, will be required to purchase a new uniform, and/or may be sent home. **For the safety and security of the students, faculty and staff, students must be in school uniform while on campus during the normal school hours (8:10am-3:40pm) and he/she must wear the school uniform properly and in its entirety.** The Principal of the MS and Assistant Principals are the final judges of uniform, jewelry, and/or hair appropriateness or correctness. The decisions they make are final. The following outlines the uniform and acceptable combination of the items on an individual basis.
Students should adhere to the following guidelines concerning the wearing of the uniform:

1. From the time the students board the buses or Marta in the morning until the time they leave the buses or Marta at their final stop, students are expected to wear the uniform properly. Students represent our school and reflect the standards of our institution when in our uniform.

2. Shirt tails and blouses are to be tucked in at all times, except in the leisure areas during the lunch and tutorial periods.

3. Shoes are to be polished, properly soled and worn correctly. The only acceptable shoes are those indicated in the uniform regulations and displayed on the website. Students may not walk on the back of their shoes. Boys may not wear anklet socks.

4. Clothing is to be of the proper size; no over-sized or tight fitting shirts, blouses, or sweaters are allowed.

5. No T-shirts, letter shirts or visible non-regulation garments may be worn. T-shirts worn under uniform shirts must be plain white.

6. When in dress uniform, boys are to have collar buttons fastened on shirts and ties are to fit snugly about the neck at all times.

7. Girls’ skirt lengths should be no shorter than four (4) inches above the top of the kneecap.

8. Boys’ trousers are to be worn properly with belts so that the waistband rests on the top of the hipbone.

9. Girls may wear the regulation Woodward slacks for girls during any season. These slacks must be worn on the waist.

**DAILY UNIFORM:**

**Female:**

- **Shirt:** The shirt is to be tucked in at all times. White, unprinted, undershirts may be worn but are not to show below shirt sleeves. Navy or white polo shirt, short or long sleeved
- **Slacks:** Khaki
- **Skirt:** Khaki which is worn no shorter than 4” above knee. Khaki pants option is available.
- **Shoes:** Approved solid brown (see the list below), no moccasins
- **Socks:** White crew, black crew, white knee socks, white or navy blue tights. Socks may not have any distracting visible designs or logos; no “tye-dye” apparel. No Nike elite socks. No ankle socks.
- **Outerwear:** Navy blue long sleeved fleece, Navy blue sleeveless fleece vest, letter navy pea coat purchased from website: http://www.uswings.com is acceptable; red windbreaker, rain jacket with Woodward Academy logo, and/or a long sleeved v-neck sweater
- **Accessories:** Brown belt with pants. Woodward “1900”.

**Male:**

- **Shirt:** The shirt is to be tucked in at all times. White, unprinted, undershirts may be worn but are not to show below shirt sleeves. Navy or white polo shirt, short or long sleeved
- **Slacks:** Khaki
- **Shoes:** Approved solid brown (see the list below), no moccasins
- **Socks:** White crew, black crew. Socks may not have any distracting visible designs or logos. No Nike elite socks. No ankle socks.
- **Outerwear:** Navy Blue long sleeved fleece, navy blue sleeveless fleece vest, navy outer coat, red windbreaker, rain jacket with Woodward Academy logo, and/or a long sleeved v-neck sweater
- **Accessories:** Brown belt with pants. Woodward “1900”.

11
DRESS UNIFORM: Required every day from January 5– March 4 and on special occasions

**Female:**
- Shirt: The shirt is to be tucked in at all times. White, unprinted, undershirts may be worn but are not to show below shirt sleeves. White or Blue Oxford, short or long sleeved
- Slacks: None
- Skirt: Only khaki skirts are to be worn on dress days. The skirt is worn no shorter than 4” measured from the crease in the back of the knee.
- Shoes: Approved solid Brown (see the list below), no moccasins
- Socks: White crew, black crew, White knee socks, White or navy tights. Socks may not have any distracting visible designs or logos. No Nike elite socks. No ankle socks.
- Outerwear: Navy blazer (with approved patch), rain jacket with Woodward Academy logo, and/or a long sleeved v-neck sweater. If the student chooses to wear the navy outer coat, rain jacket, navy pea coat, they must be worn over the blazer. The pea coat is to be purchased from website: http://www.uswings.com.

**Male:**
- Shirt: The shirt is to be tucked in at all times. White, unprinted, undershirts may be worn but are not to show below shirt sleeves. White or Blue Oxford, short or long sleeved
- Slacks: Khaki
- Shoes: Approved solid brown (see the list below), no moccasins
- Socks: White crew, dark crew. No ankle socks. Socks may not have any visible designs or logos. No Nike Elite socks.
- Outerwear: Navy blazer (with approved patch), navy outer coat to be worn over blazer, rain jacket with Woodward Academy logo.
- Accessories: Brown Belt with pants; Red and blue striped tie

**Prescribed Shoes** - Students must wear appropriate and prescribed shoes at all times. **Students are expected to wear brown or tan closed toe, closed heel shoes while in uniform. All uniform shoes should have hard soles and/or grip mechanisms to prevent slipping.** Houseshoes (including shoes with visible “fur” like material), UGGS, beach shoes, shower shoes, and the like are not considered to be appropriate for school.

The following list of school shoe options (and/or any comparable shoe) is considered acceptable during the school day:
- Clarke’s Wallabee; Birkenstock London, Exeter Dirty Buck style; Nubuck; Timberland 71026; Sebago Schoodic; Rockport Paria brown; Merrell Nubuck Jungle Mocs; Sperry top sider authentic original 2-Eye Boat Shoe (Sahara, classic brown, tan, tan/beige, dark/tan, brown buc brown)
- **Rain/Snow:** Upper School students may wear conservative (in style and color) waterproof rain shoes as a uniform option on rainy or snowy days only. Rain boots may be Navy Blue, Black, Dark Grey or Red. Brown and/or Navy Blue “duck shoes” are allowed on these days as well. **Students are reminded that the rain/snow option is ONLY available when it is actively raining or snowing.** As such, students should be prepared to change into normal school shoes if needed.

**Non-regulation shoe excuse:** Permission for non-regulation shoes due to an injury may be granted upon submission of a valid doctor’s note. The student is to report to the Middle School Infirmary with the doctor’s note explaining the injury and the nature of the shoe excuse. The Infirmary will then issue the student a temporary shoe excuse pass. The student is to have the pass on his person at all times. Non-regulation shoes are to be conservative in style and color (Dark Grey, Navy Blue, Black).

**HAIR CODE**
Hair must be kept neat and well groomed. Radical styles including tails, spikes, unusual shapes, steps, cuts, lines, directions, colors, or partial shaves, will not be permitted for boys or girls. Boys’ hair must be cut above the eyebrows, to the middle of the ears, and above the collar and may not stand more than three (3) inches above the head. Corn rows and braids are not appropriate for male students. Sideburns may be worn to the ear lobe. Beards and mustaches are not permitted. Girls’ hair must be neat, well groomed, and off the face. Girls may not wear large or colorful clips, bows, bands, scarves, or other
similar hair decorations. Girls' hair may not be closely shaved, or unusually colored. Violation of this hair code may result in a student being sent home. Hair styles that are considered distracting by the principal and his assistants are illegal. An exception may be granted for valid reasons if the request is supported by documentation, signed by a physician and submitted to the Principal.

**JEWELRY**
All jewelry worn by either boys or girls must be of a conservative, appropriate, non-distracting nature. Earrings must be smaller then 1 ½ inches in length, and hoop earrings must be smaller then 1 ½ inches in width. One conservative necklace is appropriate. Boys' belt buckles should be no more than two (2) inches wide and must be deemed appropriate by MS administration. The principal and his assistants retain the right to rule on the appropriateness of the uniform, hair style, and jewelry. Their decisions are final.

**OUT OF UNIFORM DAYS**
On special occasions, students may be out of uniform. However, certain guidelines must be followed even on those days and dress is under the discretion of the MS Administration.

1. NO sandals, clogs, or flip-flops; sneakers or casual tie shoes are acceptable. Crocs and Birkenstocks are permitted if they have backs to them.

2. NO tank tops or spaghetti strap tops; students must wear appropriate T-shirts with sleeves (either short or long).

3. NO T-shirts which display inappropriate designs relating to drugs, alcohol, sex, or violence.

4. Shorts are permitted conservative in length, hemmed edges only, and NO spandex shorts.

5. Leggings may be worn with long shirt or sweater.

6. NO jeans will holes in them.

7. NO pajamas allowed.

When teams or school groups (band, academic team, etc.) are out of the regular school day uniform, they must wear only the designated team/group uniform.

**NOTE: If a student receives three (3) detentions for uniform violations, he will not be able to participate in the next out of uniform day.**

Students will wear DRESS UNIFORMS every day from January until Spring Break.

**DISCIPLINE**
Responsibility educates. As students make the transition from children to adults, their freedoms and responsibilities will increase. 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. Allow your to child suffer the consequences of choices and actions. Sending the message that punishment is only served when it is convenient to the family is not being truthful about the way life works in the adult world. Know and discuss the standards set forth in this Handbook so that detentions may be avoided. Review options ahead of time with your child in the event of a detention hour being assigned.
INTERESTING FACT: More than half of the students in the Middle School do not receive any detention hours during a school year.

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, or by the Principal or Assistant Principal of the Middle School for failure to abide by the code of conduct in the areas of student responsibility.

Detention Hall is held twice daily: in the morning, Middle School students report to the MS Dining Hall from 7:15 to 8:15 am; in the afternoon, Middle School students report to room 304 at 3:45. Middle School Detention Hall is supervised by Mr. Dietz. Detention Hall does not take precedence over tutorials. 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 multi-part detention slip with a copy for the student, the teacher and Mr. Dietz will be used. Copies are received and retained by the assigning person, student, and Mr. Dietz. It is the student's responsibility to take his copy home for a parent signature and return it with a parent signature to Mr. Dietz the following day.

The student must report to Detention Hall by the day following the day the detention is assigned; the student may serve the hour on the day that it is given. He may choose to attend two Detention Halls in one day, but he must work off at least one detention hour per day until his obligation is completed. Guidelines for the assigned penalty will be provided to the student as he arrives to serve the detention. Failure to report for detention or to complete the detention will result in additional hours. In addition to serving the detention hour the student may also lose the privilege of going to the MS Lounge at lunch for one week. Students in after school detention will report to Study Hall or be picked up by a parent after serving hours. This policy means that those who are on athletic teams will miss practices or games when they receive detention.

While the following specific punishments will be assigned in most cases, special conditions may warrant different actions:

1. **Being tardy**
   a. unexcused tardiness to class - 1 hour.
   b. after eight cumulative times tardy to homeroom - 1 hour.

2. **Failing to provide written excuse for absence** - 1 hour.

3. **Chewing gum** - 1 hour.

4. **Violating the dress code** - 1 to 3 hours.
   (After receiving the third uniform detention, a student may not participate in the next out of uniform day)

5. **Misbehaving in class** - 1 to 5 hours.

6. **Skipping or leaving class without permission** - 3 to 5 hours and report to the Principal.

7. **Using language or actions unbecoming a Woodward student** - 3 to 5 hours.

8. **Harassing other students** - 3 to 5 hours and report to the Principal.

9. **Being in an unauthorized area of the campus** - 3 to 5 hours and/or report to the Principal.

10. **Leaving campus during school hours** - report to the Principal.
11. **Cheating** (including forgery, plagiarism, and copying another student's homework) - referral to the Principal, detention hours, and 0 on any involved assignment.

12. **Fighting** - may result in an in-school suspension

13. **Stealing** another student's property - to be determined by the Principal

14. If a student receives a written warning from one teacher, a second warning, regardless of the teacher, results in that warning being converted to an hour.

A student who accumulates five (5) or more detention hours will be subject to the following:

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

Upon reaching ten (10) detention hours, a student will be subject to any or all of the following:

A. appearing before the Discipline Committee.(see description below)
B. receiving a disciplinary letter (copy in student file)
C. conduct probation (re-enrollment will be held until the end of the school year when conduct will be reviewed by the Discipline Committee and/or the Administration).

**DISCIPLINE COMMITTEE**

The Principal and his Administrative Assistants retain the right to rule in all cases of questionable and inappropriate behaviors and actions. Additionally, the Middle School has established a Discipline Committee consisting of faculty members, approved by the Governing Board. Once situations are referred to them by the administration, the Discipline Committee will interview students, review pertinent facts, and recommend consequences for the student actions.

The Assistant Principal, Principal, or his or her designate will conduct a thorough investigation of any incident warranting the involvement of the Discipline Committee. The Principal will then prepare a written statement of the facts of the case and have the student attest to its accuracy by reading and signing the statement. The Discipline Committee will receive copies of this statement and convene as soon as possible. The Principal or his/her designate will attend the Discipline Committee meeting to ensure that it is conducted in a manner consistent with the Academy's mission statement. In addition to the facts provided in the written statement of the incident, students who appear before the Discipline Committee will have the opportunity to plead guilty or not guilty, to make a statement, and to be fully questioned by the committee. The students will be dismissed from the room while the committee deliberates. Parents are not permitted to attend discipline committee hearings.

All decisions made by the Discipline Committee are automatically reviewed by the Administrative Panel consisting of Woodward's President, Headmaster, and Principal of the Middle School or whomever they designate. The Administrative review policy is designed to ensure that the Discipline Committee's procedures and decisions incorporate the values of the Middle School's mission statement as well as meeting constitutional obligations. Once the Discipline Committee's decision has been approved by the Administrative Panel, the decision is final.

Once the Administrative Panel approves the committee's decision, the student and his/her parent(s) will be informed and provided an opportunity to discuss with the Principal the incident, the committee's decision or the disciplinary process. The purpose of the meeting is purely informational.

The offenses listed below are only some of the infractions that could make students subject to strong disciplinary action by the Administration and/or this Disciplinary Committee. The list is not exhaustive.
A. Disregard for rules which result in excessive detentions.

B. Willful destruction of school property or personal property;

C. Stealing or having unauthorized possession of property belonging to others; (Items found should be brought to Lost and Found or turned in to the Office)

D. Trespassing on campus, breaking into or illegally entering locked buildings, rooms, lockers, etc.

E. Making false statements

F. Skipping school and/or submitting fraudulent excuses

G. Unexcused absence from classes or leaving campus without permission

H. Misconduct at any activity associated with the Academy, including field trips, academic/athletic events. Acting in any way that reflects negatively on the Academy

I. Circulating unauthorized petitions or organizing groups or protests against school rules and/or administrative decisions

J. Inhumane treatment of any member of the student body or employee of the school, including hazing, ridiculing, verbally or physically mistreating, sexual harassment (see policy), taking undue advantage of another student or employee of the school

K. Violation of any Civil Law (misdemeanor or felony) whether on or off campus

L. Use or possession of any weapon of any type *

M. Selling of or making the arrangements to sell or purchase, possession of, possession paraphernalia of, use of, or condition of being under the influence of alcohol and/or a controlled substance on campus or at any school functions or trips. *

N. Sexual immorality*

O. Any "pranks" or acts of misconduct which bring discredit to the Academy

P. Inappropriate use of computer technology; i.e. Internet, email, pictures or videos

* Woodward Academy is required by state law to report to local law enforcement agents any student whom it reasonably believes has engaged in certain types of behavior including, sexual misconduct, possession of weapons and use, possession, distribution of marijuana or other controlled substances. (See O.C.G.A.- 20-2-1184)

HONOR CODE/ HONOR COUNCIL APPEAL PROCESS
All students at Woodward Academy are expected to adhere to the ideals of the HONOR CODE. Whether or not the student signs the honor pledge on submitted work, they are still expected to uphold its tradition.

The HONOR CODE states: UPON MY HONOR, I PROMISE NOT TO LIE, CHEAT, PLAGIARIZE, OR ASSIST OTHERS IN THOSE ACTIONS.

The honor code is NOT intended to replace the regular detention system, but to augment it. Students are honor bound to report violations of the honor code to faculty, councilors, or the administrative staff. Students who violate the honor code are subject to going before the HONOR COUNCIL.

The procedure of the meeting is as follows:
a. Council members will have all evidence concerning the situation in question.
b. The council members will ask the student questions so as to fully understand the situation in question. The student will have full opportunity to present his case.
c. Once the Council has exhausted all questions, the student is dismissed from the room and they will deliberate on the findings.
d. Determination of guilt or innocence will be determined by the entire Council. Council members will determine the appropriate punishment. Punishment may include: reprimand, the assignment of “0” as the students evaluation for the compromised grade, detentions, or referral to the Discipline Board for consideration of punishment up to and including expulsion.

Infractions which may lead to a student going before the honor council include, but are not limited to; cheating, lying, plagiarism, use of translation aids.

CONTROLLED SUBSTANCES
The possession of, possession of paraphernalia for, the selling or making arrangements to sell or purchase, the condition of being under the influence of and the use by teenagers of alcohol and controlled substances is against the law. Woodward Academy cannot and will not tolerate a student's possession of, possession of paraphernalia of, use of, selling or making arrangements to sell or purchase, or condition of being under the influence of alcohol and/or a controlled substance on campus or at school functions or trips.

Woodward has the right to require a student suspected of using a controlled substance or alcohol to be evaluated at any time by a physician, medical technician, law enforcement officer or to submit to laboratory tests, breath tests, urine, blood, or other tests at the sole discretion of school officials. Offenders are subject to dismissal.

Woodward Academy is require by state law to report to law enforcement authorities any student who is reasonably believed to use, purchase, sell or otherwise have control of marijuana or any other controlled substance. (See O.C.G.A. 20-2-1184)

Woodward encourages parents to be aware of the potential danger and liability of providing alcohol to minors.

TOBACCO
The possession, the smoking or using tobacco in any form including vapor cigarettes is not allowed at Woodward Academy. Offenders are subject to disciplinary action. Students who are constant offenders may be subject to dismissal.

HARASSMENT
Woodward Academy is committed to providing an environment that is free of discrimination or harassment in any form. THIS INCLUDES WEBSITES AND E-MAILS THAT DESCRIBE WOODWARD OR WOODWARD STUDENTS BY NAME OR BY IMPLICATION IN ANY INAPPROPRIATE OR DEROGATORY WAY. EVEN THOUGH THESE ACTIONS MAY TAKE PLACE OFF CAMPUS AND OUTSIDE OF SCHOOL TIME, THE IMPACT IS FELT ON CAMPUS.

Actions, words, jokes, or comments of a demeaning or insulting nature directed to a fellow student or staff member that are based on an individual's sex, race, ethnic origin, or religion, obscene notes or emails, will not be tolerated.

Sexual harassment (whether overt or subtle) is a form of misconduct that is demeaning to another individual. Forms of sexual harassment include unwanted questions about one's personal life, lewd comments, jokes with sexual connotations, the violation of personal space, unwanted touching, or suggestive or obscene notes or letters. Such activity is strictly prohibited.

Any student who engages in sexual harassment or other forms of harassment will be subject to the strongest disciplinary action up to and including dismissal. Any student who has been subjected to or has
witnessed sexual or other harassment should promptly report the incident to the Principal or Assistant Principals. These administrators will investigate the complaint promptly.

Woodward Academy is required by state law to report to law enforcement authorities certain sexual offenses. (See O.C.G.A.20-2-1184)

**THREATENING ACTIONS AND 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.

**DANGEROUS ITEMS**
Items such as matches, lighters, fireworks, knives (even toy knives), guns (even toy guns), and/or any items considered dangerous, potentially harmful and/or inappropriate items deemed by the administration are not allowed on campus at any time. Offenders are subject to disciplinary action up to and including permanent dismissal from school.

Pursuant to state law, Woodward must report violations of this policy to law enforcement authorities. (See O.C.G.A. 20-2-1184)

**DISCREDIT TO THE ACADEMY**
Woodward Academy reserves the right to discipline or dismiss students who are involved on or off campus in an activity that reflects in a negative way on the Academy.

**CONDUCT PROBATION/CONDUCT HOLD**
A student may be placed on Conduct Probation following a major act of misconduct and/or after accumulating a significant number of detention hours. The student will remain on probation until the Middle School Administration reviews his/her file. Students who demonstrate an improvement in attitude and a willingness to follow rules will be removed from conduct probation by the Principal. Failure to modify unacceptable behavior will result in a reduced ceiling for detention hours, an appearance before the Discipline Committee and/or expulsion.

A student may be placed on Conduct Hold if she/he has received 10 detention hours within the school year. The school's re-enrollment agreement for the following year will be withheld for a period of time so that his/her conduct and general behavior can be closely monitored. If the student has shown significant improvement in all required areas of behavior, his/her re-enrollment agreement may be released. The student may be placed on Conduct Probation for the following school year, which may include being placed under a reduced detention hour ceiling. Each student's discipline is reviewed at the end of the academic year. Students who have a pattern of unacceptable behavior, receive 10 or more detention hours, or receive any combination of the above may be placed on Conduct Probation.

The President, Headmaster, and Principal reserve the right to impose additional conditions to the probation.

**SUSPENSION/ IN-SCHOOL SUSPENSION**
Suspension/in-school suspension serves as a timeout/cool down period for students caught in an inflammatory situation. During the suspension the student is to complete all classroom assignments and to complete a special assignment designated by Mr. Dietz. The Middle School Administration will give specific instructions for specific situations. The teacher is under no obligation to offer special instruction. The student must complete all the required work; suspension is considered an unexcused absence and carries with it an academic penalty. ISS is reported as 10 hours of detention on a report card and is, therefore, "Unsatisfactory" conduct.
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.
Woodward Academy Discipline Framework (Bullying)

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

1st Offense

- Parent Notification
- Counselor/Administrator Notification
- Detention/Demerit Hours (or division-appropriate consequence / intervention)¹
- "1st Offense" notation on student's discipline record²
- Any other requirements the Administration may deem necessary

2nd Offense

- Parent Notification
- Counselor/Administrator Notification
- Detention/Demerit Hours (or division-appropriate consequence / intervention)¹
- "2nd Offense" notation on student's discipline record²
- Weekly meetings with school guidance counselor
- Any other requirements the Administration may deem necessary

3rd Offense

- Parent Notification
- Detention/Demerit Hours (or division-appropriate consequence / intervention)¹
- "3rd Offense" notation on student's discipline record²
- Weekly meetings with school guidance counselor
- Any other requirements the Administration may deem necessary
- Administrative referral to the Woodward Academy Discipline Committee (or division-appropriate personnel)

¹. Discipline Committee referral may occur at any time, where warranted by the nature or severity of the incident, as stated in Student/Parent handbook.
². "1st Offense" notation is required regardless of severity of incident in order to help determine whether behavior is a pattern. Interventions are also noted. After any three-year period without incident, notation restarts at "1st Offense."
NO HOLIDAY GIFTS POLICY
The school asks that no student gift exchanges be made on campus during the winter holiday season. We encourage, instead, that groups of friends to gather off campus on weekends or evenings, draw names or, even better, offer time, funds and emotional support to those less fortunate.

DELIVERY OF GIFTS POLICY
The disruption of the educational process by the delivery of balloons, food items, flowers, singing telegrams or other special gifts is not allowed. Gifts are not to be delivered to school and will not be accepted.

CAMPUS LIMITS
1. Each Middle School student MUST carry his current Woodward picture ID with him at all times. Lost ID's must be replaced immediately ($5.00 replacement fee). A student may be asked to surrender the ID to a faculty member for disciplinary reasons.

2. Students are not permitted to leave the boundaries of the campus from the beginning of the school day until the departure time in the afternoon without permission from the Principal or Assistant Principal. This includes the time between the end of the school day and the beginning of scheduled after school activities.

3. All Middle School students will have lunch in the MS Dining Hall. Students may eat on the outside tables. Middle School students are NOT allowed in the Upper School snack bar. Middle School students may purchase items from the campus store after school Monday - Thursday, but they are NOT allowed to do so during the school day or on Fridays.

4. Middle School students are not permitted into campus buildings unless going there for an assigned class or activity.

5. During the lunch period, Middle School students are to be out of classroom buildings until the beginning of their next assigned class period.

6. Students are not to be in classrooms or computer labs unless a faculty member is present.

7. Students are not allowed to go to campus parking lots or to be in cars at any time during the school day.

8. Students will not escort or meet others on that part of the campus east of the academic buildings, except when attending athletic events, dances, or other functions held in the gym or stadium.

9. Students will not visit with non-Woodward persons on campus except with the specific permission of the Middle School Principal. The school does not allow students to bring visitors to school or classes unless prior approval is given by the Principal. Visitors must report with their host to the Office upon arrival on campus. The Administration reserves the right to refuse permission for the visitor to remain. All visitors to the campus are subject to the rules of conduct of the Middle School.

AFTER SCHOOL REGULATIONS
All students should leave the campus promptly by 3:45 PM or at the conclusion of their last scheduled after school activity. If it is necessary to wait a short time for transportation home, students should wait in the Middle School Study Hall. Middle School students who are waiting for the late bus, but are not involved in an organized activity, or students who are waiting for an organized activity or practice to begin, will report to the supervised Middle School Study Hall by 4:00 PM. Students whose organized activities end before the late bus arrival or arrival of parents should report to Study Hall at the conclusion of their activities. Students may NOT leave campus and return to ride the bus or Marta.
GUIDELINES FOR STUDY HALL
1. Study Hall begins at 4:00 PM Monday – Thursday and 3:45 PM on Fridays. It ends at 6:00 PM each day. All students must sign in and out of study hall.

2. Room 111 is the girl’s study hall and room 115 is the boy’s study hall room.

3. Both study hall rooms will be quiet from 4:00 – 5:15 PM.

4. Students are dismissed at 6:00 PM to catch the late bus in the parking lot behind Brand Hall. All other students must be picked up by 6:00 PM. Students who are not picked up and are not riding the late bus will report to the Tyler Brown Student Center to wait for parents. Teachers may not wait for late parents.

5. Students may not wait in the lobby or outside the MS for parents to pick them up after 4:00 PM. All MS students must be under adult supervision from 4:00 PM until they leave campus with a parent or on the bus. The time is 3:45 PM for Fridays.

6. Students may make arrangements with teachers to make-up missed tests or quizzes during study hall.

7. Cell phones must be on vibrate. You may listen to music on your phone with headphones as long as your neighbor/or teacher can’t hear the music.

8. No food or drink is allowed in Study Hall. You may have a water bottle.

9. The computers should be used for school work only.

PERSONAL BELONGINGS
1. Cell phones and wearable technology (such as smart watches) must be stored in lockers and used before 8:20 AM or after 3:12 PM. Students may not carry cell phones or wearable technology with them during the day; detention and confiscation of the phone/ wearable technology will be the consequence if a either is found during the day on a student unless permitted by an individual teacher for a class.

2. Cell phones and wearable technology are not to be used to take pictures of other individuals on the Woodward Academy campus, or when participating at school events off campus, or when riding transportation provided by Woodward Academy. Students in violation of the policy are subject to disciplinary action.

3. Skateboards and roller-blades are not allowed on campus. Motorbikes and motorcycles are not allowed at school.

4. Selling, pawning, or exchanging of personal effects for profit is forbidden. Students will not act as an agent or sell to other students on campus any form of merchandise.

5. Solicitation for any causes, charitable or for profit, is not allowed in the Middle School with the exception of administratively approved activities.

6. Pornography, including books, tapes, computer disks, magazines, photographs or any other type of explicit materials will not be allowed on campus at any time.

7. The use or possession of any weapon or object intended for use as a weapon is absolutely forbidden.

8. Personal property such as books, book bags, uniforms, athletic equipment, etc. MUST be secured in student lockers or classrooms and may not be left unattended about the campus. Any such items may be taken up and detention hours assigned for their return.
9. The school reserves the right at any time and for any reason to search lockers, cars, book bags, and other possessions whenever deemed appropriate by school officials.

10. Laser pointers are not permitted at school.

**iPads RESPONSIBLE USE**

Students may possess, display, and use devices for instructional purposes only as defined by the classroom teacher. Students are responsible for ensuring that their devices are turned off and out of sight unless specifically given permission by a teacher or school administrator.

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments, and personal organization. Students not following expectations for use of personal devices will face appropriate disciplinary action.

Cell phones may be stored in lockers and used before 8:20 AM or after 3:12 PM. Students may not carry cell phones with them during the day; detention and confiscation of the phone will be the consequence if a phone is found during the day on a student.

Mobile devices should be stored in lockers during the lunch period. Devices will be used during the homeroom study hall period at the discretion of the classroom teacher.

**ALL devices will be used only in ways that are appropriate and in line with the Woodward Academy Computer-Internet Acceptable Conduct & Use Agreement.**

For ALL devices, the following guidelines apply:

- Students will use the device for assignments designated by the teacher.
- The student will take full responsibility for his/her device, including security, proper care, etc.
- The student will only use appropriate educational application on his/her device (i.e. not games and/or non-school related tasks and functions, including text messaging or otherwise communicating with others during the school day).
- The student will not use the Internet, social media, personal email, unrelated video, or anything not related to the assignment.
- The student will not photograph, record, or video people or class activities without the permission of the teacher or an administrator.
- The student will not transmit or access material that is offensive, threatening, or harassing to others.
- The student will not attempt to bypass web filters.
- The student will use school email accounts whenever email is necessary.

**CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:**

I understand and will abide by the above Acceptable Use Agreement. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, school disciplinary action including Administrative Action, Discipline Board/Committee action, a referral to the Honor Council, and/or referral to law enforcement.

**SERVICES AND FACILITIES**

**BUSES**

Students riding buses to and from school are subject to all school rules while waiting for the bus and while in route. Misconduct may result in a student being suspended from riding the bus. Students must be in school uniform when riding the bus to and from campus. However, students riding the late bus may be in the clothes from their authorized after school activity. Students must exhibit proper behavior in the bus staging area and be responsive to the discipline of the faculty members in charge of that area. All students scheduled for after school activities will be allowed to ride the late bus (6:10 PM). All other students are expected to depart on the early bus (3:45 PM). Students are not allowed to leave campus.
while awaiting bus departure. **Middle School students not otherwise assigned should be in the supervised Study Hall until the late bus.**

US Dean of Student’s Office is in charge of bus arrivals and departures. All MS bus discipline matters should be referred to Mr. McGarrah who will provide answers to any questions or concerns about bus policy. Mr. Notestine will review with the US Dean’s Office any bus disciplinary matters involving Middle School students.

**MARTA**

All students riding MARTA are expected to act in an appropriate manner at all times. The times of the Marta shuttle departure are 3:45 PM Monday – Thursday and 3:25 PM on Friday. The Marta shuttle also departs at 5:00 PM and 6:10 PM daily.

Students are expected to...

1. follow the rules as outlined by MARTA which includes...
   - no food or drink
   - no alcohol or tobacco
   - no running or fooling around while train is in motion
2. allow passengers to exit first off the train and then they may enter the train in an **orderly** manner.
3. remain seated at all times unless all seats are taken.
4. act appropriately while on the train. This includes...
   - no use of profane language.
   - no bullying or harassing (as defined by Woodward Academy) other students on MARTA.
   - no pushing or rough play.
   - not being excessively loud. Remember that you represent Woodward Academy and are expected to do so in an appropriate manner.
5. remain in the MARTA train during transit.
   - This means that students are **NOT** allowed to switch MARTA cars during each stop.
   - Once on MARTA, students are **NOT** allowed to get off at various stops to eat.
6. exit the MARTA train in an orderly manner at the College Park station and walk to the Woodward shuttle bus.

Any inappropriate behavior will be referred to Mr. McGarrah who will determine the appropriate discipline. Discipline may range from a simple warning to a suspension from riding MARTA.

**LOCKERS**

Lockers are provided for students to use for books and approved personal items. All students will be assigned a locker in the main MS building. **NO STUDENT IS ALLOWED TO USE ANY LOCKER EXCEPT THAT WHICH HAS BEEN ASSIGNED TO HIM BY THE HOMEROOM TEACHER.** Students are advised not to publicize their locker combinations.

**SCHOOL AUTHORITIES** **RESERVE THE RIGHT TO SEARCH A STUDENT’S LOCKER AND PERSONAL BELONGINGS WHEN THERE ARE REASONABLE GROUNDS FOR BELIEVING THAT SOMETHING CONTRARY TO SCHOOL RULES OR DETRIMENTAL TO THE SCHOOL AND ITS STUDENTS MAY BE FOUND IN THAT LOCKER. THE SCHOOL WILL ALSO COOPERATE WITH LOCAL LAW ENFORCEMENT AGENCIES IN LIKE MANNER WHEN REQUESTED TO DO SO.**

**LOST AND FOUND**

Students are responsible for the proper marking and safeguarding of all clothing, equipment, materials, and supplies. Items left about the campus maybe subject to theft. Detention hours can be assigned for belongings left about the campus. Students should check the designated Lost and Found areas for missing articles.

**MEDICAL FORMS**

Middle School students are required to have a valid, updated physical examination (dated not earlier than May 1, 2015). The packet of necessary forms was mailed to parents in June and is due on the opening
day of school. A Student Health Record and a Georgia Immunization Form 3032 must also be completed and on file.

INFIRMARY
The MS Infirmary is located on the first floor of the Classroom Building across from the MS office. The Infirmary is to be used by students in case of injury or sudden illness. The students will receive a pass from the teachers whose class he/she is leaving and have that pass signed by the nurse before returning to class. If an accident occurs in physical education or another building away from the MS Classroom Building, the teacher in charge should notify the Middle School Office as soon as possible that the student has been sent to the Infirmary. Medications stocked in the Infirmary are listed on the Nonprescription Consent Form in the June medical packet. Nonprescription medicines are administered according to the manufacturer’s directions on the label.

SPECIAL MEDICATIONS
The Middle School nurse will dispense prescribed medications to students through the MS Infirmary. Families must complete a special form to give her the necessary directions for student medication. It is the responsibility of the student to report to the nurse at the proper time for medication. Students may deliver their medications to the nurse, but, otherwise, are not allowed to carry prescriptions or take medications without supervision while on campus. Medical records are confidential.

LIBRARY
The George C. Carlos Library is open to students from the middle and upper schools from 7:45 AM - 4:25 PM Monday-Thursday and from 7:45 AM - 4:00 PM on Friday. Students may only go to the library with permission during lunch time. All materials in the library may be checked out with a Student ID card. Students are not allowed to check out materials for other students. Most materials may be checked out for three weeks and renewed once. Some items, however, may only be checked out for overnight. Fines are charged for overdue books. ($.05 per day for regular books and $.25 per period for overnight items.) Failure to clear library obligations will result in detention hours. No food or drink is allowed in the library at any time. In addition to books and magazines, the library provides remote access to databases and Internet links from the library homepage. Contact a member of the library for the user name and password.

TELEPHONES
One office phone is available for student use concerning an important issue such as a cancellation of sport or illness. In case of an emergency, parents may reach students by calling the Middle School Office at 404-765-4430 to leave a message or a name and number for the student to call. Students are urged to clarify car pools and other after school arrangements before leaving home in the morning to avoid excessive telephoning. Students must store cell phones in their lockers for use before or after school to contact parents. Students may not carry cell phones from 8:20 AM until 3:12 PM and may not leave classes to make or take calls or check for text messages.

FIRE/TORNADO DRILLS
Students should familiarize themselves with the “Fire and Tornado Drill Orders” posted in classrooms. Drills will be held at regular intervals to acquaint students with the emergency procedures. In case of fire during the school day, the fire alarm will sound. Students will follow directions given by teachers to evacuate the academic areas and assemble in designated areas. Students will be informed and directed over the school intercom system in the event of threatening or dangerous weather conditions.

SWIMMING POOL AND GYM
Students are not to enter the pool or gym areas except for a scheduled class when under the direct supervision of the supervising teacher for that activity. Anyone wearing cleated athletic shoes cannot enter the gym or swimming pool area. Students being transported to and from an athletic event by school transportation should not wear cleated shoes in the van or bus. Students must take the responsibility to inform themselves of and abide by these and any other specific rules set forth by the Athletic Director and his staff.
NEWSLETTERS AND PUBLICATIONS
The Middle School frequently communicates important information for our students and our parents through regular publications such as The Middle Messenger along with periodic mailings and e-mails. The Middle Messenger, our Middle School newsletter, is available online each week during the school year, except during holiday periods. Parents and students are urged to provide news of significance that can be shared with the Middle School family through these publications.

COMPUTER AND INTERNET ACCEPTABLE CONDUCT USE AND AGREEMENT

Please Note: When a student signs the agreement individually or in a handbook, it is also referring to this Academy policy. The Federal Law Appendix is in this document. Starting with the 2007-08 school year, this agreement is provided through student handbook.

Woodward Academy provides a wide array of technology resources for student use. This agreement, along with the student handbook for each school, outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, students acknowledge the following rules and conditions:
As a Woodward Academy student, I understand that my school network and email accounts are owned by the Academy and are not private. Woodward Academy has the right to access my information at any time.

GOVERNMENT LAWS:

I will use computers in conformity with laws of the United States and the State of Georgia. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems. (A list of Federal statutes from the United States Department of Justice is below as Appendix A).
2. Libel Laws - Publicly defaming people through the published material on the internet, email, etc...
3. Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

NETIQUETTE and RESPONSIBLE USE:

1. I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.
2. I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.
3. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not use computers, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
4. I understand that I am an Ambassador for the school in all my online activities. I understand that what I do on social networking websites such as MySpace, Twitter, and Facebook should not reflect negatively on my fellow students, teachers, or on Woodward Academy. I understand that I will be held responsible for how I represent myself and my school on the Internet.
5. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.
6. I will use Academy computer resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of WA's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify an adult immediately if by accident I encounter materials which violate appropriate use.

7. I will use WA technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would disrupt the activities of other users.

8. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.

9. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.

10. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other’s work without proper citation and permission.

11. I will not use or access files, software, or other resources owned by others without the owner’s permission. I will use only those school network directories that are designated for my use or for the purpose designated by my teacher.

12. I will follow all guidelines set forth by the Academy and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).

13. I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.

14. I understand that Woodward Academy administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

15. I agree to abide by all Internet safety guidelines* that are provided by the school and to complete all assignments related to Internet safety.

CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:
I understand and will abide by the above Acceptable Use Agreement. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, school disciplinary action including Administrative Action, Discipline Board/Committee action, a referral to the Honor Council, and/or referral to law enforcement.

Parent or Guardian
As the parent or guardian of this student, I have read the Acceptable Conduct and Use Agreement. I understand that computer access is provided for educational purposes in keeping with the academic goals of Woodward Academy, and that student use for any other purpose is inappropriate. I recognize it is impossible for Woodward Academy to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children’s computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use computer resources at Woodward Academy, including web or internet based services provided by other companies or institutions which have been approved by Woodward Academy for student use.

Appendix A – (Modified for WA) Unlawful Online Conduct and Applicable Federal Laws
The chart below details the type of unlawful online conduct, potentially applicable federal laws, and the section of the Department of Justice with subject-matter expertise. If the subject matter expert is not a section of the Department, but rather another agency, the entry will have an asterisk following its initials. In many cases, prosecutors may also consider whether the conduct at issue is a violation of 18 U.S.C. § 2 (aiding and abetting) or 18 U.S.C. § 371 (conspiracy).

<table>
<thead>
<tr>
<th>Unlawful Conduct</th>
<th>Applicable Federal Law</th>
<th>DOJ Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denial of Service Attacks</td>
<td>18 U.S.C. § 1030(a)(5)(A) (transmission of program, information, code, or command, resulting in damage)</td>
<td>CCIPS</td>
</tr>
<tr>
<td></td>
<td>18 U.S.C. § 1362 (interfering with government communication systems)</td>
<td>CCIPS</td>
</tr>
<tr>
<td>Use of Misleading Domain Name</td>
<td>18 U.S.C. § 2252B (using misleading domain name with intent to deceive a person into viewing obscene material or with intent to deceive a minor into viewing harmful material)</td>
<td>CEOS</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Password Fraud</td>
<td>18 U.S.C. § 1030(a)(6) (trafficking in computer passwords)</td>
<td>CCIPS</td>
</tr>
<tr>
<td></td>
<td>18 U.S.C. § 1029 (access device fraud)</td>
<td>Fraud/CCIPS</td>
</tr>
<tr>
<td></td>
<td>18 U.S.C. § 1343 (wire fraud)</td>
<td>Fraud</td>
</tr>
<tr>
<td>Obscenity</td>
<td>18 U.S.C. § 1465 (using interactive computer service for purpose of sale or distribution of obscene material)</td>
<td>CEOS</td>
</tr>
<tr>
<td>Piracy and Intellectual Property Theft</td>
<td>17 U.S.C. §§ 1201-1205 (Digital Millennium Copyright Act)</td>
<td>CCIPS</td>
</tr>
<tr>
<td></td>
<td>18 U.S.C. § 2319A (trafficking in recordings of live musical performances)</td>
<td>CCIPS</td>
</tr>
<tr>
<td>Electronic Threats</td>
<td>18 U.S.C. § 875 (transmitting communications containing threats of kidnap or bodily injury) (Hobbs Act)</td>
<td>CTS</td>
</tr>
<tr>
<td></td>
<td>18 U.S.C. § 1951 (interfering with commerce by robbery, extortion, threats or violence) (Hobbs Act)</td>
<td>DSS</td>
</tr>
<tr>
<td></td>
<td>47 U.S.C. § 223 (a)(1)(C) (anonymously using telecommunications device to threaten person who receives communication)</td>
<td>CCIPS</td>
</tr>
<tr>
<td>Electronic Harassment</td>
<td>47 U.S.C. § 223 (a)(1)(C) (anonymously using telecommunications device to harass person who receives communication)</td>
<td>CCIPS</td>
</tr>
<tr>
<td></td>
<td>47 U.S.C. § 223(a)(1)(E) (repeatedly initiates communication with a telecommunication device solely to harass person who receives communication)</td>
<td>CCIPS</td>
</tr>
<tr>
<td>Interception of Electronic Communications</td>
<td>18 U.S.C. § 2511 (intercepting electronic communications)</td>
<td>CCIPS</td>
</tr>
<tr>
<td></td>
<td>18 U.S.C. § 2701 (accessing stored communications)</td>
<td>CCIPS</td>
</tr>
<tr>
<td></td>
<td>18 U.S.C. § 1030(a)(2) (accessing a computer and obtaining information)</td>
<td>CCIPS</td>
</tr>
<tr>
<td>Cyberstalking</td>
<td>18 U.S.C. § 2261A (using any facility of interstate or foreign commerce to engage in a course of conduct that places person in reasonable fear of death or serious bodily injury to person, person's spouse or immediate family) See also Electronic Harassment</td>
<td>DSS</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>Look to civil rights laws and penalty enhancements</td>
<td>Civil Rights</td>
</tr>
<tr>
<td>Libel/Slander</td>
<td>Look to civil laws</td>
<td></td>
</tr>
<tr>
<td>Posting Personal Information on a Website (e.g., phone numbers, addresses)</td>
<td>This is not a violation of law. May also be protected speech under First Amendment.</td>
<td></td>
</tr>
<tr>
<td>Invasion of Privacy</td>
<td>See Interception of Electronic Communications</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Private Information</td>
<td>18 U.S.C. § 2511(1)(c) (disclosing intercepted communications)</td>
<td>CCIPS</td>
</tr>
<tr>
<td>Spam</td>
<td>18 U.S.C. § 1037 (CAN-SPAM Act)</td>
<td>CCIPS</td>
</tr>
<tr>
<td>Spoofing Email Address</td>
<td>18 U.S.C. § 1037 (CAN-SPAM Act)</td>
<td>CCIPS</td>
</tr>
</tbody>
</table>