Philosophy & Objectives

At Woodward Academy, the purpose of education is to foster the fullest intellectual, moral, physical, aesthetic, and social development of each student. It is our belief that every individual deserves the opportunity to succeed. Therefore, each student's potential, integrity, and uniqueness are central to our philosophy. The words, "excellence, character, and opportunity," describe best our school-wide mission.

Our Primary School mission is: We meet children where they are, so they can be happy and successful.

Our Values: We will strive to...
1. Care: providing a loving, kind, empathetic and nurturing atmosphere.
2. Collaborate: brainstorming with our students, parents, and each other while maintaining respect, humility, and openness to others ideas and perspectives.
3. Communicate: expressing ourselves with honesty, courage and fun in our words, deeds and environments.
4. Create: being current, creative, and adaptive in every learning opportunity we encounter.
5. Commit: implementing authentic learning, developing critical thinking skills and supporting a bridge between school and home.

As a college preparatory school, we prepare students for admission to an appropriate institution of higher learning. In pursuing this goal we strive to provide a caring environment marked by positive experiences which enhance self-esteem and encourage personal fulfillment. Building upon the diversity of interests, talents, and cultural backgrounds of our students, Woodward educators design and implement a curriculum which gives each student opportunities and challenges in the humanities, the sciences, the arts and athletics. The school also supports the growth of civic responsibility and spiritual development. The outcomes of a Woodward education should include a lasting love of learning and preparation to meet the future with confidence.

Objectives

- Help the student acquire study habits for gaining knowledge as well as pleasure from the learning process.
- Create opportunities for each student to be an active, participatory learner.
- Offer appropriate learning experiences to meet the diverse needs of each student.
- Provide proper guidance and preparation for the individual student toward a successful college experience.
- Create in each student an awareness of the American democratic heritage.
- Help the student realize his or her responsibilities as a good citizen and create in him or her a desire to fulfill these responsibilities.
- Promote a sense of moral excellence and foster spiritual growth.
- Develop within the student an appreciation for aesthetic values.
- Help each student develop a positive self-concept and recognize his or her potential.
- Provide experiences for physical growth and development and an understanding of these processes.

Attendance

Regular school attendance is essential for consistent academic progress and achievement. The school relies upon 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 that put education at the top of the list.

Arrival
Children should report to their classrooms at 8:00 a.m. They are tardy after 8:25. Supervision is provided from 7:00-8:00 a.m. each morning in the Gym. Please do not drop off children before 7:00 a.m. because there will not be an adult to supervise them before that time. Students arriving after 8:00 a.m. should report directly to their homeroom.
Punctuality
Students are expected to arrive at school on time. Frequent tardiness reveals a lack of consideration for others who are interrupted when a student arrives late. Students who arrive late to school must report to the office, accompanied by a parent or carpool driver, before going to class, so that attendance records may be recorded accurately. Failure to sign in may cause a child to be counted absent for the day. If tardiness or absences become a pattern, you will receive a phone call from Mr. Mitchell, along with a follow-up letter regarding the importance of consistent attendance.

Lunch
Lunches are furnished daily to all students.

Students with serious medical problems requiring a special diet may bring their diet lunch after having obtained written instructions from their attending physician. These specific instructions must be kept as part of the student’s operational folder.

Dismissal
Dismissal for all Primary School students is 3:00 p.m. Bus students will be supervised until 3:15 p.m. at which time they will be escorted to the shuttle bus. Shuttle buses will pick up the children on Mercer Avenue at the back of the school. Due to the young age of our children and the late arrival home, the late bus is not encouraged for Primary School students.

Carpool dismissal will be at the front of the school on Walker Avenue. We ask that parents not use cell phones in the carpool line. During carpool, parents are asked to wait in their cars rather than park to meet their children. In order to facilitate pick-up, we need everyone’s cooperation in this matter. Cars should be driven as far forward as possible. To help expedite carpool, please be sure to prominently display the family’s name tag. If you have an appointment in the school, please do NOT park around the pick-up area.

Any changes in a student’s transportation procedure should be written in a note to the homeroom teacher. If someone other than the parent is picking up the child, please send a detailed note with the contact person’s name and phone number. If you forget to send a note, please email the teacher and cc cindy.schneider@woodward.edu or call the office.

1st-3rd grade co-curriculars will be dismissed from the back of the building on Mercer Avenue. Please pull forward into the bus lane for pick up. If parents are running late, students will be checked into After-school care.

Dismissal - After School Care
After-school care students will remain in their classrooms at dismissal to begin homework or enrichment. Students will receive an afternoon snack during this time.

All students of the Primary School have to be enrolled in the After-School Care program regardless if they plan to use it or not. This is a safety net put in place to help with unexpected situations. If you are unable to pick your child up by 3:30, he/she will be checked in to After School Care.

Students in grades prek through third will be supervised in the gym/playground/classrooms depending on the activity. Call the After-School Care office at 404-765-4418 for specific information.

Security
All parents and visitors should come to the front of the Primary School by the carpool drive to sign in. Under no circumstances should a parent or any other visitor go directly to a classroom during instructional hours. This is not allowed because it causes disruption during academic time. Parents will not be allowed to visit the classroom during the academic day without advanced agreement with the classroom teacher.
School Office Hours
The school office is open from 7:30 a.m. to 4:00 p.m. on regular school days. On days of early dismissal, the office will close 30 minutes after school dismissal.

Absences
In case of illness that prevents your child from attending school, please call the school nurse (404/765-4413) to explain the absence. If the absence appears to be for more than one day’s duration, arrangements should be made for receiving homework assignments and books. When students have been absent, it is expected that their homework will be submitted within a reasonable time, and that they will be responsible for the lessons and materials covered in their classes during the absence.

Under no circumstances should a student leave the school without clearing his or her departure with the school office. The parent or guardian must come to the office to meet the excused student and sign him/her out.

A student may be excused for dental, medical and personal appointments when such appointments cannot be scheduled during non-school hours. Students, who are to be excused from school, are required to bring their homeroom teacher a written request from their parent or guardian by the date of the appointment. Excused absences are also accepted in the event of religious holidays.

Please notify the office if an extended absence is necessary.

Transportation Changes
Please notify your child’s teacher via email/written note of any transportation changes, including:

- Early dismissal
- Bus changes
- After school care arrangements
- Change in carpool driver

Changes after 2:00 p.m. should be communicated to the front office by calling 404-765-4410. Bus passes may also be purchased in the office.

Out-Of-Town Parents
When parents plan to be out of town, the school asks that the office be notified and given information regarding the person responsible for the student, specific arrangements, and parent contact information in case of emergency.

Health Issues
Woodward Academy requests the school nurse have on file the following health information:

- A current physical signed by the student’s primary physician. This form may be downloaded from CAREFLOW (my.woodward.edu) online health records Part 2 “Physician Completed Forms”.
- An up-to-date Georgia Immunization Record. This may be obtained by your child’s primary physician or local health department. New students from out of state will have 30 days to submit the Georgia Immunization Record (Form 3431).
- Online Medical records are required to be updated annually. This should also be completed via CAREFLOW (my.woodward.edu).

If your child has a particular healthcare concern, please see the nurse to discuss a plan of care. Written authorization from your physician is required to excuse a child from physical education/outside play.

Parents should use good judgment when considering whether or not to send a sick child to school. Children with a temperature and/or vomiting/diarrhea should not be sent to school.
A child who becomes sick at school will be sent to the nurse’s office. A parent may be asked to pick his/her child up from school depending on severity of symptoms.

To decrease the spread of illness among the students and faculty at school, we ask that a student not return to school until he/she: 1) is fever free for 24 hours without medication; 2) is free from vomiting and diarrhea for at least 12 hours. If your child develops a contagious disease, please notify the school nurse at once so that the school may notify parents of children who may have been exposed.

**Medication**

The school is not authorized to administer any medication without parent permission. Students who must take a prescribed medicine are required to take both the medication and instructions to the school nurse. Students may not have any form of medication on their person or in their desks, book bags, etc. If the student is on regular medication, we require online instructions to be completed by the parents. All medicines must be in the original container and will be administered by the school nurse.

We also ask that parents keep the school informed when a student's medication is altered in any way. We appreciate your cooperation in this very important matter.

**Uniforms**

The uniform guidelines offer a variety of choices in dress while still encouraging neatness and pride in appearance. Pride and responsibility for personal appearance have more than a casual correlation with a positive attitude toward the appearance and thoroughness of academic work. All clothing should be clean, neat, in good condition, and fit properly. Shirrtails should be tucked in. Skirt length should be no shorter than four (4) inches from the crease of the knee. Shoes should be kept in good repair. Socks should be white crew socks (no tennis/ankle socks). Conservative jewelry may be worn. Female students may wear one conservative pair of earrings only. Only one earring per earlobe is permitted. Leading up to a holiday, we will announce when students may begin to wear holiday socks and accessories.

**Important Reminder**

All uniforms should be official Woodward Academy uniforms, purchased at Mills or the Consignment Shop. All sweaters must have the Woodward Academy emblem. (See specific uniform requirements below.) Blazers must have the Woodward Academy emblem securely sewn to the pocket.

Hair must be neat and well-groomed. Boys’ hair should be above the eyebrows, not below the ears, and above the collar. Shaved designs and tails are not acceptable. Girls’ hair should be off the face. Only conservative hairstyles are permissible for both boys and girls.

**Uniform for Physical Education**

Kindergarten students will wear their school clothing, but first through third graders are required to wear the official Woodward Academy physical education uniform. The uniforms required for physical education classes are to be purchased at the Mills Store or Consignment Shop.

**Identification of Clothing**

All clothing must be carefully and distinctly marked with the student's name. If at all possible, designate the student's homeroom also. Please write his/her name with a permanent marker, so if it is lost we can find it as quick as possible.

**Lost and Found**

Students, with the help of their parents, are responsible for the proper marking and safeguarding of all clothing, materials, and supplies. Each student is provided with a place near his/her homeroom for coats and gym bags. Lost items, if found and properly identified, will be returned to the owner. Items not properly identified will be held in Lost and Found (located in the gym) for a short period of time. Unclaimed items will be turned over to the Consignment Shop for sale.
Uniform Guidelines
Pre-K and Kindergarten Uniforms
Year-Round Daily: Girls and Boys
Navy or White Polo Shirt, Short or Long Sleeved (with "W" logo)
Khaki Pants/Shorts/Skirt
Navy Sweatshirt
White, navy or black socks which cover the ankle
All white tennis shoes
White or navy tights
Black/Red Rain Jacket

First, Second and Third Grade Uniforms
Year-Round Daily: Girls and Boys
Navy or White Polo Shirt, Short or Long Sleeved (with "W" logo)
Khaki Pants/Shorts/Skirt
Navy sweatshirt
White, Navy or Black Socks which cover the ankle
Woodward Approved Brown Shoes
Navy V-Neck Sweater (with Woodward logo)

Dress Uniform: Third Grade Girls and Boys Only
Fridays and selected field trips
Navy Blazer
Red and Blue Striped Tie (for boys only)
White or Blue Oxford Shirt, Short or Long Sleeved
Khaki Skirt/Khaki Pants
Red rain jacket
Woodward approved winter coat
White or navy tights

Academic Program
Woodward Academy excels in providing skills programs to develop reading, writing, and calculating abilities in all grades. Within the broad classification, the student is expected to memorize important facts, explain ideas, apply his or her learning to real life situations, to evaluate and compare. Much emphasis is placed on communication skills, both verbal and written. Creative thinking and discovery are also emphasized; and perhaps most importantly, the student is expected to work hard and to the best of his or her ability.

Students participate in visual and performing arts twice a week with specialists in these areas. In art classes the students will explore line, color, space, form, and texture through a variety of media. In music, students engage in appropriate levels of rhythmic activities, music appreciation, and singing.

Physical Education classes are held daily. The PE curriculum emphasizes physical fitness, basic sport skills, and fast action games. Dance classes are offered to first, second, and third grade students two days a week during regular physical education periods with a dance instructor. Placement, line, basic ballet technique, and creative movement are introduced.

In their computer class, students work with age-appropriate software titles, learn keyboarding skills, and produce various projects including electronic books and multimedia presentations based on the academic curriculum.

Every child also receives a weekly Spanish lesson.

In science class the students explore a variety of topics in an effort to expose them to earth science, physical science and life science. Each year a health unit will also be taught. Students will make observations, take notes, perform experiments, collect data, and draw conclusions during experiments, labs and presentations.
Primary School Library Information
Students come to the media center each week for storytelling, checkout, etc. They also learn and practice library skills. Books are due each week. Students are allowed to check out two books at a time. Reminders will be sent home for overdue books. No fines are charged; however, checkout privileges will be suspended until the book is returned or, if lost, paid for. The school will issue a refund for any lost books that are later found and turned in.

A distinctive program in our Media Center is “Book Adoption,” the donation of a book for a child’s birthday, to honor a special teacher or occasion, or in memory of a loved one. Please contact Mrs. Walker to find just the right book and one that is specifically bound for library use.

Academic Work
Your child’s academic work will be sent home for your review every two weeks. After going over this work with your child, please keep the papers at home and return the signed folder to the classroom teacher.

Conduct and Discipline
In addition to educating our students academically, it is also our purpose to foster traditional ethical principles, to help each student learn mutual respect for the mind and the body, and to learn to practice acceptable standards of personal conduct.

The primary purpose of rules at the Primary School is to ensure that every student has the opportunity to take advantage of the educational program. A high level of order and structure must be adhered to in order to achieve this purpose. Teachers strive to maintain an atmosphere conducive to learning and to inform parents and the Principal about students who do not conduct themselves in an appropriate manner.

Good discipline is a matter on which we must all work together – the teachers, administrators, parents, and especially the students. When problems persist, students will be referred to the Principal, Assistant Principal, or Counselor for counseling or more direct disciplinary measures.

Anti-Bullying Policy
Children must be taught the importance of behaving in a wholesome and decorous manner. It is incumbent on the school, as well as, parents to instill in students a sense of mutual respect. They must be instructed, counseled, and disciplined in age-appropriate ways to understand the seriousness of harassment/bullying in the school as well as in society.

The Primary School provides specific classroom guidance lessons to proactively address these topics and to teach our children skills to practice empathy and to be kind to everyone. Woodward Academy’s school-wide anti-bullying policy is at the end of this document and in the Student Life section on our website.

Hearing and Speech Testing
When each new kindergarten student arrives, representatives from the Hearing and Speech Center, Inc. screen our students in speech/language. Hearing and vision screenings are also available for a nominal fee. The children for whom speech/language therapy is recommended will receive a listing of local facilities where therapy is available. A speech therapist is available to conduct weekly, private speech therapy sessions at school for a fee.

Progress Reports
Letter grades are not given at the Primary School. All students will receive progress reports each nine weeks. The progress reports should be viewed as a means of communicating growth and areas for improvement.

Conferences
Parent conferences will be scheduled by the classroom teacher after the first nine weeks of school, in the spring, and at other times when necessary.
If you would like to schedule a conference with the Principal, Assistant Principal and Counselor please coordinate with Cindy or Carol in the front office.

**Counseling**
The Guidance and Counseling Program at the Primary School level operates under the supervision of the Counselor and the Administration. By working closely with parents, we can resolve most problems in a reasonable amount of time. On occasion, parents will be asked to pursue professional counseling services outside of the school. The Primary School counselor teaches classroom guidance lessons on respect, friendship, bullying, manners, diversity and various character education topics. She maintains a blog weekly which is accessible via the Primary Post. There is also a parent resource center in the library.

**Homework and Study Skills**
The acquisition and further development of successful study habits are essential for the full development of a student's academic potential. Although the amount and frequency of homework assignments will vary according to the grade and particular subject, study and home preparation will be required for each academic subject at various times during the school year. The amount of age appropriate homework and its level of sophistication will increase with each successive grade.

The value and benefit derived from homework preparation depends on how well it is done. Students are expected to complete homework assignments promptly, with care, thoroughness and neatness.

**Through homework the student:**
• applies and reinforces skills and concepts.
• acquires material for use in class.
• learns to take responsibility for doing a task on his or her own.
• practices study skills.
• practices reading skills by reading at home for a minimum of 15 minutes per day

**We ask parents to:**
• develop a regular study routine and schedule
• provide a quiet study place free of distractions
• show interest in their children's work and school life.
• be available for questions and periodic review.
• help organize study routines.
• check on homework preparations from time to time.
• contact the teacher if study problems develop at home.

**Re-enrollment**
Re-enrollment forms are generally mailed in February at which time you should make your decision and return the form to the Admissions Office. 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. This is especially true in the Primary School due to small class sizes.

**Miscellaneous**

**Community Meetings**
The entire school meets on most Fridays in the gym. The students recite the Pledge of Allegiance to the flag and sing "My Country 'Tis of Thee" and our alma mater. On selected Fridays, each homeroom gives a special presentation once during the year. The Community Meetings are led by our third grade Character Builders. If your third grader is interested, please contact ryan.heming@woodward.edu.

**The Woodward Magazine**
The Woodward Magazine is published three times a year, Fall, Winter, Spring/Summer, and contains news and events pertaining to Woodward Academy. **If you have information to contribute to the Woodward Magazine, please direct it to the Alumni office.**
The Phoenix
The academy’s yearbook, The Phoenix, is made available in late spring and is a pictorial review of the events, programs, and clubs directly related to the Academy. Primary School students and their activities are included. Individual pictures for The Phoenix are taken during the fall quarter while group pictures are taken in the spring.

The Primary Post
The Primary School’s weekly newsletter, The Primary Post, is posted on the web each Friday. Please take a few moments to read this brief communication as it provides a vital link among parents, students and the school.

Field Trips
All Primary School students participate in field trips to enhance classroom study. These are generally short day trips to nearby locations.

Participation in all “off-campus” activities by students requires written permission. All parents will sign a permission slip to give consent for field trips. The teacher will usually send a reminder of an upcoming field trip. The Principal reserves the right to deny participation in field trips to students displaying undesirable conduct.

Private Lessons
Private lessons in piano are offered and may be scheduled before and after the school day. The private instructors charge a fee for these lessons.

Karate, chess, golf, Spanish Club, Cub Scouts, Girl Scouts, etc. are also made available to our students after school hours. Some of these activities require an additional fee. PreK and Kindergarten activities are from 2:30-3:00 pm; 1st – 3rd grade activities begin at 3:00 pm.

School Closings
On the rare occasion that Woodward Academy must cancel school in an emergency, look first to the Woodward website. Most local TV and radio stations will also make the announcement. We try to remain open, but if you feel uncomfortable with the weather or road conditions, feel free to keep your child at home.

Party Invitations
Unless every member of his or her homeroom is invited, no student may distribute party invitations at school. It is very important that hurt feelings be avoided.

Class Parties and Treats
We urge parents who wish to bring treats for the class to celebrate birthdays to confer with the homeroom teacher. Birthdays will not be celebrated at the lunch table. They may be celebrated on our back patio by the art room or in the classroom. Homeroom teachers must approve all arrangements. Parties and treats should be kept simple to avoid undue disruption or inequities among homerooms.

Parent Community
Woodward Academy Parent Community serves as the official organization of parents individually and cooperatively working with the Academy administration in promoting the general welfare of Woodward Academy and in making a distinct contribution to the life and spirit of the Woodward community. The Parent Community is organized and structured in such a manner as to initiate and execute programs and projects designed to increase parent interest and participation in each school and the Academy as a whole. Members of the Parent Community will be able to attend most sporting events and Fine Arts programs at Woodward Academy without charge.

All Primary School parents are encouraged to volunteer to become participating members of the Woodward Academy Parent Community.
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, on or off campus, which may 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 (sexual, racial, religious, academic, etc)
- Theft or destruction of personal property
- Social exclusion
- Public humiliation
- Hazing (harassment, abuse, or humiliation by way of initiation)
- Stalking
- Cyberstalking or engaging in conduct to communicate or to cause to be communicated words, images or language by or through the use of email or other digital means, directed at or about a specific person, causing substantial emotional distress to the victim
• Cyberbullying or the willful, hostile and repeated harassment and intimidation of a
person through the use of digital technologies, including, but not limited to, email,
blogs, social networking sites, chat rooms, texts and instant messaging. Other behavior
examples:
  " The use of cameras or camera phones to take embarrassing photographs of
    students or school employees and posting them online
  " Sending abusive or threatening text messages
  " Using websites to circulate gossip and rumors to other students

• Repeated violation of other discipline policies as articulated in school handbooks,
  where behavior is directed at or about another person

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 Primary School
Student Handbook Acknowledgement

We, __________________________ the parents of ______________________________, acknowledge that we have been provided a copy of Woodward Academy’s Student Handbook. We have read the handbook and agree to abide by the guidelines. We understand that this handbook is not a contract of any kind and that Woodward Academy may change, delete, or add to any of the policies or practices described in the handbook in its sole discretion with or without prior notice to us.

____________________________________
Date

____________________________________
Parent Signature