HONOR CODE

Designed to promote high ideals and to ensure trust among students and between students and faculty, the Woodward Academy Honor Council has adopted the Honor Code which reads:

Recognizing that Woodward Academy was founded upon the ideals of personal honor and integrity, upon my honor, I promise not to lie, cheat, plagiarize, or assist others in those actions.

The members of the Honor Council, Faculty, and Administration realize that this code will function properly only with the cooperation of every student and faculty member on campus.

The Honor System is an explicit assertion that students, faculty, and administrators expect honesty from everyone. This system is not intended to replace the regular system of discipline at Woodward Academy; it is, however, an organ for students and faculty to aid students in creating a safe, supportive environment. Because honor plays an important part in the Academy’s commitment to develop character as well as intellect, the Honor Council considers cases which do not fall under the routine disciplinary system. It is deemed worthy of special emphasis. Each student is asked to read, understand, and abide by the Honor Code as it is practiced at this school.

The Honor Code is supervised by the Honor Council. An Honor Council panel consists of three members of the faculty elected on a rotating basis by the Vice President of Academic Affairs or his designee of the Upper School and three or four junior/senior students nominated by the faculty and either elected by the student body or are appointed by the Upper School Administration. The entire committee of faculty and students operates as a unit to determine the involvement and guilt or innocence of each student who appears before it. An executive session of only faculty members determines the action taken for the specific case. The student members of the Honor Council do not determine the punishment. They serve only to determine guilt or innocence and to suggest measures to deter further violations. All cases must be approved by the Principal's office before being presented to the Honor Council.

Students are honor-bound to report violations of the Honor Code to an Honor Council member or to one of the Faculty Advisors, Dean of Students or Principal of the Upper School. A student or teacher may give the offender the opportunity to turn himself in. The reporting student or teacher, the offender, and all information about the offense will be kept in strict confidence. The student is required to meet with the Dean of Students and/or the Principal to provide information concerning the situation in question. If the Dean of Students and the Principal determine there is sufficient evidence for a hearing, the student will be required to meet with the Honor Council. The procedure of the meeting is as follows:

a. Council members will have all evidence concerning the situation in question, including any statement by the student to the Dean of Students, and a letter from the Dean of Students stating the reason for the meeting.

b. The Council members will ask the student questions so as to fully understand the situation in question. The student will have a full opportunity to present his case.

c. Once the Council has exhausted all questions, the student is dismissed from the room and the Council will deliberate on the findings.

d. Determination of guilt or innocence will be decided by the entire Council. Student Council members will provide to the faculty members their insight and recommendations concerning the case, but the faculty Council members will determine the appropriate punishment. Punishment may include: reprimand, the assignment of “0” as the student’s evaluation for the compromised grade, detentions, demerits, notification to parents, any combination of the above, any other punishment the Honor Council may deem suitable, or referral to the Discipline Board for consideration of punishment up to and including expulsion.
e. The Principal or his designate will call or meet with the student and his parent(s) to discuss the outcome of the hearing. In addition, the Honor Council faculty representative will send a letter to the parents.

If found guilty of an Honor Council offense and a punishment is assigned, any hours (detention and/or demerits) awarded will become a part of the student’s discipline record which may affect his chances of being inducted into or retaining membership in one of the Academy’s honors organizations and/or class office. Colleges and Universities may request information about any offense in which the student was found guilty. The student and the school would be required to share this information if requested during the application process.

Decisions by the Honor Council are automatically reviewed by an Administrative Panel consisting of Woodward’s President, Vice President for Academic Affairs, and Principal of the Upper School or their designates. The Administrative review process is designed to ensure that the Honor Council's procedures and decisions incorporate the values of the Upper School's Mission Statement. Once the Honor Council’s decision has been approved by the Administrative Panel, the decision is final.

The Honor Council encourages each student to behave with the highest ethical standards, to value himself, and to safeguard his reputation. It is the obligation of every student at Woodward Academy to uphold the Honor Code not only to preserve the integrity of the student body but also to help the student develop patterns of self-discipline and self-worth that he will practice daily so as to become the basis of his future.

Honor Council deliberations can be emotionally painful for everyone - the student appearing before the Council, parents, Council members and advisors. If this system is to work at Woodward, all parties must cooperate and communicate with calmness, honesty, and mutual respectfulness. Several terms are defined below to help in the understanding of the Honor Code:

**Cheating** - Any possession of, knowledge of, or use of unauthorized material in a testing situation is cheating. In addition the verbal or written sharing of information about any assignment (homework, quizzes, tests, exams, projects, etc.) is cheating. Those who knowingly give and those who receive are found equally guilty. Also students should not give another student information about a test or quiz he will take later in the day. While statements like "It was tough," "It was easy," or "Study everything the teacher said to study" are not cheating, comments like "Study the list on page 21," "The essay question is on Hemingway's style," or "Know all the proofs" are technically cheating. The student is responsible for the calculator in his possession and any information in it at the time of a quiz or test. Unless a teacher has specifically stated that the student can receive help, the student must complete assignments independently.

**Lying** - Lying is defined not only as the conscious statement of falsehood (verbal or written), but also as the purposeful withholding of information or deception of any kind.

**Plagiarism** - Plagiarism is the use of ideas or words belonging to another person without permission from or acknowledgment of that person's contribution. Plagiarism is considered stealing and cheating. See Appendix B for a more detailed explanation on plagiarism.

Use of Translation aids - It is an Honor Code offense to utilize software or on-line sites which translate your written ideas in English into the foreign language. Most of these programs do a very poor job of translating and/or they provide vocabulary and structures, which are obviously beyond the scope of what you have been taught. Use of such aids is quite easy for your teacher to detect. There is no problem with using a dictionary or grammar text to look up occasional vocabulary and structures. When in doubt, cite your sources or ask your teacher.

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**ACADEMICS**

**Courseload**

Please note that Woodward Academy’s full academic philosophies and policies can be located in the 2015-2016 Upper School Scheduling and Curriculum Guide.

All students must take at least five (5) **graded** class assignments each semester, each year, not including study hall.
Each semester, a minimum of four (4) subjects must be from the core disciplines of English, mathematics, social studies, sciences, world languages, religion, and/or computer. An assignment of four (4) Advanced Placement courses is considered the equivalent of five (5) subjects.

**Grade Point Average**

All students should keep in mind that all semester grades earned in grades 9-12 become a part of the permanent high school record that is used by college admissions, officers, employers, and others. Students should work to assure that this record reflects their best efforts. Grade point averages are computed using semester grades. Two separate GPA’s will be computed for grades 9-12: a Comprehensive GPA and a Core GPA. Grade point averages are computed to two decimal places.

The Comprehensive GPA is based on semester grades earned in all credited subjects graded A-F. Beginning with the class of 2019, only work at Woodward is part of this computation.

The Core GPA is based on semester grades beginning with the fall term of the ninth grade and is cumulative for grades 9-12. Courses from the disciplines of mathematics, science, English, social studies, computer science, world language, comparative religion and advanced placement course work are considered in the computation. The Core GPA is used for determining academic probation, honors at graduation, study hall exemption and National Honor Society eligibility. Beginning with the class of 2019, only work at Woodward is part of this computation.

Both the Comprehensive GPA and the Core GPA are printed on the student’s official transcript and are provided to colleges, universities, and other institutions. Colleges, however, have their own methods of assessing student transcripts and of computing their own high school GPA.

Because of Woodward Academy’s selective admissions policy, the high overall achievement of student body and the competitive performance of our students, the Academy does not release class rank information to persons, agencies, or colleges outside the Woodward community. The Upper School Academic Profile is available on the Academy website.

**Curriculum Offerings**

Woodward Academy places students in one of four levels of College Preparatory classes. The College Prep (CP) level is the foundation level of our College Preparatory curriculum from which the other levels build in depth and analysis. The method of approach and/or teaching strategies distinguishes one level from the other. The determination of the level is based on previous school work, standardized test scores, teacher and departmental recommendations, and student motivation. All class work is designed to prepare the student for college; therefore, each level offered at Woodward Academy is considered College Preparatory work. Teachers utilize different teaching techniques and styles to meet student needs, to promote independence in learning, and to develop critical thinking skills.

The terms used to designate the academic level are the following:

<table>
<thead>
<tr>
<th>Level</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Prep</td>
<td>(CP)</td>
</tr>
<tr>
<td>Enriched College Prep</td>
<td>(EP)</td>
</tr>
<tr>
<td>Honors College Prep</td>
<td>(HP)</td>
</tr>
<tr>
<td>Advanced Placement</td>
<td>(AP)</td>
</tr>
</tbody>
</table>

With Academy approval, students may change from one classification to another and may take a combination of courses from the various classifications.

**Academic Honors**

Students achieving the designated grade point average (with no grade less than D) are placed on the Eagle Roll at the end of the spring semester. Eagle Honor Roll Awards are given to students who earn a cumulative grade point average for the current school year of 3.8 (Gold Eagle) or 3.2 (Silver Eagle) on a scale of 4.0 (with no grade less than D for a semester grade.) The GPA for Eagle Honor Roll Awards are based on all courses taken during the current school year. The final date(s) for accepting spring semester grades for honor roll consideration will be established by the Upper School administration.

<table>
<thead>
<tr>
<th>Semester Grade</th>
<th>AP</th>
<th>Honors</th>
<th>Enriched Prep</th>
<th>College Prep</th>
</tr>
</thead>
</table>

Student/Parent Handbook 2015-2016
A  4.7  4.5  4.1  4.0
B  3.7  3.5  3.1  3.0
C  2.7  2.5  2.1  2.0
D  1.0  1.0  1.0  1.0
F  0.0  0.0  0.0  0.0

National Honor Society

Membership in the Randolph W. Thrower Chapter of the National Honor Society is offered by the Faculty Council of the National Honor Society to selected juniors and seniors based on evidence of scholarship, service, character and leadership (it is not determined by grade point average alone). Individuals do not apply for membership but submit, upon request, information to the Faculty Council. Candidates for selection are notified one week before the convocation in February. A grade point average of 3.5 based on the Core GPA is the minimum scholastic requirement needed for consideration for induction.

Scholarship is reflected in one’s GPA and in one’s attitude and approach to academic matters.

Leadership, the candidate demonstrates by a positive influence on peers and others both in and outside of school. Additionally, the candidate demonstrates dependability and responsibility. The NHS expects the promotion of school activities and the upholding of school ideals in those deemed leaders.

Service, the candidate shows by loyalty and participation in organizations or projects that benefit others without any direct financial or material compensation. Courtesy, cheerfulness, and a willingness to take on inconspicuous responsibilities are characteristics of a servant-leader.

Character manifests itself in upholding and demonstrating high standards of conduct, morality, ethics, honesty, and reliability. In addition, the candidate demonstrates respect, responsibility, trustworthiness, fairness, caring, and citizenship.

In making its decision concerning membership selection and continuation of membership, the Faculty Council (which is appointed by the Upper School Principal) will consider all the information available concerning the scholarship, leadership, character and service of potential members, including information posted on the world wide web. Information from the Academy Discipline Board, Honor Council, Dean of Students and other sources will be considered. Serious and/or recent violations of the rules and expectations of the Academy and of the community will be important factors in the decision.

Once selected for membership, National Honor Society members are subject to dismissal from the society if they do not maintain the standards of scholarship, leadership, service and character that were the basis of their selection. The Faculty Council and National Honor Society Advisor shall review the membership when necessary.

Georgia High School Association and Course Load

Woodward Academy has adopted the Georgia High School Association (GHSA) regulations concerning the units to be earned each year in grades 9-11. The GHSA regulates the extra-curricular activities of students in Georgia’s public and private high schools. Athletes involved in those sports that are GISA sports (clay shooting for instance), rather than GHSA, must also meet GHSA standards. Eligibility for activities regulated by GHSA includes the earning (with a passing grade of C) of 2.5 Carnegie Units the semester prior to the athlete’s season as well as earning a prescribed number of credits by the end of each school year to be able to participate the following school year. A carnegie Unit of credit is equivalent to two semesters of high school work. Students earn units and half-units by completing any course in the Upper School that earns a semester grade. For more information, see https://www.ghsa.net/.

Important Note: The units that must be earned to be eligible for GHSA-sanctioned activities are listed below:

- By the end of 9th Grade - Five (5) Carnegie Units of credit (10 semesters)
- By the end of 10th Grade - Eleven (11) Carnegie Units of credit (22 semesters)
- By the end of 11th Grade - Seventeen (17) Carnegie Units of credit (34 semesters)

The minimum units required in grades 9-12 for graduation from Woodward Academy are **21.5**, but the distribution of...
those credits in the first three years of high school will comply with GHSA guidelines. Exceptions will be made only when the parent and student sign a Letter of Non-Compliance and submit it to the Principal or Academic Dean.

**Important Note for Athletes:** Although Woodward considers four (4) AP classes the equivalent of five (5) subjects, the Georgia High School Association requires that students take and pass with a C or higher at least five (5) subjects that fulfill graduation requirements to be eligible to participate in sports.

**Exemption from Spring Semester Exams – Grades 9-12:**

Based on the GPA used to calculate Eagle Honor Roll, students in **GRADES 9, 10, and 11** will be eligible for exemption from spring semester exams if the student meets the following criteria:

1. The student has no grade less than D for any semester grade.
2. A GPA of 3.2 or higher for the current academic year on grades earned by the date established by the Upper School administration prior to spring semester exams.
3. Grades for spring semester exam exemptions are determined by teachers on the date set by the Upper School Administration prior to spring semester exams. While a student may meet the initial requirements for exam exemption for the spring semester based on items 1 and 2 above, students may exempt only those spring semester exams in which why have earned a grade of A or B for the spring semester which includes grades through the last class day prior to exam review day.
4. While Woodward expects absent students to make up all work, following the guidelines of one –day absent, one-day to make up work, first semester, teachers can also see the student’s mastery of the work through student accomplishment on the final exam. No matter what a student’s eagle roll status is, should these absences continue into second semester, upon missing the eleventh (11th) class in any subject, the Attendance Review Board, led by the Dean of Students and including the Academic Dean, can require the student to sit for the final exam in that subject in order to show mastery of the material. Students in AP courses with eleven absences, in addition to taking the AP exam, may be required to sit for a course exam to be given at a time either during underclassmen exam week or, for seniors, a time set by the teacher that does not interfere with preparation for the AP testing.

Students in grade 9, 10, and 11 who do not meet the GPA requirement of 3.2 for exemption from all spring semester exams may, at the discretion of the individual teacher, be exempt from the spring semester exam for a specific course. Only students who have earned a grade of A or higher for the entire spring semester (which includes grades through the last class day prior to exam review day), are eligible for individual course exemption.

**Senior students** have the privilege of exempting spring semester exams if the student has a spring semester average of C or higher in each of his or her courses unless exams are mandated by the Dean of Students as part of an attendance review. Seniors will be required to take spring semester exams in courses where their spring semester grade falls below a C average as calculated on the date established by the Upper School Administration prior to spring semester senior exams.

**Note:** Any student who is exempt from one or more spring semester exams may elect to take one or more exams. In addition, students in Advanced Placement classes may elect to take a spring semester exam in the advanced placement course. Students who are exempt from exams but choose to return to campus to take a final exam must take the exam in school uniform and must be in school uniform for all exam tutorials.

**Honors at Graduation**

**Valedictorian and Salutatorian:** The *Valedictorian* and *Salutatorian* will be the Summa Cum Laude students who have the highest GPA in their core courses in grades 9-12. All graduation honors are based on grades earned using the **Core GPA and, beginning in 2018, from courses earned at Woodward Academy.**

**Graduation with Honors:** To graduate with honors, students must meet two criteria:

1. A student must earn a minimum GPA (based on the **Core GPA**) in grades 9-12 in courses from the disciplines of *math, science, English, social studies, computer science, comparative religions, world language, or advanced placement (AP) course work in another discipline.*
2. A student must take the **requisite number** of Honors College Prep or AP courses from these disciplines or
AP course work in another department, beginning the fall semester of the junior year and ending with the fall semester of the senior year. No semester grade can be lower than “D”. Spring semester grades in the senior year are not included.

<table>
<thead>
<tr>
<th>Honors Graduation</th>
<th>Minimum semesters of HP/AP Courses</th>
<th>Minimum Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>11 semesters (5.5 units)</td>
<td>3.80</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>8 semesters (4 units)</td>
<td>3.50</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>5 semesters (2.5 units)</td>
<td>3.20</td>
</tr>
</tbody>
</table>

NOTE: 2 Semesters = 3 quarters = 1 unit

A newly enrolled senior must take three (3) semesters of HP or AP Courses fall semester to be graduated Cum Laude, or four (4) semesters of HP or AP Courses fall semester to be graduated Magna Cum Laude. The appropriate GPA still applies.

NCAA Eligibility Center

The NCAA Eligibility Center (formerly known as the NCAA Clearinghouse) is an organization that works with the NCAA to determine a student athlete’s eligibility for athletic participation in college. The Eligibility Center evaluates a student’s academic record to determine if the student is eligible to participate at a Division I or II college as a freshman student-athlete. Students who are interested in participating in college sports should log onto http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA_EMS.html# for detailed information concerning eligibility requirements. Each student athlete is responsible for reviewing these requirements to ensure eligibility through the NCAA. The student should communicate his goal to participate in a sport at the college level to his grade counselor.

Summer Academic Program at Woodward Academy

Woodward Academy’s Summer Academic Program is an opportunity for students to develop areas of special interest, reach proficiency, remEDIATE weaknesses, and (under the conditions and in the specific cases noted above under Forward Credit) complete graduation requirements (core courses and elective credit). Small class sizes, innovative teaching methods, relaxed atmosphere—all help to create an excellent learning environment. Students may choose to take one for-credit course. The list of courses offered with their specific dates appear on pages 20-70 as well as on the Woodward Academy website under Summer Programs. (All courses without a minimum number of registrants are subject to cancellation).

The Summer Academic Program is an intense program, one requiring students be in class on and on task; therefore, it is important that the student be fully committed when registering for the course. In addition to the class work during the academic day, students can expect homework designed to support and reinforce the class work. All students attending the Summer Academic Program are expected to adhere to the academic and personal standards of conduct and behavior as outlined in the Woodward Academy Student/Parent Handbook.

Summer Academic Program Attendance

The Upper School academic year attendance policy is not feasible in the summer where a day of Woodward’s compacted program is roughly the equivalent to more than a week in the normal school year. Therefore, all absences during the Summer Academic Program must be health-related or emergency family situations (funerals, etc.) The academic school day begins at 9:00am and ends for most classes at 1:00pm. Students must arrive on time and thus take into consideration possible traffic problems as they are to be in their classroom no later than 8:55am for the start of class. Students should schedule or reschedule doctors’ appointments to the late afternoon. It is the student’s responsibility to schedule a time with the teacher to make up missed work.

Collaboratively, the teacher and student will devise a time-line for make-up work, a time-line which the student must follow. If a student misses more than 10% (eight hours) of a semester course or 10% (eight hours) of either semester within a year-long course, the Academic Dean has the right to remove the student from the course and deny credit.
If a student needed remediation due to two D’s, he may, with the Academic Dean’s permission, be allowed to remain in the course but will receive no credit on his Upper School transcript (but will receive tutoring credit). The school is not obligated to refund money should a student’s absenteeism exceed the above limits.

**Summer Academic Conduct**

All Woodward Academy rules regarding student behavior apply to the summer sessions. Students are expected to behave in a mature and responsible manner at all times, respecting each other’s desire to learn and develop to his or her full potential. The program director may at any time require a student to leave the program if his or her conduct is disruptive. A student who is dismissed under such circumstances is not eligible for a tuition refund.

Students are expected to uphold the traditions of an academic community in which all members accept responsibility of their work and give credit to sources that they use. They are expected to respect the Woodward Academy Honor Code which does not tolerate lying, cheating, or plagiarism.

Students are not permitted to leave the campus for any reason while attending the program. If a student leaves campus without permission, he or she will be subject to dismissal from the Summer Academic Program.

Dress at the Summer Program is informal but should be neat, clean and appropriate.

**Grade Reports for the Summer Academic Program**: Mid-session and final grade reports will be issued to all students enrolled in for-credit courses. Final grades will be mailed home at the end of the session. Grades assigned will become part of the student’s academic record and thus reflected on the transcript.

**Counseling**

The Grade Level Counseling Department is located on the first floor of Woodruff Hall and is organized to assist students with their personal, academic, and/or career concerns. Except in unusual circumstances, students should visit the counselors only during free periods, lunch, or after school. Although any member of the Counseling Department may assist any student, students should consult, when possible, with the Counselor designated for the specific grade level:

**2015-2016 School Year**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Dean:</td>
<td>Mrs. Peggy McNash</td>
<td>(404) 765-4472</td>
</tr>
<tr>
<td>Registrar:</td>
<td>Ms. Margaret Sharpe</td>
<td>(404) 765-4477</td>
</tr>
<tr>
<td>Administrative Assistant:</td>
<td>Mrs. Marylen Dobbins</td>
<td>(404) 765-4470</td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
<td>(404) 765-4479</td>
</tr>
<tr>
<td>Freshman (’19):</td>
<td>Mrs. Leigh Shelor</td>
<td>(404) 765-4474</td>
</tr>
<tr>
<td>Sophomore (’18):</td>
<td>Ms. S. Lynn Robinson</td>
<td>(404) 765-4471</td>
</tr>
<tr>
<td>Junior (’17):</td>
<td>Ms. Erica Pendleton</td>
<td>(404) 765-4473</td>
</tr>
<tr>
<td>Senior (’16):</td>
<td>Mrs. Sherry Boynton*</td>
<td>(404) 765-4476</td>
</tr>
<tr>
<td>*Counseling Department Chair</td>
<td>Mrs. Kendra Clemens</td>
<td>(404) 765-4475</td>
</tr>
<tr>
<td>Accommodations Coord.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**College Counseling:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director:</td>
<td>Bryan Rutledge</td>
<td>(404) 765-4462</td>
</tr>
<tr>
<td>Associate Director:</td>
<td>Dr. Mary Ann Parker</td>
<td>(404) 765-4468</td>
</tr>
<tr>
<td>College Counselor:</td>
<td>Ms. Michele Davis</td>
<td>(404) 765-4466</td>
</tr>
<tr>
<td>College Counselor:</td>
<td>Mr. Jesse Bowen</td>
<td>(404) 765-4467</td>
</tr>
<tr>
<td>College Counselor:</td>
<td>Ms. Jodi Hester</td>
<td>(404) 765-4464</td>
</tr>
<tr>
<td>Administrative Assistant:</td>
<td>Mrs. Meg Jordan</td>
<td>(404) 765-4465</td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
<td>(404) 765-4469</td>
</tr>
</tbody>
</table>
The College Counseling office is located on the first floor of the Moss Hall Math and Science building. College advisement begins in January of the student’s junior year with the College Knowledge Day (a daylong introduction to the College selection process), a junior parent seminar on college admissions a week later, and an individual family conference with the student’s college counselor who will assist the student and parent in the college process. The conferences are scheduled during the student’s free period, lunch or after school.

Class Drop Policy

A great deal of care is taken by the Upper School to ensure that students are adequately advised by their counselors and classroom teachers regarding course selection for each school year. Therefore, course selections made by students and approved by parents and the Office of the Academic Dean are considered binding.

Students may initiate a course Drop Request no later than the end of the second week of the Fall Semester (for Fall Semester electives and year long courses) or the end of the second week of the Spring Semester (for Spring Semester electives). If the student wishes to drop a course after the second week of the semester, he/she must apply in writing to drop a course and meet with the Academic Dean and Grade Counselor who will consult with the faculty member. Changes are possible due to extraordinary circumstances. Faculty, however, may suggest a course Drop Recommendation at any point in the semester.

Students may request an academic status (Honors College Prep, Enriched College Prep, College Prep) change no later than the end of the first week after the completion of the first grading period in each semester. The Academic Dean will determine if the request is appropriate. Faculty may initiate an academic status change at any point in the semester.

Advanced Placement Courses

Advanced Placement (AP) courses are available to highly qualified students. The curricular requirements of all Advanced Placement courses are prescribed by the College Board; therefore, AP teachers must complete a required curriculum before the standardized exam in the spring. Consequently, AP courses are rigorous, fast-paced, and intensive. They are designed to engage students in intense discussions, complex problem solving and critical thinking. Colleges may grant college credit to students receiving scores of 3, 4 or 5 on the five point exam.

Enrollment in AP classes is limited and requires the approval of the current teacher and departmental chairman. Once enrolled in the class, students are expected to complete the entire course and are required to take the AP exam at the end of the second semester. ONLY Departmental Chair or the Principal may make an exception to this rule. The spring course exam is optional in AP courses for any student with a C or higher since the AP exam itself is a comprehensive test. Students in AP courses with a D or F must sit for the AP final exam either during senior exam week or the normal exam week for underclassmen. Those students opting for the semester exam must tell their AP teacher by the date set each spring by the Dean’s office.

Four (4) AP courses or three (3) and ISR is the recommended maximum for any student; Woodward considers it a full load; however, NCAA and GHSA may require other non-AP coursework. A student desiring five (5) AP courses must receive permission from all department chairmen and the Academic Dean during the normal spring scheduling time. Parents must sign the Overload line on the scheduling guide for such a schedule to be allowed. Drop/Add dates apply even when a student opts for an overload schedule. No student will be allowed to enroll in six (6) AP courses at Woodward in an academic year.

ACCOMMODATIONS POLICY

Woodward Academy students who have diagnosed learning disabilities or diagnosed difficulties are eligible for consideration for academic accommodations. The purpose of accommodations in Woodward’s Upper School is to enable students to minimize the negative effects of a learning disability on performance in the college preparatory curriculum.

A full report of a current psycho-evaluation verifying the need for accommodation, which has been endorsed by the Academy’s Transition Program Director, must be on file in the office of the Transition Program Director or the Upper School Accommodations Coordinator.

As soon as the documentation is current, it will be the responsibility of the student to share with his/her instructors the “Need for Accomodations” form prepared by the Transition Program staff or the Upper School Accommodations Coordinator. Students who have verification on file at the beginning of the semester should submit the request for
accommodation form to the teacher by the end of the first three weeks of the school year. Students who are evaluated during the semester should submit their request form as soon as possible to the Upper School Accommodations Coordinator.

The approved accommodations will go into effect two days after the form has been presented to the classroom teacher. The accommodation form must be in the hands of the teachers prior to the semester exam period in order to be effective during exams.

At all times, the student must assume as much responsibility as feasible for implementing the accommodations (provide own tape recorder, etc.)

The Upper School Accommodations Coordinator will assist classroom teachers upon request in making arrangements for implementing accommodations.

The following applies to students with extended time as an accommodation: On test/quizzes that are given during a regular class period, students may have 50% more time than is allowed during the period. On semester exams, students may have 100% more time than is regularly allowed.

The following is a list of commonly granted accommodations at Woodward Academy and the acceptable strategies for implementation of those accommodations:

**Guide to Academic Accommodations in the Upper School**

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Interpretation</th>
<th>Application/expectation</th>
</tr>
</thead>
</table>
| **Assistance with note-taking**                   | This accommodation is intended to provide information that the student would have gotten on his own were it not for his disability                                                                                                                                                                                                                     | -Teacher makes outlines or PowerPoint Presentations accessible prior to class  
-Teacher coordinates student note-taker (teacher may ask student note-taker to email electronic copy of notes directly to student, or teacher may scan or copy notes for student)  
-Teacher utilizes “screen capture” feature of SmartBoard and posts notes electronically  
-Note: Teachers are NOT expected to provide copies of personal notes to students |
| **Use of a recording device**                      | This accommodation is intended to aid students who may take in information more effectively by listening rather than writing                                                                                                                                                                                                                   | -Students may use recording device to record class lectures and/or discussions  
-Teachers may control the time and manner of use of the recording device |
| **Preferential classroom seating**                | This accommodation is intended to insure that a student’s seat is placed in a location that is most beneficial for his learning in the classroom                                                                                                                                                                                                 | -Teacher will allow student to move to the front of the class when possible  
-Teachers maintain discretion to move a student who abuses this privilege or becomes disruptive  
-This accommodation does not allow students to leave the presence of a teacher for testing |
| **Use of computer for writing assignments and in-class writing** | This accommodation allows students to use a laptop computer in the classroom for notes and assessments. This accommodation supports students with learning disabilities that affect skills in reading and writing | -As with all students under the BYOD policy, students who use electronic devices inappropriately during class may lose the privilege of access to those devices  
-Students with this accommodation may type in-class assessments provided that those assessments are essay-type assignments  
-Some testing formats, such as spelling tests, fill-in-the-blank, and short answers, may require students to hand-write their responses (some exemptions to this policy may be |
| Permission to write on the test booklet rather than scantron | Students with this accommodation are allowed to circle answers directly on the exam sheet or to write the answer choice clearly to the side of the question | -Students with this accommodation will not be expected to fill in or transcribe answers onto a scantron form  
-Teachers should clearly communicate to students where and how to write answers |
| Use of 4-function calculator for math and math-related assignments, quizzes, and tests | This accommodation allows students to use a calculator on all math placement exams, in all math classes, and in science classes with a math component | -Only a basic function calculator or function adapted calculator may be used in some situations  
-Scientific and/or programmable calculators may not be allowed  
-For example, if the assessment is designed to test whether students can sketch the graph of the line y = 2x +3, the use of a graphing calculator would be inappropriate. In this example, a basic four-function calculator would be allowed.  
-If the assessment is designed to test whether a student can use order of operations with numerical expressions correctly (e.g. Evaluate 2(3+9)/3), the use of any calculator would be inappropriate.  
-Students are expected to provide their own calculators |
| Extended time on tests/quizzes | Students with this accommodation may have 50% more time than is normally allowed on an assessment | -Students with this accommodation are eligible for 50% more time on all in-class work, quizzes, and tests  
-Students with this accommodation are eligible for 100% extended time on semester exams  
-Extended time does not apply to homework or to other assignment deadlines  
-Students are normally expected to use extended time during lunch tutorial and after school tutorial  
-Teachers, students and grade-level counselors may also work together to coordinate extended time before school, during lunch, or after school  
-Tests and quizzes are to be completed on the same day that the assessment begins (i.e., test completion does NOT carry over to the next day)  
-Teachers may choose to give students a limited portion of the test at a time (rather than allowing the student to see the entire test at once)  
-Teachers may also choose to disallow students from correcting answers when students leave and come back to finish a test with extended time  
-Teachers may choose to require students to work on sections of test in order |

**Accommodations for International Students:**
- Allowing the use of an electronic dictionary/translator  
  - Students with this accommodation may use an electronic translator as assistive technology in classes where English/grammar is not the focus of the lesson.
The dictionary/translator must be a word-to-word or word-to-phrase English/native language dictionary that does not contain definitions.

- The dictionary may not contain diagrams, written notes, formulas, etc.
- The dictionary must be an approved device by designated school personnel.
- The student may only use the device with direct permission from the teacher.

**Accommodations not recognized in the Upper School:**

- **Spelling accommodation**
  - Students will be held accountable for correct spelling under certain testing conditions, such as spelling tests in English and correct spelling of certain terms in World Languages and Science. Teachers are available to clarify the exact parameters for spelling and to provide resources to help students cope with this requirement.

- **Readers for tests**
  - While the students may be granted readers for standardized tests such as the PSAT and SAT, readers are not provided for tests or exams given in the Upper School.

- **Private room for testing**
  - While some students may have preferential seating for testing, teachers are not expected to allow students to leave the classroom for testing.

- **Listening comprehension**
  - In World Languages classes, students will be assessed using a listening comprehension format. Students tested in this format will not be allowed to have access to a transcript of the material being tested.

**Academic Difficulty**

Woodward Academy employs various methods to help students who experience academic difficulty:

- **Edline** - Teachers will post Progress Reports on Edline every four weeks in the Upper School. Parents and students are now responsible for using Edline in order to check grades in each class. If parents have further questions about a grade in a class, they should email the teacher.

- **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 record 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** - There is currently discussion around the country about the value of homework. A good bit of the conversation focuses on the value of homework for students in elementary schools. In the Upper School, we find homework to be an advantage to the growth and understanding of the material for each of our students. It is our goal to make homework meaningful; as a result, homework is designed to generate good habits of daily review of class material, to help students understand how to apply information to new situations, and to manage their academic responsibilities in order to meet deadlines. Ultimately, these are critical skills that students must possess to be successful, independent learners in their upcoming collegiate environment. The amount of time can vary from night to night based on the daily assignments, tests and long-range projects that are due.

  A student who fails to turn in homework will receive no credit for the assignment. Partial credit may be given for late homework. Teachers will check and evaluate homework frequently and recorded in the grade book.

- **Tutorial** - Two 20-minute tutorial periods will be held on regular school days Monday through Thursday. One tutorial will be held at the end of common lunch and the other after the last period of the day. On Fridays one 20-minute tutorial period will be held after the last class or activity of the day. Students can make the best use of tutorial opportunities if they come prepared to ask specific questions about the material that is unclear to them. Tutorial should not be viewed as a time for instructors to “re-teach” the daily lesson. When a student is experiencing academic difficulty, regular tutorial attendance throughout the semester should be expected by both
teachers and parents. The Academy reserves the right to make tutorial mandatory.

**Tutoring** - Private tutoring may be arranged by parents through the Academic Dean (404) 765-4470. It is school policy that no teacher offer private instruction to his own students except gratuitously.

**Student Tutoring Overview**

**School-Year Tutoring:** The Academy desires to keep private tutoring to a minimum. Woodward’s three-tiered program (college preparatory, enriched college prep, and honors college prep/AP) should provide students with an appropriate level of challenge, making long-term tutoring at any level unnecessary for student success. Quite often, when a student asks for a tutor, he or she may be experiencing difficulty because of incorrect placement. Consulting the teacher and department chair may result in a level move which precludes the need for a tutor. At times, a teacher or grade chair may recommend tutoring if he or she notes one of these situations:

- Diligent attendance at tutorial has not resulted in desired remediation
- A student has a significant background weakness in a particular area (grammar, factoring, graphing, writing in a timed setting, for example)
- A student has missed a great deal of school, and normal tutorial attendance is insufficient.

Woodward’s policy is that no teacher offer private instruction to his or her own students except gratuitously during set tutorial times.

The Counseling office keeps a list of faculty, retired faculty, and other tutors approved by the Department Chairmen who know well the Woodward curriculum. If faculty members want to tutor during the school year, they should consult with their Department Chairman. With the permission of the Department Chairman, faculty members can tutor students not in their own classes. No faculty member is allowed to tutor between 8:00am and the end of tutorial, not even during a teacher’s lunch or planning period. **Please know that the business office does not allow outside-of-Woodward tutors on campus unless they have fulfilled key steps in the business office. Only limited space exists on campus for outside tutors.** The Academic Dean’s administrative assistant will talk to parents about the steps that must be fulfilled by a non-Woodward tutor.

All aspects of tutoring should foster student responsibility and growth, in keeping with the Upper School’s mission of “promoting academic excellence [and] demonstrating personal accountability”

**Student Responsibilities**

- Continue to engage in all class activities and tutorials, using the classroom teacher as the first resource.
- Provide the tutor with copies of semester syllabi and weekly homework sheets and other Materials available on the class Edline site.
- With parental approval, inform the tutor of progress in the course by sharing specific grades.

**Tutor Responsibilities**

Support the teacher through encouraging the student to engage in classroom activities, to attend tutorial, and to act as his or her own advocate with the classroom teacher. Abide by the policy guidelines on appropriate amount and type of help from tutors and parents of students out-of-class assignments, homework, projects. Tutors may access this information at English Department web site and the Plagiarism section of the *Student/Parent Handbook* (in Edline).

**Parent Responsibilities**

- Encourage the student to communicate with the teacher and to attend tutorial for help.
- Have realistic expectations about success of tutoring, focusing on building skills and filling in gaps rather than on raising an average dramatically or on helping a student skip a prerequisite course.

**Teacher Responsibilities**

- Unless the teacher initiates the need for a tutor or the tutor is retained in the case of a prolonged student absence,
Woodward does not expect teachers to communicate regularly with tutors

- When the teacher initiates the need for a tutor, he or she will communicate a time and method (email, school phone, etc.) to provide the tutor with information on the weaknesses that need to be addressed and the general progress of the student.
- Due to privacy issues, the teacher cannot share specific grades with any tutor.
- To insure the integrity of teacher, departmental, and standardized assessments, the teacher will safeguard assessments and graded work and will not share them with the tutor.

Academic Probation and Study Hall: Because the grade of “C” is the minimum grade for college recommendation, students earning a semester GPA of less than “C-” based on the Core GPA are subject to being placed on academic probation. Students whose achievement is unsatisfactory (less than a “C-” average in core curriculum subjects) will be subject to placement into a supervised study hall during any free period. Students should be aware that free periods and use of the lounge are earned privileges.

Transfer Credit and Distance Learning – For students in the classes of 2016 and 2017, prior to enrollment in Woodward, semester and quarter grades and credits from regionally accredited traditional high schools, home schools, home-school co-ops, and online (Distance Learning) high schools will be accepted for graduation requirements at Woodward and will be added to the official transcript as EP-level work, unless taken in an audited AP course (where AP credit will be granted). In order to be more in line with practices of other independent schools and to show clearly students’ achievement while at Woodward, for students in the class of 2018 and in succeeding classes, such work, while listed as TR- (transfer) on the official transcript and potentially earning graduation requirements, will not be included in the Cumulative Core or Comprehensive Core GPA. In addition, neither work completed at the other middle schools nor completed at Woodward’s middle school (with the exception of Physical Science) nor completed at the college level will be recorded on the Woodward Upper School transcript.

Students who are interested in playing college athletics must register with the NCAA Eligibility Center. NCAA does not recognize all online (Distance Learning) courses. It is advisable to consult with the student’s grade counselor and check the NCAA Eligibility Center http://web1.ncaa.org/ECWR2/NCAA_EMS.html# when considering an online (distance learning) program.

Forward Credit: The Woodward curriculum is based on an upward spiral of skill building in each core discipline, where content knowledge and skill development enable students to find success at the next year’s level of work. Therefore, once a student is enrolled in the Woodward Upper School, any work for forward credit complete in another school – a traditional high school or online (Distance Learning) high school – will not be accepted for graduation requirements unless approved in advance and in writing by the Principal or Academic Dean. The Principal or the Dean will grant approval and forward credit will be accepted if the course meets all these conditions:

- The school is SACS/SAIS accredited;
- The curriculum of the course meets Woodward standards;
- The course is not offered at Woodward during the regular year or the summer program;
- The student completes the course work with a grade of D or higher;
- The student misses no Woodward school days to complete the work.

A student may take only a single year of forward-credit course work (either at Woodward or at another school) during each year he is enrolled in the Upper School in grades 9-11 (for no more than 3 credits total). In addition, within a single discipline, a student may complete no more than two credits away from Woodward; the one exception to this rule is that the two required years of world language may not be taken in the summer at other schools.

Forward Credit approved and taken away from Woodward will be included on the Woodward transcript, noted by the prefix of TR-, but for students starting with the class of 2018 and beyond, it will not become a part of any Woodward GPA computation or honor roll or graduation with honors consideration. The non-Woodward school granting the credit must provide a transcript for Woodward’s record, and, as needed, for college admission, HOPE consideration, and NCAA eligibility. If students take course work without prior approval, in the hopes of accelerating in Woodward’s upwardly spiraling curriculum, such acceleration will not occur unless the Principal or
the Academic Dean gives permission after reviewing the coursework and, at times, requiring the student to achieve stated levels on exams based on Woodward coursework that the TR- course replaced.

**Forward Credit** is offered at Woodward during summer school for a limited number of courses, including S Basic Reading and Writing 1 and 2; S Basic Reading and Writing 3 and 4; S Multicultural Literature EP; Y Chemistry CP; S Topics in Multicultural, Ethnic, and Diversity Studies EP, HP; and a number of semester electives in science (S Criminal Investigation and Forensics EP; S Introduction to Biotechnology EP; S Geology of National Parks EP; S Microbiology EP; and S Tropical Ecology Field Study EP, HP). These offerings may expand and vary in future years. If Woodward offers a course, no student can earn forward credit for that course at any other school. Note: the course descriptors S and Y stand for Semester and Year-long (as used on pages 20-70 in this guide).

**Summer School for “F” Grades-** A semester’s credit in an accredited summer school is MANDATORY for students who receive an “F” for any semester grade in either Math or English. Students may attend a SACS-accredited program at another high school in the needed course is not offered at Woodward. Grades and credits must be submitted to the Principal of the Upper School and the Upper School Counseling office **upon satisfactory completion of the course (with a grade of D or higher) and before the beginning of the next school year.** Failing work for semester grades in course work other than Math or English can also be made up (as required) in an accredited summer school or accredited on-line school or (under certain rare conditions) by repeating a course at Woodward (for instance, a failure in semester 1 of Spanish 1 which resulted in a student’s dropping Spanish in grade 9 could be remedied by the student’s starting Spanish 1 again next fall). Grades earned for summer school work not completed at Woodward appear on the Upper school school transcript as transfer summer school (TR-SS) work; such summer remedial grades taken away from Woodward are brought into the Upper School GPAs for the classes of 2016 and 2017 at the EP level; they do not replace failing grades earned during the regular school year. Starting with the class of 2018 and succeeding classes, such summer remedial work not taken at Woodward will not be included in Woodward GPA computations, nor will the grades replace failing grades earned during the regular school year.

**Summer Tutoring:** Students in grades 9-11 who receive a D in both fall and spring semester in Math or receive a D in both fall and spring semester in English are required to complete 20 hours of tutoring during the summer with an approved tutor, or they may attend an approved summer school program of 20 hours or more.

Summer tutors must be approved by Upper School administration. The Math and English summer remediation coordinators will contact parents after semester one and mid-way through semester two if such required tutoring is a possibility for a 9th – 11th grader; as soon as possible after spring exam week, they will send a formal letter should such tutoring be mandated. Parents will submit proof in writing of the completion of summer work before the beginning of the next school year to the Academic Dean’s office. The Woodward summer courses Basic Reading and Writing 1 and 2 (entering grades 9 and 10) and Basic Reading and Writing 3 and 4 (entering grades 11 and 12) will count as English remediation work. Woodward’s summer Academic Camps in English and Math will not count as the 20 hours of required tutoring. **NOTE: Students entering grade 9 from Woodward’s Middle School must complete all remediation mandated by the Middle School principal.**

**Support Study Hall -** Students whose achievement is unsatisfactory (less than a “C-“ average in core curriculum subjects) will be subject to placement into a supervised study hall during any free period. Learning Support study hall will meet in a study hall room as designated by the Dean of Students.

At the beginning of each mid semester period, grade level counselors will notify the student assigned to support study hall privately and provide further instructions.

A support study hall is scheduled for students who have experienced certain problems:

a. Those students whose grade point average is less than 2.0 or whose effort marks are unsatisfactory will attend study hall during an unassigned period. Unassigned periods and lounge privileges are earned; the student should strive to achieve at an acceptable level;

b. Those students who have dropped a class and have failed to replace this class with another academic class;

c. Students who require exemption from Physical Education, with the exemption documented by a written doctor's excuse are to report to the Dean of Students’ office. If the student requires a long term exemption,
the student may be placed in the support study hall;

d. Students are not released from study hall until notified by the counseling office, cleared with the study hall proctor, and cleared with the Dean of Students.

### 2015-2016 UPPER SCHOOL TEST DAY SCHEDULE

<table>
<thead>
<tr>
<th>Day</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>Mathematics, Science, Social Studies</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>Social Studies, English, World Languages, other courses</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>Mathematics, Science, World Languages, other courses</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>Mathematics, Social Studies, English</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>Science, English, World Languages, other courses</td>
</tr>
</tbody>
</table>
ATTENDANCE

Attendance Policy

Woodward Academy maintains that student attendance is necessary if the student is to benefit fully from the educational experience. Since absences breed failure, the school discourages absences except in cases of emergency or illness. Students are allowed 10 non-school related absences per class per semester. If a student accumulates more than 10 absences per class per semester, he or she will be subject to an Attendance Review.

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 representatives of the Offices of the Academic Dean and the Dean of Students. The board has the authority to grant or deny course credit, or to insist upon an alternative means of securing course credit.

Absences

Parents of Upper School students must decide whether there is justification for a student to miss school. If so, a parent or guardian is asked to call the school administrative assistant (404) 765-4450 or (404) 765-4452 between 8:00 - 8:30 am each day the student is absent. 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 Dean's office. Attendance is taken during each class period. Students missing a portion of the school day will be marked absent for the number of periods missed. Absences that are not excused in advance or are not the result of illness may result in disciplinary action and an academic penalty in each subject missed each day.

School related absence - is recorded should a student miss one or more classes for a school-sponsored event such as a fieldtrip, athletic event, academic event, or performing arts performance.

Non-school related absence - is recorded for illness, death in the family, medical appointments, court summonses, college visits for juniors and seniors, occasions which benefit the student's knowledge and/or education, and authorized school activities. For medical appointments and court summonses, a note from the doctor or court is required. Failure to present the notice may result in detention hours and/or an unauthorized absence.

Unauthorized absence - is recorded when a student has any unauthorized absence from class or school. A penalty of 5 demerits and an F is assigned for each class missed. The demerit hours assigned are to be served during Saturday morning detention hall.

Informed Absence - is required for situations when the student has prior knowledge of an absence. The student is to complete an Informed Absence Form and submit it to the Dean of Students prior to departure. The form is used to facilitate communication between the parent, the student, the teachers and the Dean of Students office. If an absence or the timing of an absence is not in the best interest of the child, the Dean of Students may request a parent conference.

College visits - Only juniors and seniors have the privilege of having college visitation days. Seniors are allowed two college excused absences for the school year and are required to submit a College Informed Absence form as well as notification from the Admissions Office of the college. Juniors are allowed only one College Excused Absence and must submit an Informed Absence prior to the absence from school. The student must submit a letter from the Registrar or Director of Admissions of the college reflecting a date and an appointment time for the college visit.

Returning To School After An Absence

The student must report to the Dean's office upon returning to school with a note from the parent explaining the nature of the absence. If for an illness, the school reserves the right to require a medical explanation from a physician (other
than parent, guardian or associate of parent or guardian) at any time. If absences seem detrimental to the student's progress, the school requires a parent conference to determine whether the student is to earn credit in subjects missed.

Late or Tardy to School

Students who arrive late to school are to report to the Dean of Students' Office immediately upon arriving on campus with a note from the parent explaining the nature of the tardiness. The student will be assigned detention hours after his/her third tardy to school.

Late or Tardy to Class

Students who are tardy to class will receive detention hours by his/her classroom teacher. The number of hours assigned is at the discretion of the teacher.

A student entering a class late due to a legitimate excuse (returning to school from a doctor's appointment, funeral, illness, etc.) must present an Admit to Class pass (which he/she received from the Dean of Student's Office upon signing in to school). Even to complete a test or other assignment, no student will be given extra time that would conflict with the next class period. Teachers will not recognize notes written by other teachers as legitimate excuses.

Early Dismissal

The Woodward Academy calendar is available at the beginning of each school year; therefore, parents/guardians should schedule doctor's appointments at times that will not interfere with school attendance. Students who need to be excused from school before the end of the regular school day must bring a written request from parent/guardian. They should present this request to the Dean's office prior to 8:20 A.M. of the day they intend to leave early. The Academy highly discourages early dismissals.

If a student has an unassigned period at the end of the academic day and must participate in an after school activity, they may not leave the campus until the conclusion of the activity. Students are not to leave the campus for any reason without written or verbal permission from the parent or guardian and/or without signing out in the Dean's office (with the exception of night time events which usually start at 7:00 p.m. or later).

Periodically, Woodward Academy conducts “alternate start” days of school. The Academy, as well as the Southern Association of College and Schools (WA's accrediting agency), considers these half days just as important as full days and expects students to attend except in the cases of illness or emergency. Woodward Academy strongly discourages parents from scheduling, or permitting students to schedule, trips which necessitate a student's early departure or late return before or after holidays.

Field Trips

Students on field trips are subject to all school rules and regulations. The Principal may deny permission for a student to participate in a field trip if the student is experiencing difficulty in one or more academic areas and/or conduct and/or attitude. Students are not excused from any homework and tests. All arrangements for work must be made prior to the student's departure.

Long-Term Assignments and School Related Absences

Students need to be aware of each department’s policies for long-term assignments such as papers or projects. Teachers will inform their students about departmental guidelines and expectations for submitting long-term assignments. In particular, the English department requires students to meet assigned due dates for long-term assignments even though school related activities may result in student absences prior to or on the assignment’s due date. Students should speak directly with their teacher if any questions arise about long-term assignment deadlines.

Make-up work and Absences on Test days

It is the responsibility of each student to make up tests, quizzes and work missed as soon as possible and in consultation with the teacher. Students will receive a failing grade on any work due from an unauthorized absence. Guidelines for make up work are as follows:
For students who miss part of the school day: If a student misses a class due to an appointment or school activity and returns to school that day or comes in late following an appointment, he must turn in assignments due or missed work, and make up missed tests or quizzes that same day or at a time mutually agreed upon with the teacher (such as tutorial or after school). Students should make every reasonable attempt to contact the teacher(s) of the class(es) they missed, whether in person, through email or note, or by phone by the end of the school day (3:30PM). Failure to do so may result in the teacher awarding only partial credit for the missed work.

For students who are absent 1 or more days: Students are allowed the same number of days absent to complete work missed due to illness or other types of excused absences. Any extension of this time is at the deference of the teacher. To clarify, if a student is absent one day, he must make up all work the day after his return. For example, if a student is absent on Monday, all work must be made up by Wednesday. On the first day of return from an absence, students must make every reasonable attempt to contact the teacher(s) of the class(es) they missed, whether in person, through email or note, or by phone.

For prolonged absences (more than 5 days): In case of prolonged absences (more than 5 academic days), the grade counselor will devise an appropriate schedule for make-up work with administrative approval.

DISCIPLINE

Woodward is a voluntary community in which you and your parents have chosen as the educational environment which will best benefit you and prepare you for your future. Because you care about the environment in which you live, we expect you to exercise self-control over your emotions and your actions at all times. A person unable to subscribe to the accepted behavior of the Woodward Academy Community will subject themselves to the rules and discipline found necessary to maintain a balance of freedom and responsibility. In the event of unacceptable behavior, the Woodward Academy system will provide ample opportunities for discussion with students, teachers, parents, and administrators prior to any disciplinary action by the Office of the Dean of Students or by the Discipline Committee.

Woodward Academy values honesty and integrity; therefore, any student who lies to a school authority in order to avoid consequences in a disciplinary procedure will be subject to the full extent of disciplinary action which could include dismissal.

The faculty, with the cooperation of the Dean of Students office, is responsible for maintaining discipline within the student body. Woodward Academy’s Faculty, Staff and Administration reserves the right to create any additional rules and/or regulations that contribute to improved school discipline and serves the best interests of the Woodward community. Discipline at Woodward Academy is regulated in several ways, including but not limited to the following:

Detention/Detention Hall

A detention system exists as the primary method for dealing with rule infractions. Detention hours may be assigned by teachers, the discipline committee, the Honor Council/Discipline Board, school staff members and administrators of the school for failure to abide by the code of conduct. The student must begin attending Detention Hall within 24 hours of receiving the hours and complete the detention obligation within one week. The student should continue to serve on consecutive days until all obligations are complete. Absent extenuating circumstances, failure to serve hours results in additional hours and/or restriction of social and extracurricular activities.

Detention Hall is available twice each day and is under the direction of the Dean of Students Office.

AM Detention Hall: 7:35 a.m. - 8:15 a.m.
PM Detention Hall: 3:40 p.m. - 4:20 p.m.

Detention Hall does not interfere with normal class or tutorial periods. There will be NO other provision for students to work off detention hours, except as directed by the Dean's Office. Records of detention hours, demerits and other conduct violations are kept in the office of the Dean of Students. Students must serve these hours prior to registration for the following year and/or graduation.
Detention and/or demerit hours are cumulative and, therefore, are closely monitored by the Dean of Students. Students who accumulate a certain number of hours may expect the following actions:

a. A Discipline letter is sent home once a student receives 5 detention/demerit hours. Additional letters will be sent periodically if the student receives additional hours.

b. 15 detention/demerit hours may result in a mandatory meeting with student and parents in the Dean's office to review the student's conduct and jointly determine subsequent strategies and/or behavior modification for the student who wishes to remain at Woodward Academy.

c. 30 detention/demerit hours may result in a consultation with student, parents or guardians, and Dean of Students. A student receiving 30 detention/demerit hours in an academic year will be subject to an appearance before the Discipline Committee for a discipline record review and possible dismissal.

**SUGGESTED GUIDELINES FOR SPECIFIC INFRACTIONS:** Student and parents should understand that the following are *merely* guidelines. Faculty members and administrators have the right to exercise discretion in individual situations.

<table>
<thead>
<tr>
<th>Possible # of Hours Assigned</th>
<th>Infractions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>tardiness (approximately per 10 minutes that the student is late), littering, food in academic buildings, student not on task, failure to follow directions, failure to attend required tutorial, chewing gum, failure to return signed documents, talking, etc.</td>
</tr>
<tr>
<td>2-4</td>
<td>uniform violation, failure to attend homeroom, excessive talking, parking violations, cell phone usage during the day which includes but is not limited to talking on the phone, texting, taking pictures, etc.</td>
</tr>
<tr>
<td>5</td>
<td>direct disobedience, disruptive behavior, inappropriate behavior, unauthorized absence from class <em>(to be served on Saturday Detention Hall only)</em>, rude conduct/disrespect, profanity/obscenity, leaving class without permission, failure to report, student in area deemed dangerous, etc.</td>
</tr>
<tr>
<td>10 or more</td>
<td>possession and/or use of tobacco, fighting (along with an out of school suspension up to two days), leaving campus during the school day without signing out through the Dean's office, forged school documents, unauthorized absence from school <em>(to be served on Saturday Detention Hall only)</em>, failure to attend detention hall, etc.</td>
</tr>
</tbody>
</table>

**Demerits**

Demerits serve as punishment for more serious or repetitive conduct violations. At the discretion of the Dean's office, students serve these hours on Saturdays from 8:00 a.m. – 12:30 p.m. under the supervision of the Teacher in Charge. Students assigned to Saturday School are to meet in the Upper School front office or otherwise designated area by 8:00am. It is important that the student be on time. Frequently the Teacher-in-Charge will take students to a different location in order to complete the demerit obligation. When assigned Saturday Detention/Demerit Hall, nothing that a student has to do takes priority over serving off these hours. Saturday work may include a study hall, physical or manual labor. *There is no Saturday detention hall on 3-day weekends or vacations.* Check the school calendar or call the Dean of Students' Office to verify work Saturdays.

**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/demerit hours. The student will remain on probation until the Dean of Students and the Principal review his/her file. Students who demonstrate an improvement in attitude and a willingness to follow the rules will be removed from conduct probation by the Dean of Students. Failure to modify unacceptable behavior will result in a reduced ceiling for demerit/detention hours and/or an appearance before the Discipline Board.

A student may be placed on **Conduct Hold** if he has received 15 detention/demerit hours within the first semester of the school year. The student's re-enrollment agreement for the following academic school year will be withheld for a period of time so that his conduct and general behavior can be closely monitored. If the student has shown significant improvement in all required areas of behavior, his re-enrollment agreement may be released. The student may be placed on Conduct Probation for the following academic school year which may include being placed under a reduced detention/demerit hour ceiling.
Each student's discipline is reviewed at the end of the academic school year. Students who have a pattern of unacceptable behavior, and/or receive more than 20 detention hours, demerit hours, or receive any combination of the above may be placed on Conduct Probation for the following academic school year. Students who have been placed on conduct probation have a ceiling of only 20 detention/demerit hours before being placed before the Discipline Committee. The Vice President for Academic Affairs, Principal, and the Dean of Students reserve the right to impose additional conditions to the probation.

Suspension

Suspension serves as a time-out or cool-down period for students caught in an inflammatory situation. During the suspension the student is to complete all classroom assignments and any special assignments that may be deemed necessary by the Dean of Students. The Dean will give specific instructions for specific situations. The student has the responsibility of doing all the work for all classes. The teacher is under no obligation to offer special instruction. Although the students must complete all the required work, suspension is considered an unauthorized absence and carries with it an academic penalty.

Discipline Board

The Discipline Board has jurisdiction over serious disciplinary cases which might result in punishments ranging from serious censure to detentions/demerits to dismissal. The Discipline Board consists of students who are recommended by the faculty, elected by the student body and approved by the President of the Academy or his designates. In addition, the Discipline Board includes three members of the faculty elected on a rotating basis by the the Upper School administration. The entire Board of faculty and students operates as a unit to determine the degree of involvement and guilt or innocence of each student who appears before it. Only the executive session of faculty members determines the punishment deemed necessary for the specific case. The student members of the Discipline Board do not determine the punishment. They serve only to determine guilt or innocence and to suggest measures to deter further violations.

The Dean of Students or his/her designate (the “Dean”) will conduct a thorough investigation of any incident warranting the involvement of the Discipline Board. The Dean 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 Dean will present the statement to the Principal. The Discipline Board will also receive copies of this statement and will convene as soon as possible. The Principal or his/her designate (the “Principal”) will attend the Discipline Board meeting to ensure that it is conducted in a manner consistent with the Academy’s policies and procedures. In addition to the facts provided in the written statement of the incident, a student who appears before the Discipline Board will have an opportunity to make a statement, and to be fully questioned by the Board. The student will be dismissed from the room while the Board deliberates.

Decisions by the Discipline Board are automatically reviewed by an Administrative Panel consisting of Woodward's Vice President for Academic Affairs, Principal of the Upper School, and the Dean of Students, or their designates. The Administrative review process is designed to ensure that the Discipline Board’s procedures and decisions are in agreement with the Upper School policies and procedures. Once the Discipline Board's decision has been approved by the Administrative Panel, the decision is final.

If found guilty of a Discipline Board offense and a punishment is assigned, any hours (detention and/or demerits) awarded will become a part of the student’s discipline record which may affect his chances of being inducted into or retaining membership in one of the Academy’s honors organizations and/or class office. Colleges and Universities may request information about any offense in which the student is found guilty. The student and the school would be required to share this information if requested during the application process.

When the Administrative Panel approves the Board’s decision, the student and his parent(s) will be informed and provided an opportunity to discuss with the Principal the incident, the Board’s decision, or the disciplinary process. The purpose of such a meeting is purely informational.

Some of the more serious infractions of the rules for which the Dean could refer a student to the Discipline Committee are listed below; however, this list is not exhaustive:

a. Unwillingness to cooperate with school authorities by disregard for rules, regulations or directives, persistently unacceptable behavior which results in excessive detentions/demerits;
b. Willful destruction of, vandalization of, tampering with school property or personal property;
c. Stealing or having unauthorized possession of property belonging to others. (Found property must be turned in to the Dean's office);
d. Trespassing on campus, breaking into or entering locked buildings, rooms, lockers, computers, personal belongings, etc.);
e. Making false statements;
f. Skipping school and/or submitting fraudulent excuses;
g. Unauthorized absence from classes or leaving campus without permission;
h. Misconduct at any activity associated with the Academy, including field trips, academic/athletic events, school activities, etc. and/or acting in any way that reflects negatively on the Academy;
i. Circulating unauthorized petitions or organizing a group violation or protest against school rules and/or administrative decisions;
j. Inhumane treatment of any member of the student body or employee of the school, including hazing, harassment/sexual harassment (see policy), taking undue advantage of another student or employee of the school, ridiculing another student or employee of the school, verbally and/or physically mistreating another student or employee of the school;
k. Violation of any Civil Law (misdemeanor or felony), whether on or off campus;
l. Possession of any weapons of any type;
m. Selling of, possession of, under the influence of, possession of paraphernalia of, use of a controlled substance or alcoholic beverage;
n. Sexual immorality;
o. Any "pranks" or acts of misconduct which bring discredit to the Academy;
p. Any inappropriate use of computer technology i.e. Internet, E-mail which also includes any internet postings that reflect negatively on the Woodward community.

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 certain sexual misconduct, possession of weapons, and use, possession distribution, or other control of marijuana or other controlled substances. See O.C.G.A. 20-2-1184.

Computer and Internet Acceptable Conduct and Use 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 at the bottom of this document. Starting with the 2007-08 school year, this agreement is included in the student handbooks for the Upper School.

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. Each 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 is property of Woodward 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 Instagram, 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 that 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 that 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>Password Fraud</td>
<td>18 U.S.C. § 1030(a)(6) (trafficking in computer passwords)</td>
<td>CCIPS</td>
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<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>47 U.S.C. § 223(a)(1)(A) (using telecommunications device to make, create, or solicit, and transmit any obscene comment, request, suggestion, proposal, image, or other communication)</td>
<td>CEOS</td>
</tr>
<tr>
<td></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</td>
<td>18 U.S.C. § 2511 (intercepting electronic communications)</td>
<td>CCIPS</td>
</tr>
</tbody>
</table>
Communications | 18 U.S.C. § 2701 (accessing stored communications) | CCIPS
| 18 U.S.C. § 1030(a)(2) (accessing a computer and obtaining information) | CCIPS

Cyberstalking | 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 | DSS

Hate Crimes | Look to civil rights laws and penalty enhancements | Civil Rights

Libel/Slander | Look to civil laws | 

Posting Personal Information on a Website (e.g., phone numbers, addresses) | This is not a violation of law. May also be protected speech under First Amendment. | 

Invasion of Privacy | See Interception of Electronic Communications | 

Disclosure of Private Information | 18 U.S.C. § 2511(1)(c) (disclosing intercepted communications) | CCIPS

Spam | 18 U.S.C. § 1037 (CAN-SPAM Act) | CCIPS

Spoofing Email Address | 18 U.S.C. § 1037 (CAN-SPAM Act) | CCIPS

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**DRESS CODE**

The uniform at Woodward Academy is a symbol of excellence. The uniform indicates that the wearer possesses the intellectual and moral character necessary to be included as a member of a selective student body. Additionally, the uniform is a symbol of unity.

All five divisions of Woodward Academy wear the uniform, thus, emphasizing a community spirit. Students, therefore, are expected to wear the uniform correctly and proudly. Attention to one’s personal appearance is a matter of self-discipline and is expected of all students. Uniforms reduce distractions allowing students to focus on academics. Therefore, the proper wearing of the uniform is imperative. All articles of clothing MUST be the school-approved attire. Woodward Academy has partnered with Mills Uniform Company as the official provider of the Woodward Academy uniform. Uniforms from other companies are not acceptable unless approved by an Academy administrator. Woodward Academy school uniforms may be purchased through Mills online, at the MillsWear shop (4920 Roswell Road, Atlanta, GA.) or at the Parent Community Consignment Shop (1704 Rugby Ave. College Park, Ga).

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 (8:15am-3:30pm) and he/she must wear the school uniform properly and in its entirety.** The Vice President for Academic Affairs of the Upper School, the Dean of Students and the Assistant Dean of Students 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.

**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.
- **Grades 9-12:** Navy or white polo shirt, short or long sleeved
- **Seniors Only:** Black polo shirt option (short or long sleeve).

**Slacks:** Khaki

**Skirt:** Khaki which is worn no shorter than 3” above knee. Khaki pants option is available.
Shoes: Approved solid brown (see below)

Socks: White crew, dark crew, white knee socks, white or navy blue tights. Socks may not have any distracting visible designs, colors or logos; no “tye-dye” apparel. No ankle socks.

Outerwear: Navy blue fleece vest or jacket, navy outer coat, red rain jacket, black rain jacket with WA logo (no striped sleeves), navy blue or black peacoat. Red Letter Jacket (Varsity athletes only).

Accessories: Brown belt with pants. Woodward “1900” style belt is acceptable.

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.

Grades 9-12: Navy or white polo shirt, short or long sleeved

Seniors Only: Black polo shirt option (short or long sleeve).

Slacks: Khaki

Shoes: Approved solid brown (see the list below)

Socks: White crew, dark crew. Socks may not have any distracting, visible designs, colors or logos. No ankle socks.

Outerwear: Navy blue fleece vest or jacket, navy outer coat, red rain jacket, black rain jacket with WA logo (no striped sleeves), navy blue or black peacoat. Red Letter Jacket (Varsity athletes only). If the student chooses to wear the navy outer coat, rain jacket, navy pea coat, they must be worn over the blazer.

Accessories: Brown belt with pants. Woodward “1900” style belt is acceptable.

Dress Uniform: Required everyday 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.

Grades 9-12: White or Blue Oxford, short or long sleeve.

Slacks: Khaki

Skirt: Khaki. The skirt is worn no shorter than 3” above knee.

Shoes: Approved solid Brown (see the list below)

Socks: White crew, White knee socks, Navy/Gray/White tights. Socks may not have any distracting visible designs, colors or logos. No ankle socks.

Outerwear: Navy blazer (with approved patch), Navy blue fleece vest or jacket, navy outer coat, red rain jacket, black rain jacket with WA logo (no striped sleeves), navy blue or black peacoat. Red Letter Jacket (Varsity athletes only). If the student chooses to wear the navy outer coat, rain jacket, navy pea coat, they must be worn over the blazer.

Accessories: Brown Belt with pants (WA “1900” acceptable); Red and blue striped tie, WA approved vineyard vines 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 Upper 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).

Letter Jacket - The letter jacket is an item of the uniform that is earned by the student through participation in a varsity level extracurricular activity at Woodward Academy. Being a part of Woodward’s uniform, there are specific regulations and guidelines concerning the purchase of the jacket, the items placed on the jacket, and the location of the allowed items.

Effective January 2008: The jacket must be purchased through Woodward Academy’s letter jacket representative, the Neff Company, or may be ordered through Woodward’s campus store.

Only items issued by the Woodward Academy Upper School Office or Athletic Office may be displayed on the jacket. These items are WA letter or activity patch, activity pin(s), eagle patch, all numbers, and the American flag (optional). No other patches, pins, numbers, etc. may be displayed.

The position of the items for the letter jacket is as follows:
- a. A single WA letter or activity patch on the upper left front panel;
- b. The eagle patch on the upper portion of one sleeve of the jacket;
- c. The student’s year of graduation right below the eagle patch;
- d. The student’s jersey number on the upper portion of the opposite sleeve that holds the eagle patch and graduation year;
- e. The American flag patch (optional) on the back of the jacket centered below the collar;
- f. Any region patches or special awards on the sleeves;
- g. The student’s name embroidered (optional) on the upper right front panel.
Miscellaneous Uniform Information:

1. For safety and security reasons, students are not to change out of school uniform unless involved in sanctioned, supervised after-school activities.

2. In the event that students are not required to be in uniform (i.e. out of uniform days, field trips, etc.), student attire should be modest and appropriate in length, fit and design. Sufficient underclothing is required and appropriately covered, clinging or transparent clothing is unacceptable, shirts and blouses must be fastened not lower than 4 inches from the top of the collar. Clothing (including hats) which is considered out of uniform and/or inappropriate will be confiscated and kept in the Dean’s Office and/or donated to a local charity. Students wearing inappropriate attire will be required to change or will be sent home. Students who choose not to participate in out of uniform days are expected to wear the standard student uniform in the appropriate fashion.

3. Chains may not be worn with the uniform (example: billfold chains, watch pocket chains, etc.)

4. A gym uniform is required for PE classes for boys and girls and must be purchased through the appropriate store and worn while in PE class. Tennis shoes or similar type athletic shoes are required when playing on the tennis courts.

5. Body tattoos and body piercings are not permitted. Females may have their ears pierced so that they may wear one pair of matching, conservative earrings, one earring in each lobe. Males may not wear earrings on campus at any time or at any Woodward function or related activity (out of uniform days, fieldtrips, dances, etc.).

6. All clothing should be labeled with the student’s name.

7. Conservative jewelry may be worn in a reasonable amount by male and female students.

8. On rare occasions Woodward Academy will make exception to the dress code based on specific religious injunctions of major faith traditions. Such a request must be accompanied by parental consent and with information as to proper religious authority which the school may contact.

9. When the weather is below freezing students are permitted to wear hats, gloves, and/or scarves as part of their uniform. We ask that these items be either black, gray, white or navy blue and conservative in nature. Students are to remove these items upon entering a building. Students are NOT to wear sweatpants or pajama bottoms under any circumstances. In addition, in case of inclement weather where the temperature for the day is extremely low, the school may announce a relaxing of the uniform code. Should the announcement be made, appropriate clothing may accompany the uniform (no jeans, no pajama bottoms, etc. may be worn). Students will be notified of the uniform change and what items of clothing will be allowed. No change in the uniform is allowed unless approved and announced by a school official.

Hair Code

Radical and/or inappropriate hairstyles or colors which draw attention or cause a distraction will not be permitted. All hair should remain a natural color or dyed one consistent color in a manner that does not cause a distraction. Appropriateness will be determined by the Dean of Students.

Boy’s hair must be kept neat and well groomed. Hair must be cut and worn above the eyebrows and above the ears and above the collar and may not stand more than three (3) inches from the head. Braiding is not permitted on males at any time for any Woodward Academy activity or function. If a student fails to comply with the hair code, he will be assigned detention hours, he will be given a reasonable deadline to get a hair cut, he will be taken to get a haircut, and/or he will be suspended with an unauthorized absence and remain on suspension until the haircut meets regulation.

Sideburns will be worn only half way to the earlobe. Facial hair such as beards and mustaches are not permitted. Clippers and razors are available in the Dean of Students’ office. If a student fails to comply, he will be assigned detention hours, he will be asked to remove the facial hair or sideburns, and/or he will be suspended with an unauthorized absence and remain on suspension until he meets regulation.

Girls’ hair must be neat, well groomed and off the face and may not stand more than three (3) inches from the head. Girls’ hair is not to be closely shaved in part or full.

Exceptions to the policy are permitted by permission and in the discretion of the Dean of Students. An exception may be granted for valid medical reasons if the request is supported by documentation signed by a physician and submitted to the Dean of Students.
BEHAVIOR

Students must conduct themselves respectfully to teachers, administrators, and/or other students. In addition, students may not use profanity or display crude and/or socially unacceptable behavior.

Controlled Substances

The possession of, the possession of paraphernalia of, 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 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 anytime by a physician, medical technician, or law enforcement officer or to submit to laboratory tests such as breath, urine, hair follicle, blood or other analysis at the sole discretion of school officials. Results of the drug test(s) are submitted and reviewed by members of the Dean of Students Office. Offenders are subject to dismissal.**

Woodward Academy is required 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 the using of tobacco in any form is not allowed at Woodward Academy. Offenders are subject to disciplinary action. Students who are constant offenders may be subject to dismissal. This subsection includes the use of smokeless tobacco, electronic cigarettes and any other similar substances.

Substance Abuse Testing

Woodward Academy is committed to fostering a drug free environment for students. Due to the prevalence of drugs in society, Woodward partners with parents to educate students about the negative consequences of drug use and to offer students tools to say no to the use of harmful chemicals. In this spirit, along with education of parents and students, Woodward uses mandatory, but random, drug testing of all Upper School students. While no school has the ability to monitor the behavior of all of its students at all times, Woodward has adopted this policy of drug testing in hopes of providing a meaningful drug prevention effort that encourages all of its students to make positive, healthy choices.

All drug testing will be coordinated through the Dean of Students’ office in conjunction with the Infirmary Staff. Students are expected to abide by all rules and regulations concerning testing procedures.

Harassment/Sexual Harassment

Woodward Academy is committed to providing an environment that is free of discrimination or harassment in any form. Actions, words, jokes, or comments of a demeaning or insulting nature directed to a fellow student that are based on an individual’s sex, race, ethnic origin, religion, etc. 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 Dean of Students or the Assistant Dean of Students. The Deans, in consultation with the Principal, 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.)

**Woodward Academy Anti-Bullying Policy**

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

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

In accordance with Woodward Academy’s mission to embrace the uniqueness of each individual in our diverse community, the Academy has adopted an Anti-Bullying Policy to ensure opportunities for student success. The Woodward Community seeks to create an environment of learning free from harassment, pestering or other behaviors that negatively impact student achievement or well-being. We believe each individual should be valued and appreciated, and we expect the highest level of personal integrity from our students, faculty and staff.

The Woodward Community, including its students, faculty, administrators and staff, is committed to eliminating the presence of bullying or behavior that may be perceived as bullying. Eliminating bullying requires all members of the community to pay attention, to act on and report concerns, and to intervene according to agreed-upon strategies and escalation procedures. Parents and students who become aware of a bullying incident or pattern should report their concerns to a teacher, counselor or administrator.

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

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

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

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

Students in violation of Woodward Academy’s Anti-Bullying Policy are considered in violation of Woodward Academy’s policy on Discipline (including but not limited to Woodward’s policy on Harassment and its Computer Use Agreement). As such, such students will be subject to age-appropriate disciplinary actions up to and including an appearance before the Academy Discipline Committee and possible dismissal.
Threatening Statements/Acts

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. This includes the posting of any type of inappropriate material on the internet that can bring discredit to the Academy. Such internet postings will not be tolerated and will be addressed immediately.

Dining Hall

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Each student is expected to practice good manners and personal responsibility in the cafeteria. Simple rules of courteous behavior are: leaving the table and the surrounding area clean and orderly, replacing chairs, and putting trash in the proper containers.

Electronic Equipment

Use of personal electronic devices, tape recorders, CD players, ipods, televisions, video games, or anything that may cause a distraction or disturbance in the classrooms are not permitted on the campus for personal use by the students. The items will be taken up by the faculty or staff member and will be turned into the Dean of Student's Office. Special permission for classroom or extra-curricular use of such equipment is to be cleared with the Dean of Students.

Students are allowed to have cellular phones on their person, but they must be **turned off and put away unless under the direct supervision of a classroom teacher for a specific activity**. Students can receive important messages from 8:20 a.m. until 3:30 p.m. through the main Upper School office. Any cell phones that cause a disturbance or are visible and/or actively being used during the school day will be taken up by the faculty or staff member and turned in to the Dean of Students’ office. Students in violation of this policy will be assigned 1-5 detention hours for violation of the cell phone policy.

Cell phones 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.

Gambling

Any form of gambling is prohibited. Cards are not allowed and will be taken up from the student.

Monitor Duty

Monitor Duty consists of a Senior Monitor, (12th Grade) and an Assistant Monitor, (underclassman). The Assistant Dean of Students assigns students this duty on a rotating basis. It is the responsibility of the student to check the monitor duty roster which is posted in the Student Lounge, the Upper School front office and the Dean of Student's office. Students are expected to serve as monitor on the day that they are scheduled. If a problem should arise and the student
is not able to serve, he is to give advance notice to the Dean's Office so that arrangements for a substitute can be made.

All monitors will report to the Upper School front office by 8:15 a.m. and will remain on duty until 3:15 p.m. Students must wear the proper school uniform while serving monitor duty. Each student will receive five (5) hours credit toward his/her yearly service hour requirement each tour assigned (maximum of ten (10) hours per student). Students may only work one day per semester. The Dean of Students may deny a student the opportunity to serve or receive credit as monitor for reasons such as excessive absences, urgent classroom obligations, inappropriate behavior, etc.

Monitor is considered an excused absence from class for which a pass to class is required and for which no extra time for homework or test is allowed unless arranged with the teacher BEFOREHAND. With the Dean of Students' permission, a student will be expected to return to class for a test or quiz, and submitting homework to teacher.

**Motor Vehicles**

**Registration:** Registration forms and parking stickers are available for $25.00 per sticker from the Dean of Students Office. Permits for underclassmen are available on a first come/first serve basis. Prices are subject to increase if students fail to purchase parking stickers in a timely manner. All cars parked on campus must display the assigned parking permit on the windshield of the vehicle and the permit must be visible at all times.

**Parking areas:** Students who are granted permission to drive cars to school must park in the assigned lot as designated by the Dean of Students Office. Students who park anywhere other than their designated parking area or who drive unsafely to or from school are subject to disciplinary action and/or loss of the privilege of driving a car to school.

The only parking lots available for students to park are: Dobbs Gym, Walker/Madison Street lot, Cafeteria lot, and the Lower school lot. Students who park anywhere other than their designated parking area or who drive unsafely to or from school are subject to disciplinary action and/or loss of the privilege of driving a car to school.

Students are not to park along curbs or in lined areas of the parking lots. In addition, parking along Rugby Ave. is reserved for Academy visitors and special guests throughout the day with one exception; Students arriving to school after 8:30am may use Rugby Ave. for parking should access to normal parking lots close.

**Driving Safety and consideration:** Students will not drive their cars around the parking lot or any other part of the campus outside of the normal process of arrival and dismissal. Careless or reckless driving while on school property or on public streets in the vicinity of the school will subject the driver to disciplinary action.

**Additional vehicle information:**

1. Woodward Academy cannot be held responsible for any vandalism or damage to cars while parked at school.
2. Motorbikes and motorcycles are not allowed at school at any time.
3. For their own safety and security, students are not allowed in the parking lot during the school day unless given permission to do so by the Dean of Students. Offenders are subject to disciplinary action.

School authorities have the right to search the car the student is driving and personal belongings when there are reasonable grounds for believing that something contrary to school rules or significantly detrimental to the school and its students may be found. If prohibited objects or substances are found, the student will be subject to disciplinary or legal action as deemed necessary by the school administration. The school may also cooperate with local law enforcement agencies in like manner, when requested to do so.

**Organizations**

The school does not allow students to belong to secret organizations, fraternities, or sororities.

**Personal Property**

Books, uniforms, equipment, bags, etc. must not be left about the campus. The Dean of Students may collect any personal property left about the campus. Selling, pawning or exchanging personal effects without the permission of the Dean of Students is forbidden. Students will not act as agent or sell any item or service to other students on campus.
Visitors

Students are not to bring visitors to school without prior approval by the Principal of the Upper School, the Dean of Students and/or the Admissions Office. Students and their parents/guardians should provide the office with notice at least 24 hours before the scheduled visit. Uninvited and unapproved individuals will be asked to leave the campus. All visitors are required to report to the Upper School Front Office with a picture identification immediately upon arriving on campus to receive a visitor’s badge. The Upper School administration reserves the right to deny entry to any visitor deemed unsafe or a possible distraction to a student or the school day in general.

Service Hours (See Appendix C)

All students in the Upper School are required to complete twenty (20) hours of satisfactory work/service for the school each year. The principle rationale behind this requirement is the strong belief on the part of the faculty and administration that a degree of self-giving in terms of work done for others is an integral part of effective education and a growing sense of personal responsibility. Students must earn a minimum of fifteen (15) service hours through the Woodward Community. All Upper School Service Clubs, Athletic Teams, Academic Teams and other co-curricular groups will advertise their service opportunities via announcements, message boards and postings on “Service Hour Opportunities” page of Edline. Each published event will list the number of service hours students may earn for their participation.

A maximum of five (5) service hours may be earned off campus in the form of community service with a sponsor approved of by the school. Arrangements for the community service must be made with the Dean of Students prior to working. Upon completion of the community service hours, the student must submit a letter stating the nature of the work, clearly indicating the amount of credit for the project, and signed by the project supervisor. NO Community Service credit will be awarded if permission by the Dean of Students is not granted AND a formal letter is not submitted.

It is the responsibility of the student to have the contract signed by the contractor. Upon completion of the contract, the student submits the completed form to the Dean of Students prior to the end of the school year. Records of service hours are kept in the office of the Dean of Students. Any hours remaining after the last day of school will be doubled and must be worked as directed by the Dean of Students. Students must complete these hours prior to registration for the following year and/or graduation.

Campus Security

For safety and security reasons, video surveillance cameras monitor the campus. In addition, students, faculty and staff should report any unusual situations to campus security (404) 557-7790 or the Dean of Students as quickly as possible. Security personnel patrol the campus in vehicles and golf carts, which are clearly marked “Campus Patrol.”

Campus Limits

Students are not allowed in the stadium area and parking lots nor are they allowed to leave the boundaries of the campus during school hours without permission from the Dean of Students or Principal. Upper School students are not permitted in the Middle, Lower, or Primary Schools without permission. If it is necessary to go to these areas, students should secure permission from the appropriate Principal or the Dean of Students. Hours may be assigned to students for being in locations deemed to be unsafe or dangerous.

After School

All students should leave the campus immediately following their last activity of the day whether that be class, tutorial, or an extra-curricular activity. A student who is on campus at unreasonable hours without valid reasons, may be subject to disciplinary action by the Discipline Committee. Students may not enter the pool or gym except at a scheduled swimming or gym period when a teacher assigned to supervise the activity is present.

If it is necessary to wait for rides home, students will wait quietly in the Student Lounge or the Library. If the student has a free period at the end of the day and has no other practices, tutorials, meetings, or Detention Hall, he may leave after his/her last academic responsibility concludes. However, if a student has a free period at the end of the day and must participate in an after school activity, he/she may not leave the campus until the conclusion of the activity.
Students are not to leave the campus for any reason without written or verbal permission from the parent or guardian and/or without signing out in the Dean's office (with the exception of night time events which usually start at 7:00 p.m. or later).

Bus students must wait in the Student Lounge until departure time. All students scheduled for afternoon activities will be allowed to remain and ride the late bus (6:10 p.m.). All other students must depart on the early bus (3:45 p.m. Monday – Thursday and 3:25 on Fridays). Students are not allowed to leave campus while waiting for rides and/or departure times.

**Safety/Fire Drills**

Students will familiarize themselves with "Fire Orders" posted on the main bulletin board of all academic buildings and inside of academic classrooms. In case of fire during the school day, the fire alarm will sound. Students will follow directions given by teachers to evacuate the academic area and will form on the athletic field.

**Assemblies and Chapel Programs**

Convocations such as National Honor Society and Founder's Day, assemblies and special programs such as Spring Fling are scheduled at various times throughout the year. Students are expected to assemble promptly and quietly and to maintain proper conduct during the program. Attendance at these programs is required of all students. Excuses for absences from these programs will not be allowed. Students who miss these special programs will be assigned five demerits and an unauthorized absence which will go on the student's record.

**STUDENT SERVICES**

**Buses**

Students riding buses to school are subject to all school rules while waiting for the bus and while en route. Proper conduct on buses and at the bus stops is expected. Students will be given additional information concerning conduct on buses. Failure to abide by these regulations will result in the loss of privilege to ride the bus.

A MARTA shuttle is provided in the mornings from 7:20 a.m. - 8:20 a.m. Students will be picked up at the College Park MARTA station and transported to the main campus by school vehicles. The MARTA shuttle in the afternoons begins at 3:45, 5:00, and 6:10 pm. Students will be picked up in front of the chapel for the afternoon shuttle. Students riding MARTA are expected to act in an appropriate manner.

**Infirmary**

The school Infirmary is located on the first floor of Woodruff Hall. Any emergency, accident, or illness will be treated in the infirmary during school hours. The students will be assessed and evaluated by the nurse. She will determine the extent of the illness/injury, assess their needs, and make a decision whether he/she will remain in the infirmary as a patient, be sent home, physician's office, hospital, or return to class. At the nurse's discretion, the student may lie down or rest during a class period. If a student is to return to class, a pass will be given by the nurse. Students are not allowed to have visitors while in the infirmary. **Each student will be required to maintain a current physical on file in the infirmary.**

It is school policy that any medication and/or treatment (for example: Adderall, Ritalin, antibiotics, inhaler, and EpiPen) that is to be taken during school hours must be administered by the nurse or designee. Consent forms have been provided online to parents for authorization. All medication must be left in the infirmary unless other arrangements have been made with the nurse.

The infirmary will be open at all times during school hours. In the event the nurse is away from the area, she can be notified through the Dean of Student's office.

All On-Line Student Emergency Health Information and Immunization forms must be forwarded to the Infirmary prior to the beginning of school. The Student Emergency Health Form will ensure prompt notification of parents or designee in the event an emergency should occur. Go to my.woodward.edu for health form submission.
Library

The George C. Carlos Library is open to students from the Middle and Upper schools from 7:00 am - 4:30 pm Monday - Thursday and from 7:00 a.m. - 4:00 p.m. on Friday. All materials in the library are available for check out by Woodward Academy students. Students are not allowed to check out materials for other students. Most materials may be checked out for three weeks. Some items, however, may only be checked out overnight. Fines are assessed for overdue books ($0.05 per day for regular books and $.25 per period for overnight items). Failure to clear library obligations will result in detention hours. Food or drink is not allowed in the library at any time. In addition to books, magazines and Kindles, the library provides remote access to databases and Internet links from the library homepage. This web page can be accessed from the Woodward Academy web page at http://www.woodward.edu. Go to Current Families, then Upper and select Carlos Library. Passwords to all databases may be obtained on the Passwords link. (Username: wa Password: eagle). Academy regulations for electronic equipment apply however; students may use electronic devices in a non-intrusive manner.

Lockers

Lockers are provided for all students to use for books and personal items. No students are allowed to use any other locker except that which has been assigned to him. Students are to have locks on their lockers and the lockers are to be locked at all times. Only locks purchased in the campus store are allowed.

Lockers are the property of the school and school authorities have 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 significantly detrimental to the school and its students may be found. The school may 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. Each student is assigned a locker for storage of materials. Items left about the campus may be subject to theft.

Lost and Found which contains misplaced articles of clothing, books, bookbags, etc. is located in designated areas of the Tyler Brown Student Center (and other designated areas in academic buildings). Items such as jewelry, calculators, cell phones, etc. which are turned in are kept in the Dean of Student’s Office. Students should check with office personnel about articles turned in to Lost and Found. Personal property such as books, uniforms, equipment, etc., must not be left unsecured. The Dean of Students may collect any personal property left about the campus.

Student Center/ Snackbar/ West Commons Area

The lounge and snack bar has been provided for student pleasure and recreation. Considerable effort has been expended to make it comfortable and attractive and cooperation is needed to keep it that way. Students are to observe any specific rules posted in the lounge and the following general rules:

1. Disorder of any kind - scuffling, improper language, etc., will not be tolerated.
2. No food or drink is to be taken to the academic areas of Carlos Science Building, Moss Math/Science Building, Brand Hall, Woodruff Hall or Richardson Hall.
3. Students should help keep the student lounge and snack bar areas clean. Trash receptacles and mixed recycling bins are provided in the snack bar; they are to be used by faculty and students.
4. Students are not to put feet on furniture and are not to sit or stand on tables. The furniture is not to be moved or rearranged.
5. Students must remain in school uniforms in the student lounge and snack bar during the entire school day. Students must wear shirts and shoes in the lounge and snack bar at all times.
6. Students may purchase ping pong equipment. When the lounge is crowded, students are only allowed to play one game at any game table as long as other students are waiting to play the game.
7. Abuse of equipment, disregard of rules and regulations, or littering of the lounge area may jeopardize the use of these facilities for individuals or the entire student body.

Student/Parent Handbook 2015-2016
Telephones

All calls by students will be made over the courtesy telephones located around the campus. Outgoing calls will be limited to a reasonable length when all outgoing phones are occupied and other students are waiting to use the phone. Only in emergencies should parents call and leave a message for a student in the Student Monitor Center (404-765-1460). All messages or calls to students are subject to approval by the Dean of Students before they are sent to the students. Calls and messages should be kept to a minimum so as to interrupt classes as little as possible. No message will be sent by a monitor from one student to another.
After school activities begin at 3:50 p.m.

The early bus departs at 3:45 p.m., Late Bus departs at 6:10 p.m.

On Friday, the early bus departs at 3:25 p.m.

MARTA shuttles depart at 3:45 p.m., 5:00 p.m. & 6:10 p.m.
Appendix B

It is extremely important to follow the teachers' instructions carefully on documentation and use of text material and to ask questions. The following information has been extracted from the English Department Policy Manual and should be used as a guide for all school assignments (not just English). Keep in mind that:

1. **You have plagiarized if you quote from another source (use another person's exact words) and do not put quotation marks around these sentences or words.** This passage comes from the following source:


Brutus (85-42 BC) came from a distinguished family. His ancestor threw the tyrannous Tarquin royal family out of Rome and established the Roman Republic. Brutus was highly educated, and wrote some books on philosophy. He fought with Pompey against Caesar in the Civil War, but like all Pompey's followers he was pardoned and grew to be respected and trusted by Caesar. Some claim he was Caesar's secret son.

**Plagiarized:** A major character in Shakespeare's *Julius Caesar* is Brutus, a member of a distinguished family. His ancestor threw the tyrannous Tarquin royal family out of Rome and established the Roman Republic. Even though Brutus loves Caesar, he agrees to take part in the conspiracy to murder him (Seward 169).

**Not Plagiarized:** A major character in Shakespeare's *Julius Caesar* is Brutus, a member of "a distinguished family. His ancestor threw the tyrannous Tarquin royal family out of Rome and established the Roman Republic" (Seward 169). Even though Brutus loves Caesar, he agrees to take part in the conspiracy to murder him.

**Note:** In the previous plagiarized example, the student does give the source credit through the words in the parentheses at the end of the passage. But that is not enough! Even though we know where the material came from, we still don't know what portion (if any) was quoted unless the quotation marks are in place. The corrected example shows no change in wording; the only difference is the vital addition of the quotation marks.

2. **You have plagiarized if you quote from another source and use quotation marks but do not give the author credit in parentheses at the end of the passage or in a footnote at the bottom of the page.** This passage comes from the following source:


The Odyssey describes the long and difficult journey of Odysseus, one of the heroes in *The Iliad*, as he returns from Troy and struggles for control of his kingdom. Odysseus' voyage introduces him to characters based in folklore, including monsters, giants, and a sorceress--another difference from *The Iliad*, which remains in the real world.

**Plagiarized:** The Odyssey is about "the long and difficult journey of Odysseus, one of the heroes in *The Iliad*, as he returns from Troy and struggles for control of his kingdom." On his way home, he meets many "characters based in folklore."

**Not Plagiarized:** The Odyssey is about "the long and difficult journey of Odysseus, one of the heroes in *The Iliad*, as he returns from Troy and struggles for control of his kingdom." On his way home, he meets many "characters based in folklore" (Rosenberg 75).

**Note:** In the previous plagiarized example, the student does use quotation marks. But that is not enough! Even though we know what portion of the material was quoted, we still have no idea where the information came from. The corrected example shows no change in wording or in placement of quotation marks; the only difference is the vital addition of the author's name and the page number at the end of the passage.

3. **You have plagiarized if you use an idea from another source and do not give the author credit.** This method of plagiarism contains none of the original words of the source. You will have written all of the ideas...
in your own words. There are two names for using the author's ideas but not his or her words. The first one is **summary**, meaning that you have read a very long passage of the author's work and have condensed the original material into a much shorter version. The second term for using the author's ideas is **paraphrase**, meaning that you have read a section of the original and then have retold it in your own words. In contrast to the summary, a paraphrase is about the same length as the original. This passage comes from the following source:


In Homer's time, the Greeks possessed an elaborate oral tradition that had developed during the dark age that followed the collapse of the great Mycenaean civilization. Successive generations of professionally trained poets, called *rhapsodes*, learned, taught, and performed a wealth of literary material orally. A rhapsode chanted his tales to the accompaniment of his lyre (a small, harp-like instrument). If he was fortunate, he became attached to a particular king's household staff; otherwise, he traveled from house to house, earning his food and lodging with his tales. The best rhapsodes were highly respected, for they provided one of the major forms of entertainment in their day.

**Plagiarized:** The elaborate oral tradition that followed the collapse of the great Mycenaean civilization was very important during Homer's era. The poets who sang the tales of Homer were called *rhapsodes*. They accompanied the poems with the music of an instrument called a lyre, described as being much like a harp. Unless he was lucky enough to have the support of a king, the rhapsode, although much admired in society, had no permanent home but instead traveled from house to house, earning his food and lodging with his tales (Rosenberg 34).

**Not Plagiarized:** As noted in *World Mythology*, after the Mycenaean society fell, poets called *rhapsodes* became very important in Homer's era. Accompanied by the music of a lyre (described as being much like a harp), they spread the tales of Homer by singing them. Unless the rhapsode was lucky enough to have the support of a king, the rhapsode, although much admired, had no permanent home but instead received room and board by performing for various households in different locations (Rosenberg 34).

**Note:** In the previous plagiarized example, the student has incorrectly used the original language of the source at the beginning and the end of the passage. There is some paraphrasing within the passage, but in order to avoid plagiarism, the student must avoid all original wording, not just part of the original wording. The second passage is about the same length as the original source. It preserves all of the author's ideas but uses none and the literary term "rhapsode." Notice that documentation is still necessary with a paraphrase and that the reader knows where the paraphrase begins because of the addition of the title of the book.

4. **You have plagiarized if you receive too much help from a friend, a tutor, or a parent.** Your teacher will sometimes encourage you to receive outside help, but you should realize the limits of such help.

**Plagiarism:** A helper reads your draft and actually corrects your errors for you.

**Not Plagiarism:** A helper reads your draft and suggests changes but does not actually improve the draft for you. This helper is allowed to make notes in the margins to help you.

**Plagiarism:** You submit a rough draft along with a final typed paper. The rough draft contains corrections in a helper's handwriting instead of your own.

**Not Plagiarism:** You submit a rough draft along with a final typed paper. The rough draft contains corrections in your own handwriting, even though you may have received suggestions from a helper who may have made notes in the margins.

**Plagiarism:** Due to a hand injury, you ask a helper to type your paper for you. As he types, he notices some mistakes in your text and corrects them for you.

**Not Plagiarism:** Due to a hand injury, you ask a helper to type your paper for you. As he types, he notices some mistakes in your text but types the paper as written. He realizes that it is his responsibility to type your work as you wrote it, not to edit, correct, and proof the paper.
Appendix C

Service Learning Philosophy and Policy

Woodward Academy’s Service Learning program cultivates a sense of social and ethical responsibility in students, advances the school mission of creating a caring community, and fosters the development of the Academy’s core value of character. Service Learning is more than simply contributing to a fundraiser or collection drive; done properly, it links education to service and service to learning and therefore becomes an essential part of our co-curricular offerings.

The Woodward Academy Service Learning program encourages students to be good members of the community in three core areas:

-- In our immediate neighborhood, by entering partnerships with our neighbors at the Jesse Draper Boys and Girls Club and at Mount Olive Elementary School.
-- In metro Atlanta, by entering partnerships with organizations such as the Atlanta Community Food Bank and Atlanta Habitat for Humanity.
-- In our global community, by serving the needs of the Terranova School in Zambia, Africa.

For more information about these or other service projects, or for inquiries about Community Service at Woodward Academy, contact Mr. Mark Carrington (mark.carrington@woodward.edu) or Mrs. Ronda Zents (ronda.zents@woodward.edu).
Appendix C

Student Service Learning Commitment

Name: ___________________________ Grade: _______ Homeroom: _______________

I commit to earn twenty (20) service hours during the school year. My options for earning service hours are as follows:

A) I must earn a minimum of fifteen (15) service hours in connection with Woodward Academy or through the Woodward Community. All Upper School Service Clubs, Athletic Teams, Academic Teams and other co-curricular groups will advertise their service opportunity via announcements, message boards, and postings on the “Service Hours Opportunities” page of Edline. A student may elect to earn all twenty (20) service hours through Woodward Academy or the Woodward Community.

B) A maximum of five (5) service hours may be earned off campus in the form of community service with a sponsor such as a religious organization, Hands on Atlanta, a scouting troop, etc. Arrangements for off campus community service must be made with the Dean of Students’ or the Director of Community Service prior to the service. Formal notification (letter, email, phone call, etc.) from the organization stating the number of hours worked and nature of service must be turned in with the Student Service Hour Commitment form.

I understand that I must have my supervisor initial the form to verify my work and that it is my responsibility to return the completed form to the Dean of Student’s Office at any time prior to the last day of school. I understand that upon the last day of school any outstanding hours will be doubled.

______________________________________________
Student’s Signature

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<th>Description of Assignment</th>
<th>Number of Hours</th>
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*MAKE A COPY FOR YOUR RECORDS & THEN TURN IN THIS COMPLETED FORM TO THE DEAN OF STUDENT’S OFFICE*
Student/Parent Commitment to Woodward Academy

The contents of this booklet and particularly of the Honor Code outline a fair and reasonable system of rules and expectations designed to maximize student achievement at the Academy. Reminding you as students and as parents/guardians that Woodward Academy is a voluntary community, we ask that you (both student and parent/guardians) read, understand, and accept the Honor Code and rules and regulations provided in the Student Handbook.

We ask that you sign and return this page to indicate to us that you have read the contents and can abide by the guidelines which we have outlined herein.

_I have read and I understand the Honor Code and contents of the Student Handbook. I agree to abide by these guidelines._

Student’s Name: (Clearly Print) ___________________________________________

Student’s Signature: ______________________________________________________

Date: __________________________________________________________________

Grade: _______________ Homeroom: ________________________________

Parent/Guardian’s Signature: _____________________________________________

Date: __________________________________________________________________

Please tear out and return this form to Dean Thomas’ Office by September 1, 2015
WOODWARD ACADEMY
STUDENT SUBSTANCE ABUSE POLICY
PARENT/STUDENT ACKNOWLEDGMENT FORM

I/We the undersigned parent(s) or legal guardian(s) of _______________________________ hereby acknowledge that the Woodward Academy’s ("Woodward") Substance Abuse Policy has been reviewed and explained to me/us and that I/we have received a copy of Woodward’s written policy statement.

We further acknowledge the following:

1. That I/we have been notified that the unlawful manufacture, distribution, dispensation, possession or use of alcohol, drugs, or other controlled substances is prohibited on Woodward’s property or during any school sponsored activity and that violation of these prohibitions will subject my/our child to rehabilitation referral and/or discipline up to and including expulsion.

2. I/we understand that as a condition of continued enrollment, my/our child will abide by Woodward’s Substance Abuse Policy, including the provision for random testing of all Upper School students. It is agreed and understood that if my/our child fails the drug and/or alcohol test by testing positive, s/he will be referred to counseling/rehabilitation or a substance abuse assistance program at my/our own expense, and/or disciplined in accordance with Woodward’s policy up to and including expulsion. Any refusal to be referred to counseling/rehabilitation will result in immediate expulsion. I/we further acknowledge and agree that if my/our child fails a second or follow-up drug and/or alcohol test, that s/he will be subject to grounds for immediate expulsion. Also, it is agreed that if my/our child is convicted of a violation of a criminal drug statute, I/we will notify Woodward within five (5) days of conviction.

3. That I/we acknowledge and consent freely and voluntarily to Woodward ’s right to conduct unannounced searches for illegal drugs and alcohol on Woodward’s property, in all facilities and vehicles on school property. It is understood that Woodward has the right to inspect: lockers, desks, work areas, vehicles, and other containers and objects on Woodward’s property that might conceal illegal drugs or alcohol. I/We further acknowledge and consent freely and voluntarily to reasonable searches of my/our child's person and his/her personal property. It is understood that failure to cooperate fully with Woodward in this regard will result in disciplinary action up to and including possible expulsion.

I/We the undersigned parent(s) or legal guardian(s) understand and agree to the above terms and conditions of attendance at Woodward Academy.

Student's Name ________________________    _______________________     ____________
(Please Print)                      Student Signature                       Date
____________________________________
Parent/Legal Guardian Signature                  Date

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WOODWARD ACADEMY
STUDENT SUBSTANCE ABUSE POLICY
CHEMICAL SCREENING CONSENT AND RELEASE FORM

Student Name _____________________________________ Student Grade Level ______ Date ___________

Street Address __________________________________ City, State, Zip Code ______ Telephone No. ______

I/we the undersigned parent(s) or legal guardian(s) of ______________________________ hereby acknowledge that I/we have been informed of Woodward Academy’s (“Woodward”) Substance Abuse Policy and agree on behalf of our child to be bound by this policy for purposes of his/her enrollment and/or continued attendance at Woodward Academy for the school year 2015-2016. I/we also hereby state that, to the best of our knowledge, our child is not a user of controlled substances.

I/we, as the parent(s) or legal guardian(s) of the minor child, understand and consent freely and voluntarily to Woodward's request for a urine or other specimen or sample from our minor child, if and when such request is made. I/we further state that consent given herein is valid for the entire school year 2015-2016, and that further notice or consent is waived.

I/we hereby release and hold harmless Woodward Academy, the medical review officer or other medical professionals, the laboratory, their employees, agents and contractors from any liability arising from this request to furnish this or any specimen or sample, the testing of the specimen or sample, and any decisions made concerning our child's continued attendance at Woodward Academy, based upon the results of the tests. I/we, as parent(s) or legal guardian(s) and on behalf of our minor child, consent to allow the laboratory, hospital, medical review officer or other medical professional to perform appropriate chemical tests for the presence of alcohol, drugs or other controlled substances. I/we give permission to any laboratory, hospital, medical review officer or other medical professional to release the results of these tests to Woodward and release any such designated institution or person from any liability whatsoever arising from the release of this information.

Parent/Legal Guardian Signature __________________________________ Date ___________

Student's Signature __________________________________ Date ___________