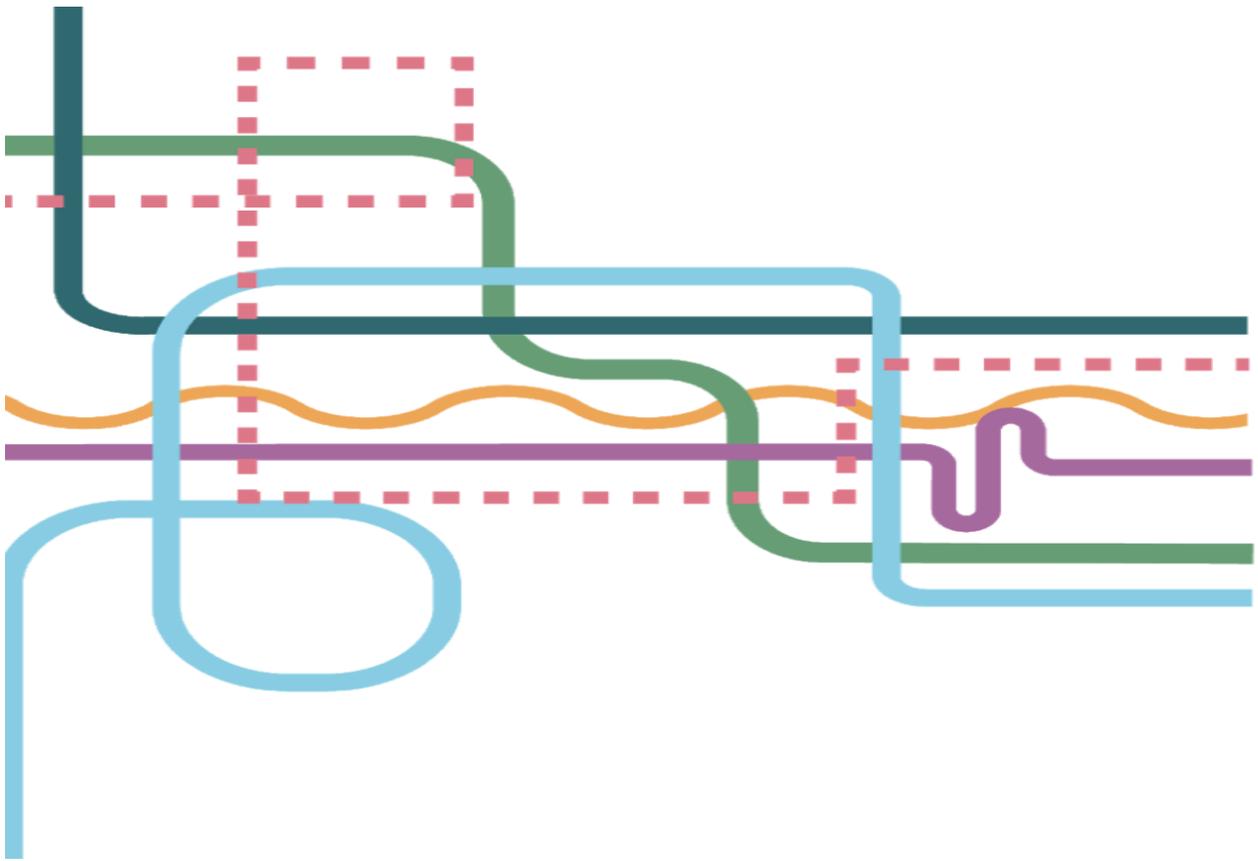


WOODWARD NORTH



Parent and Student Handbook

2019-2020

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Dear Parents,

We welcome you to Woodward North for the 2019-2020 school year! In this Parent and Student Handbook, our intent is to provide you with a ready reference guide to important procedures, policies, and practices. All of our programs depend upon your understanding, cooperation, and support. Working together, our school and your home can provide a firm foundation upon which our children can build their futures.

My best wishes for a wonderful year filled with opportunities to learn and grow for your child.

Warmest regards,

A handwritten signature in black ink that reads "Beth Marien". The signature is written in a cursive, flowing style.

Beth Marien
Principal, Woodward North

General Information

Hours for Arrival and Dismissal

Pre-Kindergarten	8 a.m.-2:30 p.m.
Kindergarten	8 a.m.-2:30 p.m.
Grades 1-6	8 a.m.-3 p.m.

School office hours are from 8 a.m. to 4:30 p.m. on regular school days.

All students are to report to their assigned homeroom each day by 8 a.m. Supervision is provided from 7 to 8 a.m. each morning. **Classes begin at 8:05 a.m., and it is important that students have a 5-minute buffer to organize and settle themselves. Students who arrive in the classroom after 8:05 a.m. are considered TARDY.**

Parents of **PK-3** students arriving **after 8:05 a.m.** should park in front and accompany their children to the school office to receive a tardy slip for entrance to class. Students in grades 4-6 who are tardy may be dropped off at the **front entrance** from which they **MUST** report to the office before going to the classroom. They will not be admitted to class without a tardy slip.

Each grade level is assigned to a specific portico. Please make strict use of these entrances and avoid dropping off children at any other points. In the event of siblings assigned to different porticos, use the younger child's entrance for both children.

All After School Care dismissals will take place at the left portico. After 3:20 p.m., parents should park and come in to sign their children out. There is single-lane traffic only through the portico loops. Please make every effort not to block the lane.

Talking and texting on cell phones during dismissal and arrival times jeopardizes student safety. We implore parents to strictly refrain from this dangerous practice.

From the first day of school onward, parents dropping students off in the morning and picking students up in the afternoon at regular times should avoid entering the building. The exceptions, of course, are tardiness (PK-3), After School Care pickups, and any special circumstances. We ask parents who must enter the school to please be mindful of the need for traffic to continue to flow through the loops.

After School Care

The After School Care program is offered to all Woodward North students. Each student must have a form on file. The application may be found online and submitted to Susan Gruber in the office. If this form is not submitted prior to registration, parents may complete the paperwork at that time. Hours are from 2:30 p.m. to 6 p.m.

Woodward North must maintain supervision of its students at all times. If you cannot pick your child up at dismissal by 3:15 p.m., the student will be sent to the After School Care program.

Attendance

Regular school attendance is essential for consistent academic progress and achievement. The school trusts its parents to avoid unnecessary absences and to keep to a minimum any requests for special excuses. Should a student be absent **20** times within an academic year, an attendance review will be conducted by a committee comprised of administrators, teachers, and our school counselor in order to consider whether academic credit for that year can be justified. Grade retention or dismissal from Woodward Academy is a possible consequence of excessive absences.

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

Punctuality

Students are expected to arrive at school on time. **While a student may be tardy on rare occasions, frequent tardiness indicates a lack of consideration for others who are interrupted when a student arrives late.**

Excused Absences

Students may be excused for dental, medical, and personal appointments when such appointments cannot be scheduled during non-school hours. A student who is to be excused from school is required to bring his homeroom teacher a request in writing from his parent or guardian by the day of the appointment. Excused absences are also accepted in the event of religious holidays. If a student will be absent, a parent or guardian is asked to email the teacher or leave a voice message on the classroom phone before 8:30 a.m.

In absences of **more than one day's duration**, arrangements should be made for receiving homework assignments and books. When students have been absent, we expect that their homework will be submitted within a reasonable time and that they will be responsible for the lessons and materials covered in their classes during the absence.

Under no circumstances should a student leave the school early without his departure being cleared with the school office. The parent or guardian must come to the office to meet the excused student and sign out.

Out-of-Town Parents

When parents plan to be out of town, parents should notify the front office and provide information regarding the person responsible for the student, specific arrangements, and the whereabouts of the parents in case of emergency.

Assemblies

During school assemblies, everyone gathers for the presentation of a character education message, students present brief programs, and the administration makes announcements. Parents are always invited to attend, especially when their children are taking part in the program.

Newsletter

Woodward North's weekly newsletter, [Northworthy News](#), is published on Thursday afternoons in the Current Families section of our website (under Woodward North). Please take a few moments to read this important communication every week as it provides a vital link between the parents, students, and school.

Party Invitations

Unless every classmate in a student's homeroom is invited, party invitations cannot be distributed at school. It is very important to avoid hurt feelings in all social circumstances.

Class Parties and Treats

We urge parents who wish to bring treats for the class to celebrate birthdays or other special occasions to confer with the homeroom teacher prior to the event. Homeroom teachers must approve all such arrangements. Classroom allergies must be taken into consideration and appropriate snacks provided. The Academy's policy dictates that parties and party treats be kept to a reasonable proportion so that they are not unduly disruptive and so that they do not foster inequities between homerooms.

Performing Arts Program

In addition to our cultural programs, students are offered the opportunity to visit professional theatres, such as the Alliance Children's Theatre, the Atlanta Symphony Orchestra, the Center for Puppetry Arts, etc. Performers also will visit our school. The Performing Arts Program is included in the tuition fee.

Private Music Lessons

Private lessons in piano are offered and may be scheduled during the school day. The students are excused from regular music classes, art, or physical education only. Private lessons also may be arranged after school or during lunch. Kindermusik is offered for pre-kindergarten and kindergarten students. A fee is charged for these lessons by private instructors.

School Closings

On the rare occasion that Woodward Academy must cancel school in an emergency, TV channels 2, 5, 11, and 46 and radio stations AM 640, AM 750, FM 94.9 and FM 98.5 will make announcements. Families also will be notified by email and a notice will appear on the home page of our website (www.woodward.edu). Please do not call the school.

Lunch

Lunches are provided daily to all students. Students **may not bring their own lunches, food, drinks, snacks, or candies** to school (with the exception of refreshments for a party or a special class project). Students with serious medical problems requiring a special diet may bring their diet lunch after having their physician complete and sign a Medical Exemption from Lunch letter. This letter will be kept as part of the student's file. Students eating a special lunch are not permitted to bring non-diet foods (i.e. candy, cookies, etc.). Parents who join their child for an occasional lunch date are not permitted to bring food from outside sources.

Lost and Found

Students and parents are responsible for the proper marking and safeguarding of all clothing, equipment, materials, and supplies. Lost items, if found and properly identified, will be returned to the owner. Items recovered that are not marked will be held in the Lost and Found cabinets located in the main building, the multiplex, and the Arts Center.

Security

All parents and visitors should come to the front entrance for admittance to the building. Visitors must sign in and wear a name badge while visiting the campus. Under no circumstances should a parent or any other visitor go directly to a classroom during instructional hours.

Parent Visitation

Parents are always welcome at Woodward North; however, we urge you to understand and respect the professional domain of the teachers and their classrooms. **Parents should not make impromptu visits to the classroom at any time, in the morning, during the school day, or after school.** Teachers are usually extremely busy and focused on their instructional responsibilities. The faculty and staff are always ready to schedule mutually convenient conferences during planning periods or after tutorial. Parents may also schedule occasional "lunch dates" with their children and their classmates by contacting homeroom teachers.

The overriding principle in regard to parent visitation is to convey to parents that Woodward North is an open and "parent-friendly" environment while demonstrating to our children that school is their special province in which they can function happily and independently.

Parent Phone Calls to Teachers

We encourage parents to use email or voice mail to communicate with teachers. Contact information numbers for teachers are available in the Woodward Academy Faculty and Staff Directory on the academy website.

Uniforms

The uniform guidelines offer a variety of choices in dress while still encouraging neatness and pride in appearance. Experience has convinced us that children tend to behave as they dress, that pride and responsibility for one's own personal appearance have more than a casual correlation with an attitude toward the appearance and thoroughness of one's academic work. All clothing should be clean, neat, in good condition, and fit properly. Shoes should be shined and kept in good repair. The wearing of other than the prescribed outerwear is not allowed at any time by any student regardless of the weather conditions. The prescribed articles of school dress should be worn properly and in its entirety during and after school hours whenever the student is on Woodward Academy property. For more information on uniform requirements and where to purchase uniforms, please visit the [Current Families](#) section of our website.

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.

Earrings: Girls may wear earrings that are conservative and in good taste – one earring only in each ear. Large, bulky or long earrings will not be permitted. No earrings are allowed for boys.

Jewelry: Boys and girls may wear only one short, conservative necklace inside the shirt and no more than three bracelets. Large beads or costume jewelry will not be allowed.

Make-up: Girls and boys are not allowed to wear make-up to school. Nail polish must be conservative, not distracting.

Skort length: Please note that skorts may be *no shorter than the tip of the longest finger, when arms are fully extended by one's sides.*

Hair Code

Unless otherwise notified in writing by the principal, the following regulations pertaining to hair will be strictly enforced throughout the school year:

Girls: Hair should be neat, well-kept, and out of the eyes at all times.

Boys: Hair should be neat, well-groomed, kept above and not touching the eyebrows, not touching the ears, and off the collar at all times. Radical hairstyles or colors will not be permitted. Students will not be allowed to have designs shaved into their hair, or any radical shaved shaping of the hair. Spiking of the hair is not permitted. Widely contrasting highlights will not be allowed. Note that anything that causes distraction will not be permitted.

Academic Program

Woodward North is intent upon engaging students in age-appropriate college preparation. The Academy excels in developing and implementing a balanced and enriched curriculum designed to foster strong verbal and quantitative abilities in children and provide them many opportunities for verbal and written expression. Problem-solving and critical-thinking skills are constantly emphasized throughout all subject matters. The overarching goal of the program is to instill in each student an enduring sense of personal academic responsibility.

The primary grades (PK-3) consist of self-contained classrooms at each level. The lead teacher, who is assisted by an instructional aide, is charged with teaching the core curriculum: reading, language arts, math, and social studies. Specialists teach students science (K-6), art, music, Spanish, physical education, and STEAM (PK-6). The upper division (grades 4-6) is departmentalized, and teachers begin at these levels giving grades on the ABCDF scale.

Homework

The purpose of homework is to reinforce and extend learning beyond the classroom through pre-learning, enrichment, and checking for understanding. Parents are encouraged to provide a proper study atmosphere and a consistent time frame to ensure successful homework completion. Homework is checked daily by the teacher to ascertain that it is both complete and acceptable. All students are expected to write down homework assignments daily. Another resource for homework information is found in the student's Classroom Portal account. Day-to-day assignments are listed along with pertinent due dates and other miscellaneous information.

Although the time spent on homework by students is a highly subjective issue, a guiding principle is 10 minutes times the grade level. No homework should be given over the weekend or the night before a test in a particular subject matter. Teachers endeavor to make assignments meaningful and reinforcing. If

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students are spending an inordinate amount of time on homework, parents should contact the teacher directly.

Tutorial

After-school tutorial periods provide time for assistance for students who need individual help. A teacher may require a student to attend tutorial for academic remediation and assistance. Any student may volunteer for teacher assistance; however, unless specifically prescribed or permitted by the teacher, **tutorials are not to be regarded as supervised study halls**. Daily study hall is available through After School Care. If students do not complete homework assignments, they may be expected to stay during the usual tutorial time to complete their assignments. Students who have missed classes due to absence or tardiness may be required to make up the lost time during tutorial. Tutorial periods are conducted Monday, Tuesday, Wednesday, and Thursday from 3 to 3:40 p.m. Faculty meetings may preclude tutorial on Mondays.

Library

The library is open from 8 a.m. until 3:45 p.m. Students may visit the library in the morning after checking in with their homeroom teacher. Books are checked out for one week. Overdue books must be returned before others may be checked out. Students must assume financial responsibility for lost books at a cost of \$20 per book.

Academic Work

Academic work for students in grades PK-3 will be forwarded to parents for your perusal every one or two weeks. After going over this work with your child, please keep the papers and return the signed folder to the classroom teacher unless otherwise directed by a specific teacher. Grades 4-6 will send home papers every four to five weeks.

Academic Testing

The Otis-Lennon School Ability Test is given each year in grades 2 and 6 in January. ERB standardized achievement tests are given in March to grades second through sixth. Standardized test scores are a permanent part of the student's record and become a useful indicator of the child's academic progress. Some students may benefit from a comprehensive educational assessment which can be provided only by a licensed clinical psychologist. The school's administration, in concert with the classroom teacher, may recommend and, in some cases require, that parents obtain such an assessment for their child so that the student's particular learning style can be identified and more effectively addressed. The school can offer parents a recommended list of clinicians, or parents may choose to seek a referral from their pediatrician.

Field Trips

At one time or another, every class participates in field trips to enhance classroom study. Generally, children of this age take short day trips to nearby places. Participation in all "off-campus" activities by students requires written permission. Permission slips will be sent home by the organizing teacher for

your information and signature. The assistant principal and principal reserve the right to deny participation in field trips to students displaying undesirable conduct.

Private Tutoring

Qualified tutors are available on the school premises during regular school hours. The Academy sets appropriate fee limitations, and parents will be billed by the tutor. The administration monitors closely each student's progress with the tutor. Private remedial tutorial in certain instances may well be necessary for a period of time for an individual student's academic success at Woodward North.

Counseling

Our Woodward North counselor, Mr. John Potts, has developed a Counseling and Guidance program that stresses a proactive approach to socialization, self-esteem, problem-solving, study skills etc. In close collaboration with parents and teachers, he also provides counseling support to individual students as specific situations and difficulties arise. Most problems can be resolved in a reasonable amount of time with close cooperation and support among parents and teachers. On occasion, parents will be asked to pursue professional counseling services outside the school.

Academic Honors

Academic honors are presented to eligible students in sixth grade. Gold Eagle status is based on a grade point average of 3.8 and no nine weeks grade less than C. Silver Eagle status is based on a grade point average of 3.2 and no nine weeks grade less than C. In keeping with the prestigious quality of these academic honors, averages are computed in an absolute manner disallowing any rounding up.

Grade Point System

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

To receive the Gold or Silver Eagle Award, the student must have the required cumulative grade point average after averaging grades from all four grading periods. The following subjects will be taken into consideration in computing the grade point average: reading, English, math, science and social studies. Art, music, physical education, and Spanish are not assigned academic grades. Students will receive an appropriate effort grade.

Academic Probation (Applies to students in grades 4, 5 and 6)

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

Progress Reports, Report Cards, and Conferences

Progress reports will be sent to parents of pre-kindergarten through third grade students at the end of each nine weeks. There are four grading periods in the school year. Fall and spring conferences will be conducted with parents by teachers of grades pre-kindergarten through third on scheduled Conference Days. However, conferences will not be restricted to the two scheduled days. Fourth through sixth graders will receive report cards after each nine-week period. Conferences for fourth, fifth and sixth grade students will be held as needs arise. Conferences with the principal or assistant principal should be scheduled through the school administrative assistants.

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Grading Keys:

Pre-Kindergarten - Academic Evaluation Key

S-Secure

D-Developing

B-Beginning

NA-Not Assessed

NDR-Not Developmentally Ready

Kindergarten - Academic Evaluation Key

S-Secure

D-Developing

B-Beginning

NA-Not Assessed

NDR-Not Developmentally Ready

First, Second, and Third Grade - Academic Evaluation Key

VG-Very Good

G- Good

N-Needs Improvement

NA-Not Assessed

Art, music, physical education, science, and Spanish will be graded on the same scale.

Fourth, Fifth, and Sixth Grade - Academic Evaluation Key

A-Superior Achievement

B-Excellent Achievement

C-Reasonable Achievement

D-Minimal Achievement

F-Failure

Key to Effort Marks

E-Exceptional - Indicates a commendable serious effort to achieve.

S-Satisfactory - Indicates an honest effort to cooperate with the demands of the course and within the limits of the student's ability and interest.

U-Unsatisfactory - Indicates a less than minimum effort, suggesting possible indifference and/or an uncooperative attitude toward the course.

(All effort grades of U will be explained on a special report to parents.)

N-Needs improvement.

Conduct and Discipline

In addition to educating our students academically, we foster ethical principles to help each student learn to practice acceptable standards of personal conduct. The primary purpose of rules at Woodward North is to ensure that every student has the opportunity to take advantage of the educational program. A high level of order and structure must be adhered to in order to achieve this purpose. Teachers strive to maintain an atmosphere conducive to learning and are encouraged to inform parents and the assistant principal or principal about students who do not conduct themselves in an appropriate manner. As they approach preadolescence, children must be taught the importance of behaving toward the opposite gender in a wholesome and decorous manner. It is incumbent on the school as well as parents to instill in students a sense of mutual respect. They must be instructed, counseled, and disciplined in age-appropriate ways to understand the seriousness of harassment in the school and in society. Moreover, children in grades four, five, and six must understand the emotionally-charged, sensitive nature of the issue of sexual harassment and that strong disciplinary consequences will result from misbehavior. Good discipline is a matter on which we must all work—the teachers, administrators, parents, and, especially, students. When problems persist, students will be referred to the principal or assistant principal for counseling or more direct disciplinary measures. Parents will always be notified when such circumstances arise. The administration and teachers will call upon parents to support and reinforce at home the school's efforts to rectify any misconduct.

Threatening Statements/Actions

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

directed toward any person on our 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. Please refer to the Anti-bullying Policy in Appendix I of this handbook.

Misconduct and Detention

Classroom misconduct will be reported on the Conduct Report Form and sent to the office. One copy will be sent home with the student to be signed by the parent and returned to the office the following day. For students in the fourth, fifth and sixth grades the assistant principal or principal will assess periods of detention based on the frequency and the severity of offenses. Detention will be held after school from 3:05 p.m. until 3:50 p.m. Monday through Thursday. Students receiving detention reports will be required to work them off at the next available detention. Detention takes precedence over any and all after school activities. Any absence from detention must be approved prior to the assigned detention by the principal or assistant principal. Any unexcused absence from an assigned detention will

result in an additional detention period.

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Health Information

The health and well-being of your child is vitally important to Woodward Academy. Every student is required to have a completed Student Health Record on file. You will be contacted by email with information on submitting your child's health records online.

Students will not be allowed to attend school until health records have been submitted online through the Parent Portal. Please make sure all of the information is accurate and complete with appropriate signatures. For any changes during the 2019-2020 school year, notify the school by letter, fax, or email.

We implore parents not to send a sick child to school. Children who have a fever cannot be at school. If your child develops a contagious illness, please notify the office at once so that the school may notify parents of children who may have been exposed. If your child is on a regular medication but able to attend school, please send a note indicating dosages and intervals and indicate whether the medication is to be refrigerated.

To decrease the spread of illness among the students at school we ask that a student not return to school until they:

- **are fever-free for 24 hours.**
- **have been on an antibiotic for 24 hours if being treated for strep throat or conjunctivitis.**
- **are free of vomiting and diarrhea for at least 24 hours.**

A written note from a parent is required to excuse a child from an activity temporarily for medical reasons. Excuses for lengthy absences must be accompanied by a note from the attending physician.

Children who become sick at school are taken to the infirmary at which time the school nurse will contact the parent. Parents of children who become seriously ill or injured while at school are notified as soon as possible so that proper arrangements may be made for prompt treatment.

Accident insurance has been purchased for all children. This will cover the children during school hours and any school-sponsored activity. This insurance is the second carrier. Your personal coverage will be the primary source.

Medication

The school is not authorized to administer any medication without permission from the parent. Students who must take a prescribed medicine are required to take both the medication and instructions to the nurse or school administrative assistant who will relay instructions to the school nurse. Students may not have any form of medication on their person or in their desks, book bags, etc. If the student is on regular medication, we must have complete written instructions from the parents for proper administration. We also ask that the parents keep the school informed when a student's medication is altered in any way. We appreciate your cooperation in this very important matter.

Food Allergy Policy

Woodward Academy recognizes that food allergies are present in a small percentage of the school's student population. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. Although most food allergies produce symptoms that are uncomfortable, persons with allergies to the above-listed foods can suffer more serious consequences. Woodward Academy has created this policy to reduce the likelihood of severe allergic reactions of students with known food allergies while at school.

- ❖ Parents must submit written protocols for students with allergies. These protocols should be designed to avoid exposure to foods to which the student is allergic. The school nurse will work with parents to implement reasonable protocols submitted by parents.
- ❖ Information pertaining to a student's allergies will be shared with faculty and staff who have contact with the student.
- ❖ Woodward Academy will keep epinephrine on campus and in field trip first aid kits for treatment of an anaphylactic response.
- ❖ Woodward Academy will strive to instruct staff and faculty to recognize symptoms of an allergic reaction and to respond appropriately as necessary.
- ❖ Woodward Academy will request that parents not send snacks to school that contain peanuts, tree nuts, or nut oil products.
- ❖ Woodward Academy provides training and education for faculty and staff regarding:
 - Foods, insect stings, medications.
 - Risk reduction procedures.
 - How to administer an epinephrine auto-injector in an emergency.
- ❖ Woodward Academy provides emergency communication devices for school activities including transportation.
- ❖ Woodward Academy serves peanut butter in individual plastic containers.
- ❖ Woodward Academy will provide special lunch service to children with allergies so that each child can obtain an appropriate lunch plate free of allergens for that student.

- ❖ Woodward Academy will provide special seating for students with allergies and their friends to help maintain an area that is free of allergens.
- ❖ Woodward Academy will attempt to avoid serving food with known allergens to any student, but cannot guarantee that products with nuts will never be present at Woodward Academy. Likewise, Woodward Academy cannot monitor products sold at athletic events or special student sales, products brought for potlucks or celebrations or served on off-campus trips. Therefore, persons with severe food allergies must carefully monitor their food in these situations.

Parent/Student Responsibility

- ❖ Parents of students with allergies must submit to the school nurse protocols designed to avoid exposure to certain foods.
- ❖ Parents of students with life-threatening allergies must provide Woodward Academy with emergency medications and a written medical treatment protocol for their student for addressing allergy-related events. The school nurse will maintain the medication and information.
- ❖ Parents are responsible to educate their child about managing his/her allergy at school, including, but not limited to, identifying "safe foods" by reviewing the weekly lunch menu together and contacting the Food Service Director for ingredient listings.
- ❖ If parents are uncertain about possible exposure to allergy-causing foods, they should provide meals or treats for their student.
- ❖ Parents of students with severe food allergies or multiple food allergies may be required to provide meals or snacks for their children.
- ❖ General Student Checklist (modified for age appropriateness)
 - Take as much responsibility as possible for avoiding allergens.
 - Do not trade or share foods.
 - Wash hands before and after eating.
 - Learn to recognize the symptoms of your allergic reactions.
 - Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
 - Take more responsibility for your allergies as you get older.
 - Develop a relationship with the school nurse to assist in identifying issues related to the management of your allergies while in school.

Woodward Academy cannot guarantee that a student will never experience an allergy-related event while at school. Woodward Academy is committed to student safety, and therefore has created this policy to reduce the risk that children with allergies will have an allergy-related event.

Parent Community

Our Parent Community hosts many wonderful events during the year. We encourage you to take the opportunity to share your time and talents to whatever extent you are interested. You can chair an event, volunteer a few hours, or help spread the word about the exciting activities planned. Getting involved in the Parent Community is a great way to get to know other parents and teachers.

The Woodward North Parent Community sponsors projects such as the Teacher Appreciation Refreshment Days, a fall tailgate party, classroom parties, “Rock and Read,” and the book fair, to mention just a few. Events are organized by our special committees and room parent network.

Please join us in these efforts while having fun, meeting other parents, and helping enrich our children’s Woodward experience. For more information about the Parent Community, visit the Current Families section of our website at www.woodward.edu/parent-community and click on the WNPC tab.

Party Guidelines for Parent Volunteers

Thank you for volunteering to help make our much-anticipated classroom parties fun for our children. The following guidelines are intended to make the planning process easy and fun.

The Role of the Events Room Parent

Your classroom Events Room Parent will contact you two weeks prior to the party date to remind you of your responsibilities and to communicate any specific requests that the teacher has made. Please allow your ERP to be the central liaison with your teacher so that the teacher may focus on teaching our children. Your ERP also can help you at any time if you have questions or concerns, or even if you want to brainstorm ideas.

Fruit/Sweet Snack/Drinks

Each classroom party and grade party should include a healthy snack such as fruit, a sweet snack (e.g. cupcakes, cookies), and drinks. Remember to include all teachers and instructional aides (also parents) as you consider quantities. Please communicate your needs to the parent assigned “Paper Goods” well in advance of the party.

In accordance with the Academy's food allergy policy, we request that parents do not send in snacks

which contain peanuts, tree nuts, or nut oil products. Woodward Academy will attempt to avoid serving food with known allergens to any student, but cannot guarantee that products with nuts will never be present at Woodward Academy. Moreover, Woodward Academy cannot monitor products sold at athletic events or special student sales, products brought for potlucks or celebrations or served on during off-campus trips. Therefore, persons with severe food allergies must carefully monitor their food in these situations.

Paper Products

Paper goods may include cups, plates, napkins, forks, spoons and tablecloths. Those responsible for the provision of paper goods may need to contact the parents bringing food to determine which items are necessary. Remember to include all teachers and instructional aides (also parents) as you consider

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quantities. It is helpful to send the purchased paper goods to the classroom at least one day prior to the party so that it will be immediately available when the day-of-party volunteers arrive to set up.

Decorations

Your ERP will let you know when the teacher would like the decorations set up (e.g., the teachers may want the Halloween and/or holiday decorations set up earlier in the month and not just for the party), and will also let you know of any other specific requests. Please note that decorations need not be extravagant to be fun and appreciated. You may find that your classroom parents have a lot of decorations they are willing to donate or loan.

Party Helper/Clean Up

Your ERP will let you know what time you may come in to set up for the party, as you should not disrupt classroom time. Once the party begins, you may help with serving snacks and assisting with games and activities as needed. After the party, please plan on staying to help clean up. The teacher is not responsible for cleaning after the party.

Games and Activities

Games and activities volunteers should come up with two to three ideas (less for the shorter holiday party) well in advance of the party date. Your ERP will email you a list of websites we have compiled with ideas for games and activities. When you have finalized your plans, please share them with the ERP to get final approval from the teacher. After the teacher has approved the plan, his/her role is not to conduct the party, but to enjoy it! Therefore, **all volunteers for games and activities should be present during the party.** ERP will also be present to help you supervise.

Photographer

Your ERP will let you know whether your teacher wants photos to be emailed and/or printed, and to whom they should be sent. Please try to have the pictures sent (in the format preferred) within one week after the party.

Reminders

Parties need not be expensive or extravagant to be fun and appreciated. If you have any questions or desire clarifications, please contact your ERP or a Parent Community Officer.

Appendix I

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 child 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 factors 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, 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 and online, extending to any physical or digital context, on or off campus, which may impact a student's right to learn in a safe environment.

Examples of prohibited behaviors include but are not limited to:

- Teasing
- Extortion
- Intimidating threats or taunts
- Physical violence or attacks
- Harassment (sexual, racial, religious, academic, etc.)

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- Theft or destruction of personal property
- Social exclusion
- Public humiliation
- Stalking
- Cyberstalking, or engaging in conduct to communicate, or to cause to be communicated, words, images or language by or through the use of email or other digital means, directed at or about a specific person, causing substantial emotional distress to the victim.
- Cyberbullying, or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking sites, chat rooms, texts and instant messaging. Other behavior examples:
 - The use of cameras or camera phones to take embarrassing photographs of students or school employees and posting them online.
 - Sending abusive or threatening text messages.
 - Using websites to circulate gossip and rumors to other students.
- Repeated violation of other discipline policies as articulated in school handbooks, where behavior is directed at or about another person

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

Woodward Academy
Computer and Internet Responsible Conduct and Use Agreement Grades PK-6
Revised April 2018

Please sign and return, indicating you have read and discussed this agreement with your child.

Woodward Academy provides many technology tools and resources to support student learning enhancement. This Responsible Use Agreement covers the guidelines for proper use of technology at Woodward Academy. Students are expected to use all technology resources in ways that are safe, productive, responsible, and respectful.

In accepting this agreement, students and parents acknowledge the following rules and conditions:

As a Woodward Academy student, I understand that my school network and email accounts are owned by the Academy and are not private. Woodward Academy has the right to access my information at any time.

The following guidelines encompass government laws, online safety, netiquette, and responsible use.

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:

“hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, vandalism, and/or unauthorized tampering with computer systems.

Libel Laws - Publicly defaming people through the published material on the internet, email, etc.

1. Internet Use and Content

- I will be a responsible, respectful computer user and use technology for approved learning and communication activities. I will check with a teacher or my parents if I am unsure about whether a particular website, program, game or other computer use is safe and responsible.
- I understand that I am a representative of Woodward Academy in all my online activities and technology usage, and my behavior should be respectful in all ways towards myself, fellow students, teachers, and my school.

- I will be polite and use appropriate language in all my online activities and technology usage (such as but not limited to: searching, keyboarding practice, blogs, and all computer use).
- I will use approved reference and research sources when conducting online research. I understand the Internet is a source for information that can be true or false and that the school is not responsible for inaccurate information obtained from the Internet.

2. Email, Text Messages, and Electronic Communication

- I will use all online communications responsibly. I will not use computers, cell phones, personal digital devices or the Internet to send or post hate or harassing mail or messages, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other hurtful behaviors either at school or at home. I understand that pretending to be someone else is forbidden.

3. Copyright

- I will not copy and paste another person's writing, images, music, videos or other media and submit it as my work. I understand that it is stealing another person's work and is called plagiarism. I will use my own words and give credit to owner/author for any work I include as part of my projects or papers. I will seek permission to use copyrighted materials.

4. Computers, Folders, and Files on the Network

- I will take proper care of any device issued to me by Woodward Academy. I will not damage or alter any device in any way.

5. Personal Safety

- I will never give out personal information such as my name, address, phone number, or school name through any Internet access, including email. I understand that it could put me at risk.

6. Social Networking

- 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 Twitter, Snapchat, Instagram, Facebook and others like these, should not reflect negatively on my fellow students or my teachers, or on Woodward Academy. I understand that I will be held responsible for how I represent myself and my school on the Internet.
- I will not post anything that reflects negatively upon the school, other students, the faculty, or the administration.
- I will not create anonymous social media accounts with the intent to harass or defame anyone at Woodward Academy.
- I understand that the legal age to access many of these sites is age 13.

7. Passwords

- I understand that passwords are private information, only to be shared with teachers and parents. I will not share my password or allow someone else to use my password or accounts, nor will I use theirs.

8. Cell Phones, wearable technology and other personal devices

- I may use my own personal device **ONLY** with the approval of a teacher.
- I will abide by all WA acceptable use regulations when using a personal device. Failure to do so may result in removal of the privilege.
- Devices must connect only to the student wireless network .
- Device usage is solely for educational purposes unless I have explicit teacher permission to use otherwise.
- Video recording and photography should be used **ONLY** with teacher permission.
- Video and/or audio recording of others when they are unaware is not acceptable.
- I am responsible for troubleshooting my own device and for data storage and retrieval. Questions that I have may be addressed during afternoon homeroom study hall.
- Woodward Academy is not responsible for damage to personal student devices.

- Cell phones and wearable technology (such as smart watches, fitbits that allow you to communicate with your phones and more) must be stored in backpacks and used before 8:00 AM or after 3:00 PM. Students may not carry cell phones or wearable technology with them during the day.

Consequences for Violation of this Agreement

The system administrators will decide what conduct is considered to be inappropriate, and consequences may range from loss of computer privileges to dismissal from Woodward Academy. The Administration will consider each incident and determine the appropriate punishment, and their decision is final.

I understand and will follow all the rules of this Responsible Use Agreement.

Student Signature _____ Date _____

Parent or Guardian

As the parent or guardian of this student, I have read and discussed this Responsible Use Agreement with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of Woodward Academy, and that student use for any other purpose is inappropriate. I recognize it is impossible for Woodward Academy to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children’s computer activities at home should be supervised, as they can affect the academic environment at school.

I hereby give permission for my child to use computer resources at Woodward Academy, including web or internet based services provided by other companies or institutions which have been approved by Woodward Academy for student use. I understand that Woodward Academy will take reasonable measures to protect the identity of my child. I give the school permission to publish my child’s work, as well as understand that students may be video recorded or photographed for educational and promotional purposes.

Parent or Guardian’s Name (please print) _____

Parent or Guardian’s Signature _____ Date _____

Homeroom _____