

# Policy Handbook

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Westwood Schools

CAMILLA, GA | [HTTP://WWW.WESTWOODSCHOOLS.ORG](http://www.westwoodschoools.org)

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# Policy Handbook

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## *Mission Statement*

***Westwood Schools is an independent Christian based community school providing a college preparatory curriculum for grades K3 – 12. Our purpose is to offer a quality education in a safe environment for the whole child based on the philosophy that every child can learn. A Westwood education is a unique opportunity for social, spiritual, physical, and academic development through the cooperative efforts of students, faculty and families.***

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## Admissions Requirements

For a student to be enrolled at Westwood School:

1. The applicant must be in good standing, both academically and behaviorally, at the school he/she last attended according to recent transcripts and discipline records.
2. The applicant must make a satisfactory score on a prescribed entrance exam.
3. The applicant and parents must be willing to adhere to all school policies as stated within this handbook.
4. K3, K4 and K5 students who are not three, four or five years old respectively before September 1st may not be admitted to Westwood.
5. Immunization Policy-Act No. 540 states that all students entering grades PK-12 have a Georgia Department of Human Resources Certificate of Immunization on file at the school. Your physician or Health Department will have this certificate.
6. Local transfer students are not accepted into the Senior Class. Non-local transfer students will be considered on an individual basis.

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## Admissions Policy/Procedures

Every new student seeking admission to Westwood School must follow this process:

1. A student must supply all necessary records (official transcripts, achievement test scores, immunization records, discipline records) along with a completed admissions application.
2. Arrangements must be made for the applicant to take the required entrance exam.
3. Upon completion of the entrance exam, a student interview with the admissions committee is required. Once all records are received, the admissions committee consisting of the Headmaster, Curriculum Director, Guidance Counselor and Learning Lab Coordinator will review all of the above information and a decision will be made whether or not to accept the applicant as a student at Westwood.
4. Once a student's application is accepted, he or she will be admitted for a probationary period of one or two semesters or for the remainder of the school year.
5. If the student has a history of discipline problems or is academically weak, he or she may be denied admission due to the severity of the behavior or weakness. He or she will be accepted only if certain stipulations are accepted by the parents and student. These stipulations may include mandatory lab work, out-of-school tutoring, summer school or summer lab participation, counseling, or other requirements set forth by the Admissions Committee.
6. If at the end of the probationary period, the student has not met the required stipulations, made academic progress, or met behavioral standards, the student's acceptance to Westwood will be terminated.

Westwood admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities made to students at the school. It does not discriminate in the administration of its educational policies, admission policies, or athletic and other school administered programs.

Westwood reserves the right to prohibit admission to any person who has given birth to a child or fathered a child.

## Drug Testing Policy

All students in grades 7-12 will be subject to random drug tests throughout the school year. The unlawful manufacture, distribution, dispensation, possession or use of alcohol, drugs or other controlled substances is prohibited on Westwood's property or during any school sponsored activities, and violation of these prohibitions will subject students to rehabilitation referral and/or discipline up to and including expulsion. As a condition of continued enrollment, students are required to abide by Westwood's Substance Abuse Policy, including the provision for random testing of all students. It is agreed and understood that if a student

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fails the drug and/or alcohol test by testing positive, he/she will be referred to a rehabilitation or substance abuse assistance program at the parent's/guardian's expense, and/or disciplined in accordance with Westwood's policy up to and including expulsion. Any refusal to be referred to rehabilitation will result in immediate expulsion. If the student fails a second or follow-up drug and/or alcohol test he/she will be subject to immediate expulsion without the possibility of reinstatement. If a student is convicted of a violation of a criminal drug statute, the parent/guardian is required to notify Westwood within five (5) days of conviction. Westwood has the right to conduct unannounced searches for illegal drugs and alcohol on Westwood property, in all facilities and vehicles on school property. Westwood has the right to inspect lockers, desks, work areas, vehicles, and other containers and objects on Westwood's property that might conceal illegal drugs and alcohol. Westwood has the right to reasonable searches of a student's person and his/her personal property. Failure to cooperate fully with Westwood in this regard will result in disciplinary action up to and including possible expulsion.

## **Non-Accredited Public and Private Schools and Home Study Programs**

### **High School**

Students transferring from a non-accredited school (including home study) must provide a transcript showing:

1. Time spent in class and length of school term
2. Grades received in each course
3. Textbooks used and/or course outline

To validate the course work taken at the non-accredited school, the student will be placed in a program that continues the sequence of work in which the student is participating, if available. If the student is successful in the subsequent courses, credit will be given for those courses and all previous work passed in that subject area. (Passing is considered earning a grade of 70 or above.)

### **OR**

He/she may be given the opportunity to take a comprehensive exam when entering Westwood to validate the course work for each unit of credit in the subject area.

If a student does not pass the course the first semester he/she is enrolled at Westwood, then credit will be denied for that course and the course work taken in that subject area. The student will then be placed in a class on the previous grade level, and the validation process will be repeated. No student will be placed below the ninth grade if he/she has earned any credit on the high school level.

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Westwood shall comply with the Georgia Accrediting Commission requirements that at least half of the credits required for graduation must be earned in an accredited high school.

## **Middle and Elementary Schools**

A student entering from a non-accredited school must provide records showing the following:

1. Time spent in class and length of school term
2. Grades received on each grade level
3. Textbooks used and/or course outline

The student will tentatively be placed on the grade level indicated by the records, provided it does not exceed the actual age/grade level of the student. During the first six weeks of enrollment, the school's officials will monitor the progress of the student. If the student is not performing satisfactorily, he/she will be placed in a lower grade. A standardized test may be used to help determine placement.

## **Student Support for Academic Difficulties**

Westwood is a college preparatory school for average to above average students. The academic mission of Westwood is to provide educational experiences that challenge and affirm the talents of young people while also assisting them in finding expression as they mature. While the academic program is intended for students without significant learning difficulties, there are occasions when teachers or parents discover learning problems with students already in the student body. Once these difficulties are expected, Westwood will implement an Action Plan. If a student is suspected of having significant learning difficulties and the parents/guardians are not aware of the nature of them, they will be notified immediately. At that point, the parents/guardians may choose to pursue diagnostic testing. Once testing is complete, the school strongly encourages the parents to share the results of the testing with the school so that its Support Team may successfully implement the best program for the child.

Westwood's Support Team is individualized for each student to reasonably accommodate learning differences. Westwood's Support Team is composed of the Guidance Counselor, Learning Lab Coordinator, teachers from the four major academic areas, and other classroom teachers if appropriate. The Support Team may recommend the use of independent tutors and will provide them with curricular materials. The school will monitor the student's progress and will remain in contact with the parents.

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## Grading Scale

A	100-90
B	89-80
C	79-70
F	69-Below

There will be two eight week grading periods for the first semester. There will be two ten week grading periods for the second semester. This will allow us to administer semester exams prior to Christmas Holidays.

## Honor Requirements

Semester Honor Roll / Headmaster's List – determined by semester averages only.

Yearly Honor Roll / Headmaster's List – determined by yearly average.

### Honor Roll

A student must make an 85 or above in each class for which you earn a numeric grade and an S in conduct to be eligible for the Honor Roll each grading period.

### Headmaster's List

A student must make a 93 or above in each class for which you earn a numeric grade and an S in conduct to be eligible for Headmaster's List each grading period.

### Honor Graduate

A student must have a 93 or above overall average.

### Eligibility for Valedictorian and Salutatorian

- Highest cumulative grade point average based on coursework in grades 9-12. To determine Valedictorian and Salutatorian, grade point averages will be calculated and recorded to the 100th decimal point. In the event that there is a tie based on their cumulative GPA, there will be Co-Valedictorians and/or Co-Salutatorians.
- Must attend Westwood Schools a minimum of 3 full academic years of high school.
- Must take a minimum of 1 Advanced Placement Course.

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## National Honor Society

### Eligibility

A student must have completed their first semester of 10<sup>th</sup> grade or completed at least one semester at Westwood (as long as it is not just one semester of their senior year.) Students who have an 85 average or higher will be invited to apply to National Honor Society. They will be evaluated by a faculty council on leadership, character and service. If a student already has multiple cheating offenses on record, the faculty council reserves the right to deny membership in the club. Once a student is invited to become a member, they may have required dues and will be initiated in the club.

### Ongoing Membership

A member must maintain an 85 average. If this is not maintained, a semester suspension occurs and reinstatement will happen when the average comes back up to an 85. A member must earn 3 community service hours and 2 school service hours per semester to remain a member. Members are allowed only one semester on academic suspension. Two suspensions from school and a member will automatically be dismissed. A member must attend all meetings. If a member has two unexcused absences from meetings, then a semester of suspension will follow. Taking roll, giving a financial report, providing a devotional, and discussing new and old business will be addressed at each meeting. There will be two major projects each school year. Business can only be conducted with a quorum of members present and a majority vote obtained on club policy and rule changes. Any NHS member found guilty of cheating will be removed from the organization.

## Eligibility

- All JV/HS students must have passing grades in all academic subjects at each grading period in order to participate in interscholastic competition, including practices. This includes athletics, cheerleading and literary.
  - a) If a student has failing grades in one or more academic subjects on the first or third quarter report card, the student is not eligible to participate until passing all academic subjects. The student is required to attend 10 days of after school tutoring with the teacher of the failing class. When the student has completed the required 10 days of tutoring, the student's grades will be evaluated to determine eligibility to resume participation.
  - b) If a student has failing grades in one or more academic subjects at the end of the second quarter, the student is not eligible to participate until 10 days of after school tutoring with the teacher of the failing class has been completed.

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- Tuition must be paid up to date before a family’s child can participate in any extracurricular activity.
  - A student cannot participate in summer activities such as practices, camps, etc. if there is still a remaining balance left on the previous year’s tuition.

## Student Contract

All students in grades 7 – 12 and their parent/guardian are required to read and sign the student contract to be kept on file.

As a student at Westwood Schools, I understand that attending Westwood is a privilege. In order to enjoy that privilege, I must adhere to the guidelines set forth by the administration of Westwood Schools.

Westwood students will always be held to a higher standard regarding their attitude, behavior and conduct while in school and at extracurricular events. Failure to comply with these rules and regulations may result in my extra-curricular participation privileges being revoked. The final consequences for breaching this contract will be determined by the Headmaster.

For purpose of this contract, all sports, literary, drama or extra-curricular participation shall be referred to as “activities”.

## Violations

Examples of violations that could result in student privileges being revoked include, but are not limited to:

1. Any form of bullying including, but not limited to, physical bullying, verbal bullying or cyber bullying
2. Insubordination or being disrespectful to authority
3. Cutting class
4. Leaving campus without permission
5. Cheating/Plagiarism
6. Improper conduct at school related events
7. Improper conduct online or through social media
8. Poor academic performance
9. Willful and continued disobedience
10. Obscene/Profane language or gestures
11. Possession or use of drugs, alcohol or tobacco, including e-cigarettes
12. Criminal conduct
13. Excessive tardy violations or unexcused absences
14. Suspension

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15. Vandalism of school property
  16. Any other conduct the administration deems necessary to warrant disciplinary action and removal from athletics

## **Attendance**

Student participants will attend all practices, games and events. If an unusual circumstance arises whereby a practice, game or event must be missed, the coach or advisor must be notified prior by personal contact, phone call or written statement from the parent/guardian. Any student participant who cuts practice, fails to appear for a game/competition, or fails to attend school the day after a game/competition may not be allowed to participate for any number of games/competition for a period of time to be determined by the Coach/Advisor, Athletic Director or Headmaster. Excessive absences from practice, games or events may be cause for removal from extra-curricular activity. A student must be counted present for four class periods on a game/competition day to be eligible to play/participate.

## **Eligibility**

To be eligible to participate in extra-curricular activities, the student must be in compliance with GISA rules and regulations. GISA eligibility requires students to pass a minimum of five academic classes each semester. In addition to the GISA requirements, Westwood Schools requires that students must have passing grades in all academic subjects at mid-term in order to participate in extracurricular activities. If a student has failing grades in one or more subjects on the mid-term report card, the student is not eligible to participate for two weeks. During the two week period, the student is required to attend five days of study hall during last period and will meet after school to receive additional tutorial instruction as specified by the teacher. The student's grades will be evaluated at the end of the two-week period to determine eligibility to resume participation.

## **Equipment/Uniforms**

All athletes are responsible for all equipment and uniforms issued. Athletes will have to pay to replace any equipment or uniforms that are not returned.

## **Physical Exams**

Athletes are required to have a current signed physician's exam and a signed GISA Concussion Form on file to participate in athletics.

## **Job**

Athletes cannot be obligated to a job that in anyway interferes with practices or games.



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## Chain of Command

Students and parents who have concerns should follow the proper chain of command for any problem resolution:

1. Student and Teacher or Coach
2. Parent, Student and Teacher or Coach
3. Parent, Student, and Teacher or Coach & AD
4. Parent, Student, Teacher or Coach & AD, and Headmaster

Students and/or parents who speak with the Teacher, AD and/or Headmaster will be asked if they have followed the chain of command.

## Academic Programs

### College Preparatory Track

Westwood is a college preparatory school and offers one track of curriculum. The following are the requirements for graduation:

- English 4 units
- Math 4 units (including Alg. I, Geometry, Alg. II)
- Social Studies 3 units (W. Hist., US Hist., Govt./Geography)
- Science 4 units
- Foreign Language 2 units (same language)
- P.E./Health 1 unit
- Academic Electives 4 units

22 total units are required for graduation. 17 must be in core classes.

\*All students must meet the College Prep Curriculum as specified by the University System of Georgia.

### Advanced Placement/Move On When Ready College Courses

Westwood offers Advanced Placement (AP) courses in English/Literature and MOWR classes in many subjects through several colleges. Because of the rigorous nature of these courses, students in these courses will receive an additional 5 points added to their semester averages.

### Honors Courses

The courses listed below are considered honors and will receive an additional 3 points added to their quarter averages.

- Adv. Survey of American or British Literature (10th and 11th )
- 8th Algebra I

- 9th Geometry
- 10th Algebra II
- 11th Precalculus

## Mathematics

### Honors Math Program

Eligibility for the Honors math program beginning in the 8th grade is determined by the following:

1. Algebra Aptitude Test at the end of the 7th grade year.
2. Current 7th grade math scores
3. Otis-Lennon scores
4. Stanford Achievement Test Scores
5. Committee recommendation

\*The student must meet at least 3 of the 5 criteria.

Acceptance into this program is probationary for the first four weeks at which time the math department will evaluate the potential success of each student and inform the parent. Each student must maintain an 85 average during this period. At the end of the 8 weeks, if a student's average is below an 85 he/she may be removed from the accelerated math class and returned to Pre-Algebra to ensure a successful math experience.

Once a student enters the Honors Math Program they are committed to completion of that program through their 12th grade year.

	Honors Program	CP Program (college prep)
8th	Algebra I	Pre-Algebra
9th	Geometry	Algebra GI
10th	Algebra II	Geometry
11th	ACCEL Pre-Calculus/Trigonometry	Algebra II
12th	ACCEL Calculus	Pre-Calculus or Algebra III

## English / Literature

	AP Program	CP Program
9th	English I	English I
10th	Adv. Survey of American or British Lit (alternates each year)	English II
11th	Adv. Survey of American or British Lit	English III
12th	AP English	English IV

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A student may choose the AP program for English / Literature in the 10th grade but upon doing so they are committed to completion of that program through their 12th grade year.

## Science

- 9th Physical Science
- 10th Biology I/Honors Biology
- 11th Chemistry
- 12th Anatomy / Biology II
- 12th Physics

## Social Science

- 9th Geography
- 10th World History
- 11th U.S. History/ACCEL US History
- 12th Government / Economics
- Speech / Psychology (academic elective)
- Current Issues (academic elective)

## Foreign Language

- 9th Spanish I
- 10th Spanish II

## Computer Classes

- 9th Computer Fundamentals
- 10th Introduction to Computer Science

## Physical Education

- 9th Physical Education / Health
- 10th Physical Education/Conditioning (optional elective – required of some athletes as determined by coach)
- 11th Physical Education /Conditioning (optional elective – required of some athletes as determined by coach)
- 12th Physical Education /Conditioning (optional elective – required of some athletes as determined by coach)

\*These courses are usually completed in each of the grades listed but does not always apply to certain students depending on credits earned prior to attending Westwood if a transfer student or other.

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## Move On When Ready Participation Agreement

### Westwood School's MOWR Participation Agreement

- Westwood will offer 11th and 12th graders several opportunities to participate in MOWR for the 2016-2017 school year.
  1. Students interested in taking a MOWR online class can do so during a specified period based on the school schedule. If for any reason the student drops out of the MOWR class, the student and parent must understand that the alternate class is already built into the schedule and will be the only other option for him/her. The student will know before the registration date what Westwood will be offering at that same time.
  2. Westwood will also offer an additional opportunity for students to leave school at the beginning of 7th period (2:14 p.m.) to take a class at a college that we have a MOWR relationship with. If the student decides to do this, there will be a procedure in place to check out. This policy must be signed by the parents, student and headmaster. The student and parent will understand that Westwood is not responsible for the student on those given days after checking out and he/she will not be allowed on campus until after 3:04 p.m. Credit will be given and classes will be included on the student's transcript.
    - \*Note: Only students leaving to attend MOWR courses will be able to leave.
  3. These Juniors and Seniors can also take courses independently during the school year or during the summer. Credit will be given and classes will be included on the student's transcript.
- Westwood's 9th and 10th grade students can participate in the program if accepted, but must do so during the summer or take them independently during the school year. Credit will be given and classes will be included on the student's transcript.
- 5 points will be added to the quarter average of the college grade for the Westwood grade
- If the class is taken during the normal school day and takes the place of a Westwood class period it will be figured into the GPA accordingly.
- Students must provide their own device.
- Students will be expected to work independently in a classroom assigned to them during this time. Students may or may not be monitored by a staff person due to limited staff availability. They will be expected to follow school rules the same as the other classes.
- Westwood staff cannot check students' grades and assignments. These classes are solely the responsibility of the students and their parents.
- To graduate with a Westwood Diploma, all students must take an English, Math, and Science course each year in grades 9th-12th with Westwood teachers on our campus. Any MOWR courses taken in these subject areas will be applied to the student's transcript and the student will be given college credit by the college of their choice if accepted. However, these MOWR classes will not be a substitution for our classes at Westwood.

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- When deciding on a class to take, whether online or at another campus, parents are responsible for checking to see if the desired course is offered and if it is approved for the college on the GaCollege 411 website. Westwood is not responsible for making sure the course chosen will be accepted at the college of your choice.
  - Westwood will have one informational session per semester to answer questions about MOWR and go over what Westwood will be able to offer for the following semester. Following this session, Westwood will hold a MANDATORY meeting for all parents where ALL paperwork and registration forms and agreements will be completed and turned in for our staff to compile and mail in by the registration deadline. Parents will need to complete the College Registration Forms, Westwood Participation Form, and the Georgia Department of Education MOWR Student Participation Agreement. Completing the necessary steps on time for registration is the responsibility of the student/parent.
  - Situations not covered in the above agreement will be decided on a case-by-case basis.

## **Elementary Mandatory Retention Policy**

We have in place a retention policy for each grade level. There are certain requirements that your child must master before beginning the next grade level. Please be aware of the requirements of your child's grade. At conferences during the year, the teacher will let you know how your child is progressing. We want to make sure that your child is receiving the best education that we can give them at a rate in which they can receive it.

## **Middle School Retention Policy**

To be considered for promotion to the next grade level (6-8), a student must pass at least three of his/her academic courses. Two of these must be Math and English. Learning Lab and P.E. are excluded from this requirement.

## **Summer Remediation Program**

Students in grades 6-8 who score below a Stanine of 5 in the areas of Total Math or Total Reading on the Stanford 10 Achievement Test will be strongly urged to attend the summer remediation program through Westwood's Learning Lab. This will allow the students to work on these weaknesses necessary for the student to be successful at the next grade level.

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## Summer School Grades

If a student fails a class during the regular school year at Westwood, they may attend summer school at an outside facility to make up the failed credit. Upon successful completion of the summer school work, a transcript must be supplied to Westwood by the summer school and a grade of 70 will be entered on the student's permanent transcript.

\*\*\*Note: This will allow the student to pass the class without inflating their grade from a facility which doesn't have the rigorous curriculum we have at our school.

## Accreditation and Memberships

Westwood is accredited by the Georgia Accrediting Commission. Membership is also held in the CEEB and GISA.

## School Hours

- K3 –1st grade 8:00-2:30
- 2nd-12th grade 8:00-3:04
- Extended Day 2:30-3:04
- Day Care 3:04-5:00

Our school day begins promptly at 8:00 am. K4 through 1st grades are dismissed at 2:30 pm while those students in 2nd through 6th grades are dismissed at 3:04 pm. Elementary students must be picked up in front of the elementary building. We do not allow elementary students to walk to another building unescorted. Your child must be picked up by someone on their authorized list for pick-up. For K4 through 1st grade, children will be sent to day care if not picked up by 2:40 pm. Those students in grades 2 through 6 will be sent to daycare at 3:15 pm. There will be a charge if your child is sent to daycare.

## Middle and High School Bell Schedule

Regular Bell Schedule		Activity Bell Schedule	
Warning Bell	7:55	Warning Bell	7:55
Homeroom	8:00 – 8:10	Homeroom	8:00 – 8:10
1 <sup>st</sup> Period	8:13 – 9:03	Activity Period	8:13 – 8:33
2 <sup>nd</sup> Period	9:06 – 9:56	1 <sup>st</sup> Period	8:36 – 9:23
Break	9:56 – 10:09	Break	9:23 – 9:36
3 <sup>rd</sup> Period	10:12 – 11:02	2 <sup>nd</sup> Period	9:39 – 10:26

4 <sup>th</sup> Period	11:05 – 11:55	3 <sup>rd</sup> Period	10:29 – 11:16
5 <sup>th</sup> Period (HS)	11:58 – 12:48	4 <sup>th</sup> Period	11:19 – 12:06
MS Lunch	11:58 – 12:28	5 <sup>th</sup> Period (HS)	12:09 – 12:56
5 <sup>th</sup> Period (MS)	12:28 – 1:18	MS Lunch	12:06 – 12:36
HS Lunch	12:48 – 1:18	5 <sup>th</sup> Period (MS)	12:36 – 1:26
6 <sup>th</sup> Period	1:21 – 2:11	HS Lunch	12:56 – 1:26
7 <sup>th</sup> Period	2:14 – 3:04	6 <sup>th</sup> Period	1:29 – 2:16
		7 <sup>th</sup> Period	2:19 – 3:04

## Early Dismissal

Students who have to leave school early due to a doctor’s appointment, funeral, etc. must bring a note signed by a parent to the main office when arriving to school. Parents who come to pick up their child must come into the school office so that school officials can record early dismissals and account for all students.

## Lunch

- During lunch students are to sit with their classmates and are expected to use good table manners and be on their best behavior. The cafeteria is to be kept clean by those who use it.
- Lunch accounts are set up for each student in PowerSchool. You may send lunch money for your child to the office and it will be posted on their lunch account. Lunch balances can be checked anytime through PowerSchool.

## Lunch Costs

### K3 – 6<sup>th</sup> Grade

Lunch is \$3.00 per child and includes a drink. Ice cream is \$.75

- K3 has ice cream on Fridays only.
- Do not send soft drinks in lunchboxes.

### 7<sup>th</sup> – 12<sup>th</sup> Grade

Lunch is \$3.50 per child and includes a drink. Extra items may be purchased at a la carte prices. Students are allowed to purchase breakfast/snack items at break each day.

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## Payment of Tuition, Fees, and other Money Due Westwood

If a family is delinquent in its payments to the school per its contract with the school, the student(s) affected will not be allowed to participate or continue to participate in extra-curricular activities, pre-register for the subsequent school term, or receive report cards until the delinquency is paid in full.

Delinquency means that a family has not paid its payments in full for all students for that family on a timely basis per the provisions agreed upon by the family and the school in the contract between the family and school.

## Westwood Schools Bullying Prevention Policy

Westwood Schools specifically prohibit bullying of or by any student. Bullying is defined as intentional written, verbal, or physical acts that cause physical hurt or psychological distress on one or more students. Bullying related behaviors include but are not limited to any threatening, insulting or dehumanizing gestures including electronically transmitted acts – i.e. internet, cell phone, or wireless hand held device. An action of this type is classified as bullying if it has the potential to create an intimidating or hostile educational environment, cause long-term damage, discomfort or humiliation, or reasonably interfere with the individual's school performance or participation.

Bullying is prohibited at the following locations:

6. On the campus of Westwood Schools;
7. At any location during a Westwood related or sponsored program or activity;
8. On any Westwood bus;
9. Through any electronic device while on any of the locations specified in numbers 1-3.

Examples of bullying include, but are not limited, to (1) unwanted teasing, (2) threats, (3) intimidating, (4) stalking (physical or electronic), (5) cyberbullying, (6) physical violence, (7) sexual, religious, or racial harassment, (8) public humiliation, (9) destruction of school or personal property, (10) social exclusion (social isolation and/or intentional exclusion from a group), or (11) rumors or spreading of falsehoods.

Consequences of bullying include disciplinary actions at the discretion the school administration.

Students and parents are encouraged to report, either verbally or in writing, suspected incidents of bullying to Fran Sheffield or to a school administrator. Teachers are mandated to



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report all suspected incidents in same manner. A complaint may be made using the Bullying Complaint Reporting Form located in the main offices or in Fran Sheffield's office.

## Technology Acceptable Use

### Purpose

The primary purpose of the campus computer network is educational. The network serves as a resource for enriching teaching and learning objectives at Westwood Schools. Approved uses of the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to Westwood Schools' standards as an institution of Christian education.

### Passwords

If a password is assigned to a student or staff, that password should remain secure. Passwords should not be shared or transferred.

### Disciplinary Actions

All users of the network will be held accountable for their use of the computer, including any use of a computer or software by someone using their password.

1. suspended use from equipment or the system,
2. restricted access to equipment or the system,
3. financial restitution, and/or other appropriate disciplinary measures

### Privilege

All use of the computer network is a privilege and not a right. All users assume responsibility--personal, legal, financial, and otherwise--for their actions while using the computer network and while accessing Internet content over the school network. Inappropriate use can result in cancellation or restriction of access privileges, in addition to disciplinary or possible legal action.

#### Prohibited Activities

- Involvement in any activity prohibited by law
- Transfer or storage of large files without permission
- Attempting to establish a commercial venture on the network
- Involvement with online games or gambling
- Storing and/or transferring obscene, pornographic, or sexually explicit materials
- Transferring "chain" type letters
- Sharing passwords
- Accessing any area of the school network without permission

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- Interfering with normal and proper network operations
  - Interfering with normal and proper Internet access/operations
  - Refusal to grant access to files or directories used during school hours, regardless of their actual location (this includes personal email accounts, if used at school during school hours)
  - Accessing computer files of other students or staff
  - Copying protected software without authorization or permission
  - Loading software of any kind without approval and permission
  - Conduct on the Internet or over the network that is harmful, harassing, or otherwise offensive to others
  - Abuse or damage to computer equipment or software, especially if due to direct violation of these rules
  - Using the network or Internet access for personal or entertainment purposes without approval or permission
  - Downloading any file for any reason without specific approval from the system administrator or teaching personnel
  - Any use of outside resources, such as collegeboard.com, that do not conform to their Acceptable Use Policy or rules. Violators are subject to penalties both at Westwood Schools and at the outside resource.

## **Professional Liability**

The system administrator and teaching staff at the school are not responsible for the actions or activities of students while using the computer network. While students will be supervised while using the network, it is impossible for the system administrator or teaching personnel to control or supervise the activities of every student in the lab at all times.

## **Policy Changes**

Interpretation, application, and modification of this Acceptable Use Policy are within the sole authority and discretion of Westwood Schools. Any questions or issues concerning these policies and regulations should be directed to the system administrator at the school office.

## **Bring Your Own Technology Policy**

Westwood Schools has adopted a Bring Your Own Technology (BYOT) policy for students in 2nd grade through 12th grades. This policy will allow students to bring many of their own technology devices to school for use in our classrooms. Students are encouraged to have one handheld device that can wirelessly access the internet for educational purposes only. Similar to other personally owned items, Westwood Schools is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.

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This notification is to inform you and guide you through this opportunity. Please note that students are never required to bring in outside technology to school. All students will continue to be able to utilize our school equipment. No student will be left out of the instructional process. Westwood Schools will not be responsible for any financial obligations resulting from standard messaging or data charges incurred by students who choose to bring their own device.

### **Expectations:**

- Students will only use appropriate technology at their teachers' discretion.
- Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).
- Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day unless directed by their teacher.
- Students are permitted to access only the school's network through personal devices, not private networks. Each student is required to register his/her device so that it may access the school's wireless network.

### **Reinforcement:**

- Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization.
- Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for an appropriate period of time to be determined by the school principal.  
We look forward to the educational opportunities that BYOT will bring to our students and staff and understand that there will be some challenges with full implementation of the policy along the way. Your suggestions and feedback are always welcome. Thank you for your understanding and reinforcement of the initial procedures and expectations for this initiative.

### **Responsible Student Use of Personally Owned Devices**

The Westwood Board approves this policy in order to maintain a safe and secure environment for students and employees.

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device include but are not limited to: iPods, iPads, Nooks, Kindle and other tablets; laptop and netbook computers;

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personal digital assistants (PDA's), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities.

Educational purposes include classroom activities, career development, communication with experts, homework and limited high-quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use of their devices.

Inappropriate communication includes, but is not limited to, the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students;
- Information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- Knowingly or recklessly posting false or defamatory information about a person or organization;
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a student is told to stop sending communications, that student must cease the activity immediately.

Examples of an unacceptable device in this policy shall include but are not limited to gaming devices or consoles, laser pointers, modems or routers, and televisions.

Use of personally owned devices is permitted during instructional time for educational purposes only.

Westwood Schools reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Students must be aware of appropriateness of communications when using school or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students. Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their school. This is unacceptable students behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well-being of the school is subject to disciplinary and/or legal action.

Use of personally owned devices in locker rooms and restrooms is expressly prohibited.

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.

Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, or other content service providers. Personally owned devices should access the

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Internet via Westwood Schools content filtered wireless network unless prior permission has been granted from his/her teacher.

All students shall review this policy and the Responsible Use Policy before utilizing any school and/or personally owned devices. Westwood Schools reserve the right to restrict student use of school owned technologies and personally owned devices on school property or at school-sponsored events.

### **Consequences for Misuse:**

1st offense: The phone is confiscated for 1 week or the student may pay a \$20 fine

2nd offense: The phone is confiscated for 2 weeks or the student may pay a \$30 fine.

Future offenses may result in the device being banned for the student.

### **Permission Form**

Any parent/guardian who wishes their child (in 2nd grade through 12th grade) to participate in the Bring Your Own Technology (BYOT) opportunity and bring a personally owned electronic device to Westwood Schools must read and sign this agreement and submit to the classroom teacher.

1. The student takes full responsibility for his or her device and keeps it with himself or herself at all times. The school is not responsible for the security of the device.
2. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. The school reserves the right to inspect a student's personal device if there is any reason to believe that the student has violated policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
4. Violations of any policies, administrative procedures or school rules involving student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
5. The student must comply with teachers' request to shut down the device or close the screen.
6. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Any images or videos recorded at school must not be transmitted or posed at any time without the express permission of a teacher.
7. The student should only use their devices to access relevant files.
8. The student will use the school's secured wireless network.
9. It is the student's responsibility to notify the school office if a new device is purchased or if any of the above submitted information changes.

Return this form to your child's homeroom teacher.

Student's name \_\_\_\_\_ Grade \_\_\_\_\_

Parent's name \_\_\_\_\_ Teacher \_\_\_\_\_

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Device \_\_\_\_\_ Brand \_\_\_\_\_ Serial # \_\_\_\_\_  
Device \_\_\_\_\_ Brand \_\_\_\_\_ Serial # \_\_\_\_\_

I understand and will abide by the Bring Your Own Technology policy and guidelines. I further understand that any violation of the above may result in the loss of network and/or device privileges as well as other disciplinary action.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

As a parent/guardian I understand that my child will be responsible for abiding by the Bring Your Own Technology policy and guidelines. I have read and discussed them with her/him and she/he understands the responsibility that she/he has in the use of the BYOT device.

## Honor Code - Cheating

Westwood operates under an honor system. This simply means that whatever work a student says is his should be his and no one else's. The Honor Code expresses the ideal of an agreement which implies faith and trust in each other. It also expresses an attitude against violation of that faith and trust. A student who copies another student's test or homework has cheated himself of a learning experience. Cheating is determined by each individual teacher. Each teacher is required to review their written policy on cheating with students at the beginning of the school year. First offense will result in suspension from NHS, in addition to the following consequences:

### 1st Offense

The student will receive a zero on the work or if the teacher chooses, a second opportunity to do the work. If the teacher allows the second option, the zero and the grade earned on the work will be averaged together to arrive at the grade earned.

### 2nd Offense

Student will receive a zero with no possibility of making up the work.

### 3rd Offense

Suspension from school for 1 day with 2 points deducted from the current grading period.

### 4th Offense

A review from the school discipline committee will determine if the student will remain at school. It is up to the committee to determine punishment for the fourth cheating offense or any subsequent cheating offenses.

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## School Attendance

Homeroom teachers will keep attendance. This will be submitted through PowerSchool each morning after homeroom. Students must check in at the office when they arrive to school late. The secretary will make changes to the attendance record and place the excuse on file in the office.

Phone calls to parents of all students reported absent after homeroom will be made each day. This will keep the parent aware of the number of absences. A record will be kept on each student in the office by the secretary. This record will document all absences and a reason for each.

Students who miss school or individual classes more than 7 times per semester will be required to have a doctor's excuse for each additional absence. We will communicate with the parent once the student has 5 absences.

### Absences for PK – 6<sup>th</sup> Grades

It is important to start at a young age forming good habits. Regular attendance is very important. Much of what goes on in our classroom cannot be repeated at home. The hands-on experiences in school are vital. We ask that your child miss no more than 15 days per year, and that a doctor's excuse be brought to school explaining the absence. Missed work must be made up within 3 days. Your child will be counted absent if he/she leaves before 12:00. If your child is absent, parents must notify the office by 11:00 am if make up work is needed for the day. It can be picked up at 2:30 in the teacher's workroom.

### Absences for 7<sup>th</sup> – 12<sup>th</sup> Grades

If a student misses more than 14 days during the school year, he/she may fail the course for the year.

A student must be present for 4 class periods to be considered present for the day.

### Tardies for PK – 6<sup>th</sup> Grades

Being on time is very important. School begins at 8:00 am sharp. Any student arriving at school after 8:00 is considered tardy. If you bring your child to school after 8:00, please bring the student to the elementary office. Parents are not to take their child to the classroom once the school day has begun. Excessive tardies will result in a conference, and further disciplinary action will be decided upon. In our attendance policy 5 tardies equals one absence.

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## **Tardies for 7<sup>th</sup> – 12<sup>th</sup> Grades**

Homeroom meets at the beginning of the school day at 8:00. The warning bell for grades 7-12 will ring 5 minutes prior to the beginning of homeroom. A second bell will ring signaling the start of homeroom. Any student arriving to homeroom after the second bell will be considered tardy to school.

Tardies will be handled through the discipline ladder. Tardies to individual classes will be handled by the teacher. The discipline ladder may be used at the teacher's discretion.

Students are allowed 3 unexcused tardies per semester. Students will be written up on the 4th tardy and will follow the discipline ladder as outlined.

Excused tardies include:

- Doctor's note
- As approved by Administration

## **Elementary Arrival and Dismissal**

### **K3**

K3 students should be brought to the front of the elementary building. The K3 teacher or school volunteer will begin receiving children at 7:30 and will take the students to their classroom. We will also have other volunteers to help with this. Class begins promptly at 8:00.

The regular school day ends at 2:30. Children leaving at that time will be brought to the front of the building to be picked up. For children picked up later, parents should go to the early elementary building and enter through the front door to go to their child's room.

### **K4 – 6<sup>th</sup>**

Children K4 through 6th grade who arrive between 7:15 and 7:55 are to go to the lunchroom for supervision. Front doors open at 7:55 for students who are not early arrivers. KOP's are out front at 7:30 to assist younger children to the lunchroom or their classroom.

K4 through 1st grade dismiss at 2:30. K4 and K5 children will be brought to the north corner of the building. Please stay in the right lane, and your child will be brought to your car. If you choose to walk for your child, please park your car in the parking lot.

1st grade will be brought to the south corner of the building. Please stay in the left lane or park your car to walk for your child.

2nd grade through 6th grade and younger children staying for "late class" will be brought to the front of the building at 3:04.



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4th - 6th grade parents should stay in the right lane. 2nd and 3rd grade parents should stay in the left lane. Teachers will assist with pick-ups of multiple grades.

## **Extracurricular Participation**

A student is not allowed to participate in any school related extracurricular event, athletic competition, etc. if they are not present for half of the school day (4 classes)

## **Make-up Work**

Students must make up any work or test resulting from an excused absence within 3 consecutive school days. The student will be responsible for making arrangements with the respective teacher. School related absences require prior arrangements with the teacher.

## **Discipline for PK – 6<sup>th</sup> Grades**

The elementary teachers follow the assertive discipline plan. Each teacher has the rules and consequences posted in the classroom. Each year you should review the teacher's rules and consequences with your child and make sure that your child understands them. Westwood also reserves the right to use corporal punishment after other methods of discipline have proven ineffective.

## **Corporal Punishment**

Westwood School does reserve the right to use corporal punishment as a disciplinary measure to correct inappropriate behavior of students. Should paddling be used by a teacher, parents/guardians will be notified either by phone call or by a letter home. Parental notification shall be done in a timely manner, but teachers cannot be expected to leave their classrooms unattended to call parents/guardians immediately before or after the punishment is administered. \*\*A pop is not a spanking—A spanking consists of two or more swats.

## **Discipline Procedures for 7<sup>th</sup> – 12<sup>th</sup> Grades**

The Westwood Board of Trustees leaves discipline up to the Headmaster's discretion. Various methods of discipline are used at Westwood, not excluding corporal punishment. Each teacher maintains an assertive discipline plan that includes rules and consequences. The Headmaster

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and/or the teacher discipline committee handle all severe disruptions. Discipline records are cumulative per semester.

After a child receives 3 major discipline referrals, that student will be placed on a behavioral contract between the student and the school. The terms of this contract are at the discretion of the Headmaster.

If a student is suspended from school, he/she is not allowed on campus during school or after school for any extracurricular activity.

## **Minor Discipline Offenses**

Minor discipline offenses include, but are not limited to those listed in this section. Discipline infractions will be collective, not by offense.

The following discipline ladder will handle minor classroom management offenses:

- 1st Offense- Break Detention (1 day)
- 2nd Offense- Break Detention (3 days)
- 3rd Offense- Early Morning Detention (1day)
- 4th Offense- Early Morning Detention (3 days)
- 5th Offense- In School Suspension

### **Classroom Misbehavior**

Classroom misbehavior includes, but is not limited to, talking, being inattentive, not staying on task, not coming to class with the proper materials. Violators will be placed on the discipline ladder.

### **Interrupting a Class**

Students are not allowed to interrupt instruction in any manner. Those who hinder classroom instruction will be placed on the discipline ladder or removed from the classroom

### **Misbehavior During Assembly Programs**

All students are expected to behave properly at all school assemblies. Proper respect is to be shown for those conducting the assembly. Pep rallies are considered to be school assemblies.

### **Chewing Gum**

Chewing gum is not allowed on the school campus during normal hours of operation. There is no warning for chewing gum. Students will automatically go to break detention for chewing gum.

### **Dress Code Violations**

Westwood students must abide by the school dress code. Students will automatically go to break detention. If a student has on inappropriate clothing, he/she will be required to cover this clothing for the remainder of the school day.

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## **Permissible Areas and Times**

Once a student arrives in the school building, they must stay out of the parking lot. Students are not allowed to go to their cars for any reason.

Students are not allowed in the building during break or during lunch. Students arriving early from PE, Lab, or Science must quietly wait outside the building until the bell rings.

During lunch and break, middle and high school students who are outside must remain in the area behind the high school building or in the courtyard area. No student is allowed past the right field fence line on the baseball field during lunch or break. No student is allowed in front of the building during lunch or break.

## **Major Discipline Offenses**

Major discipline offenses are not limited to those listed in this section. Discipline procedures are left to the discretion of the Headmaster and the teacher discipline committee. Referral for these offenses can result in the loss of senior privileges and removal from the National Honor Society.

### **Disrespectful/Defiant Behavior/Profanity**

Action taken for this offense is up to the discretion of the teacher based on the level of the offense. If the teacher deems it necessary the student will be referred to the Headmaster.

The second time a teacher refers a student who is a member of the National Honor Society to the office for disrespectful/defiant behavior or for profanity, he/she will be removed from the National Honor Society, and if a senior, the senior privileges will be lost.

### **Display of Affection**

Any students showing display of affection including, but not limited to, sitting in laps, kissing, or close romantic hugging will be referred directly to the Headmaster.

### **Fighting**

Any student who is reported for fighting must report directly to Administration with the possibility of in-school or home suspension.

### **Threats**

Any student making a verbal or written threat to bring a weapon of any type, including explosive devices of any type, will be turned over to authorities and will be subject to immediate expulsion without the possibility of reinstatement.

### **Bullying/Hazing**

Any verbal, physical, or mental intimidation of a student by another student is not acceptable at Westwood School. Students who intimidate, belittle, degrade, or inflict physical or mental harm to another student will be disciplined at the discretion of the Headmaster. Students guilty

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of this behavior will be assigned a conference with the school counselor. Repeat offenders will be placed on a behavioral contract between the student and the school. Violation of this contract could lead to suspension or dismissal from Westwood.

### **Destruction of Property**

For any destruction of school property, whether willful or accidental, the student will be responsible for paying for the damage. For willful destruction, the student must complete supervised work on the school campus. The number of hours worked will be determined by the school discipline committee and contingent upon damage done to the school. Entering the building without a key will be considered destruction of school property.

### **Skipping School/Class**

Westwood does not allow an individual or group of students to skip school. "Skip days" are not permitted. The school discipline committee will determine whether or not an individual or group is skipping school. Students may be required to make up the time they skipped after school or it may result in a 2 point deduction from the final grading period average in the class/classes skipped. Cases will be reviewed by the committee on an individual basis.

### **Weapons in School**

The possession of weapons on school property is detrimental to the welfare and safety of the students and school personnel and is a violation of state law. No person shall carry, possess, or have in their control any weapon or explosive compounds within a school safety zone, (1000 ft.), in any building, on the school premises, at any school sponsored function or activity, or in any personal vehicle parked on school property.

Students are to be careful during hunting season not to bring firearms on campus. Students who do are in violation of school policy and state law and will face severe penalties.

"Weapon" means and includes:

- Any revolver, rifle, or weapon designed or intended to propel a missile of any kind.
- Any knife.
- Straight-edge razor
- Spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely.
- Any disc, of whatever configuration, having at least two points or pointed blades which are designed to be propelled.
- Bats, clubs, or other bludgeoned type weapons.

Penalties for violation of this policy will be determined by the Headmaster and may result in criminal prosecution and dismissal from school.

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## Prohibitions

### Alcohol

The consumption of alcoholic beverages by Westwood students or visitors is strictly forbidden before, during, or after any function sponsored by the school. Westwood functions held off campus carry the same prohibition. Students are reminded that they represent Westwood whether they are on or off campus. The Headmaster will use his/her discretion to add any other disciplinary action if a student violates this policy.

### Drugs

Any student found selling, possessing, or taking illegal drugs on the school grounds or at any school function will be turned over to the proper law enforcement agency and will be subject to expulsion from school.

### Tobacco

The possession or use of any tobacco or nicotine products, including vaping or e-cigarettes, by Westwood students is strictly prohibited. Penalty for the violation of this policy will be at the discretion of the Administration.

## Detention for 7<sup>th</sup> – 12<sup>th</sup> Grades

There will be two types of detention for students.

### Break Detention

Held Monday – Friday. Students must report directly to the classroom of the teacher who is holding break detention at the beginning of break. They are not allowed to have food or drink during this time.

### Early Morning Detention

Held Monday – Friday at 7:30 am. Students report directly to the classroom of the teacher who is holding detention.

## Prom

- The Junior Class Advisor will request approval from the Board of Directors to have the prom off campus.
- To maintain the prom schedule of events, the dinner will be held for all students at the location of the prom.
- Party buses, limousines, etc. are not encouraged due to prom schedule. *Any limousine or party bus arrangements should be made in accordance with participation in scheduled events.*

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- If the prom is held on campus, decorations are not to be attached on walls or from ceiling in the auditorium. Decorating can begin in the auditorium two days prior to prom.
  - The 10<sup>th</sup> grade class is responsible for prom clean up each year. A fine is assessed and payable to the Sophomore Class Fund for failure to participate in clean up unless prior arrangements are made with Sophomore Class Advisor.
  - Students attending prom must attend school on the Friday of prom. Juniors will be decorating for the prom during the school day.
  - Once a guest or Westwood student leaves the prom, they are not allowed to re-enter.
  - Any student or guest may be subject to a breathalyzer test by the Headmaster and/or Security.
  - Alcohol, drug or tobacco use is strictly prohibited by all students and guests. *Violation of this drug and alcohol policy will result in immediate dismissal from the premises after notifying the parent/guardian to pick up their student from the Prom.* A student is subject to all discipline consequences as stated in Student Handbook: *“The unlawful manufacture, distribution, dispensation, possession or use of alcohol, drugs or other controlled substances is prohibited on Westwood’s property or during any school sponsored activities, and violation of these prohibitions will subject students to rehabilitation referral and/or discipline up to and including expulsion.”*
  - Any inappropriate behavior will be handled on a case-by-case basis by administration. Inappropriate behavior includes, but not limited to, destruction of property or offensive dancing. Those who violate this regulation will be asked to leave.
  - Prom is a formal event, and everyone is expected to dress appropriately. The administration reserves the right not to admit students whose attire is not suitable.
  - Students may invite guests of their choice except middle-school students or guests over age 20. All non-Westwood guests must have prior approval of the Headmaster. All non-Westwood guests must follow all prom rules and policies.
  - Students will arrive on-time for the Ring Ceremony and Senior Walk. Participation in the ceremonies must be approved by the Junior Class Sponsors or Headmaster.
  - Students and parents shall sign this document confirming their knowledge of all prom guidelines.

## Senior Privileges

Any privileges given to seniors during the school year will be determined by the Headmaster. Seniors are the leaders of the school and should be the model for other students. Those who choose not to set a good example to other students by not following school rules or being academically responsible may have their senior privileges revoked.

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## College Visitation

The school allows one college visitation day for Seniors and Juniors under the following conditions:

1. Visits must be made prior to March 1st.
2. The counselor will set up the visitation and handle the paper work.
3. Students must obtain a College Day Form from the counselor to be signed by each of the student's teachers. This form must be turned in to the counselor along with written permission from parent/legal guardian
4. Students must bring a verification letter from the college visited to the counselor upon returning to school. Failure to do so will result in an unexcused absence.
5. No visits are allowed immediately before or after a school holiday without prior approval.
6. Students are not allowed to miss a major test or exam to make a college visit. Teachers have the right to not excuse a student from their class for a college visit.
7. Juniors must take their college day the second semester of their junior year and before March 1st. The same procedures stated above apply.

\*\*Failure to follow the college day procedures will result in the loss of senior privileges.

## Electronic Devices

All electronic devices are to be turned off and put away in a designated area when the student enters the classroom each period. If the device is out without teacher permission it will be taken up and kept for 1 week or the student may pay a fine of \$20 to have it returned. If there is a 2nd offense, the device will be confiscated and kept for 2 weeks or the student may pay a fine of \$30 to have it returned. Further offenses may result in the device being banned for that student.

## Felonies

Students found guilty of felonies may be subject to further punishments at the discretion of the school administration and may either be suspended or expelled.

## Possession of Flammable Materials-Irritants

Students are not to bring flammable materials or substances (matches, lighters, fireworks, mace, etc.) to school as prohibited by the Fire Marshall. Punishment will be decided by the Headmaster.

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## Hall Passes

When a student leaves a classroom while class is in session, he/she must obtain a hall pass from his teacher to account for his/her whereabouts. Students in the halls without hall passes can expect to face some type of disciplinary action.

## Harassment

Verbal, sexual, or harassment of any kind will not be tolerated. Students who are victims of harassment must report it immediately to the nearest school personnel. Parents will be notified if such behavior is exhibited by a student and he/she will be disciplined at the discretion of the Headmaster.

## Lockers

Lockers are the property of Westwood and can be inspected at any given time by school personnel. Students are to keep their lockers clean and orderly. Only athletic locker tags are allowed to be displayed on the outside of the lockers.

## Marriage/Pregnancy

Married, pregnant, or students who have either given birth to or fathered a child are not allowed to attend or re-enter Westwood.

## Phone Use

Students are not permitted to use the phone during class time. All phone calls are to be made at break or lunch using the designated student phone in the main office. Office personnel must give permission to the student before a call is placed. Students are not to use the business phone in the main office, teacher's lounge, counselor's office, Learning Lab, or the office in the gym.



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## Driving Privileges

It is a student privilege to be able to drive to school and park on campus. Driving privileges can be revoked if students fail to demonstrate driving/parking responsibility.

Speeding, playing loud music, erratic parking, driving/parking on the grass in prohibited areas, and littering are grounds for driving privileges to be taken away.

## Students Leaving Campus

Students will not be allowed to leave campus for any reason during the school day except for students on the Annual Staff who are selling ads. If a student has a doctor's appointment that would require him/her to leave school, the parent must provide written or verbal consent to the office in advance. This includes hair appointments.

## Incomplete Work

Incomplete report card grades must be made up within the first two weeks of the next grading period unless special permission is given. Failure to make up work within this time period will result in the student getting a zero for the work not completed.

## Dress Code for K3 – 6<sup>th</sup> Grades

- All children must wear tennis shoes at P.E., which are necessary for safety.
- No caps allowed.
- No flip flops.
- No spaghetti straps or tank tops.
- No gym shorts.
- Elastic waist shorts are acceptable.
- Dresses are not required to have a collar.
- Clothes must be neat, clean and fit appropriately.

### K3, K4 & K5

- Must wear tennis shoes only.
- Collared shirts tucked in are encouraged but not required.
- Shorts or bloomers must be worn under dresses.

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## 1st and 2nd

- Collared shirts or Westwood t-shirts tucked in pants or shorts with a belt are required.
- Shorts or bloomers must be worn under dresses.

## 3rd – 6th

- Collared shirts or Westwood t-shirts tucked in pants or shorts with a belt are required.
- Shorts must be at mid-thigh or below.

## Dress Code for 7<sup>th</sup> – 12<sup>th</sup> Grades

Students are required to arrive on campus properly dressed. All clothing must be neat, clean and fit appropriately.

Boys or girls may not have any visible tattoos. Boys may not have any visible body piercings. Girls may only have visible piercings in their earlobes.

## Girls

Pants:

- slacks, jeans, and shorts
- neat, cleaned, and hemmed
- well-fitted, not too tight or oversized
- no holes, rips, or frays
- no cuts along the sides of the pants legs near the ankle
- no exercise clothing, spandex, jogging pants or shorts, boxer shorts, or beach attire
- belt must be worn with pants that have belt loops
- shorts must be not more than 6 inches from the floor when kneeling

Shirts:

- must be long enough to tuck in and all shirts must be tucked at all times.
- polo-style with a collar
- button-up oxford cloth style
- collared sleeveless (no undergarments showing)
- turtlenecks
- Westwood t-shirts

Inappropriate shirts:

- Those which contain offensive or suggestive language or pictures, advertisements for alcoholic beverages, tobacco, drugs, gangs, rock bands, or any others deemed

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inappropriate by the dress code committee. No stretch, low cut or form fitting shirts, spaghetti straps, see-through tops, banded tops, or tank tops.

Outerwear:

- sweaters, jackets, fleece, or sweatshirts
- not oversized or sloppy

Dresses and Skirts:

- must be no more than 6 inches from the floor when kneeling
- sleeveless must have a 2 ½ inch wide strap (no undergarments showing)
- dresses and skirts with slits-the slit must be no more than 6 inches from the floor when kneeling
- dresses are not required to have a collar

Shoes:

- loafers, topsiders, hiking boots, tennis shoes, and dress sandal with a heel – all shoes must be worn appropriately

Inappropriate shoes:

- soccer sandals, flip-flop style, beach shoes

## Boys

Pants:

- slacks, jeans, and shorts
- neat, cleaned, and hemmed
- well-fitted, not too tight or oversized
- no holes, rips, or frays
- no cuts along the sides of the pants legs near the ankle
- no exercise clothing, spandex, jogging pants or shorts, boxer shorts, or beach attire
- belt must be worn with pants that have belt loops
- shorts must be not more than 6 inches from the floor when kneeling

Shirts:

- must be long enough to tuck in and all shirts must be tucked at all times.
- polo-style with a collar
- button-up oxford cloth style
- turtlenecks
- Westwood t-shirts

Inappropriate shirts:

- Those which contain offensive or suggestive language or pictures, advertisements for alcoholic beverages, tobacco, drugs, gangs, rock bands, or any others deemed inappropriate by the dress code committee.

Outerwear:

- sweaters, jackets, fleece, or sweatshirts

- 
- not oversized or sloppy

Shoes:

- loafers, topsiders, hiking boots, tennis shoes, and leather sandal with a heel – all shoes must be worn appropriately

Inappropriate shoes:

- soccer sandals, flip-flop style, beach shoes

Caps:

- No caps are to be worn during the school day or at any time in the school buildings

## **Hair Cuts/Facial Hair**

### **Facial Hair**

All boys must be neatly groomed. No facial hair is allowed. Those in need of a shave will be made to shave at school immediately and/or will be placed in detention.

### **Hair Cuts**

Hair must be off of and tapered around the ear. Hair cannot hang over the ears. It also must be tapered, blocked, or layered in the back and off of the collar of a button-up shirt. Hair must be neatly groomed-not curling up or sticking out. Bangs must be cut above the eyebrows. Sideburns must not extend past the bottom of the ear.

## **Visitation**

In the mornings before school, parents must leave their children in the front foyer and may not accompany them to the classroom.

We ask that no visitors be in the school building during school hours without permission. This is to insure the safety of your child and to have the least amount of distractions possible for a successful day. This allows us to give the best education we possibly can to your child. All visitors must report to the front office before going to classrooms.

## **Elementary Field Trips/Class Parties**

Throughout the year, teachers may take their classes on field trips and may hold class parties. Parents/guardians are invited to attend this events. However, siblings are not allowed on field trips or at parties and students are required to ride in school provided transportation on field

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trips and to and from parties (unless parents are specifically asked to drive by the teacher). Parents/guardians are to adhere to all field trip and party rules set by the teacher.

## Elementary Birthday Party Invitations

If invitations are passed out or sent home through Westwood these guidelines should be followed:

- Invite the entire class
- Invite all the girls
- Invite all the boys

If only part of the class is invited, the invitations should be mailed or handed out off Westwood's campus.

For class parties please observe the following rules:

- no siblings
- no red punch

4th - 6th grade parents should stay in the right lane. 2nd and 3rd grade parents should stay in the left lane. Teachers will assist with pick-ups of multiple grades.

## Chewing Gum

Chewing gum is not allowed on campus. Please do not send it with your child or include it in party activities.

## Coke Products

The Coca-Cola Foundation gives a substantial grant to Westwood on an annual basis. This grant maintains our Learning Lab and is a huge asset to our school. Because of this long term relationship, we use only Coke products at all Westwood functions. This includes refreshments for all class parties.

## Conferences

Communication is vital to the success of your child. Please request a conference if you have any questions or concerns.

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## **K3 – 6<sup>th</sup> Grades**

Many teachers schedule conferences during the year to discuss the child’s progress with his/her parents. If you would like to request a conference, please send a note indicating the time and day you would like to meet.

## **7<sup>th</sup> – 12<sup>th</sup> Grades**

If you would like to request a conference, please contact the counselor in the high school. She will schedule a time that is convenient for you and the teachers.

## **After School Daycare**

For working parents who cannot be at school at 2:30 or 3:04 to pick up their child, Westwood does provide an after-school program. Parents must call the school to find out what this year’s hourly fee is for this service. For parents to be able to utilize this service, they must obtain a packet of forms from the school, complete them, and return them to the office. These forms include policies and procedures, immunization requirements, fees, late charges, hours, and emergency medical forms.

ALL STUDENTS STAYING IN AFTER-SCHOOL DAYCARE REGARDLESS OF THE NUMBER OF DAYS MUST FILL OUT THE APPROPRIATE FORMS. NO STUDENT WILL BE ALLOWED TO STAY IN DAYCARE UNTIL THE FORMS ARE COMPLETED AND RETURNED TO THE OFFICE.

## **Pep Rallies**

During football season our school has a pep rally for 5 football games. They usually begin around 1:20. Children are allowed to wear cheerleading uniforms and Wildcat jerseys. On Friday mornings the varsity cheerleaders come to the classrooms and sell game faces and spirit ribbons.

- Pep rallies are optional for our K3 classes. The days that they attend are at their teacher’s discretion.

## **Volunteers**

### **Grademothers**

Each classroom will need a parent volunteer to serve as a grademother. This is a big responsibility which includes coordinating class parties, fall festival and the Homecoming Mini

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Parade. Each grademother is asked to work closely with the classroom teacher. Individual teachers have individual preferences. There may be other duties that arise during the year.

## **Let's Read Program**

Let's Read is a linguistic approach to reading. The lessons are constructed to induce smooth, rapid reading progress. Let's Read begins in first grade and is completed in third grade. The students read individually from the Let's Read book with parent or grandparent volunteers each morning from 8:00 to 8:30.

## **Library Volunteers**

Each class in the elementary building has a designated library time once a week. This library time is conducted by a volunteer or a group of rotating volunteers. The classroom librarian is in charge of a short reading time and a time of checking out books for each student. Mrs. Nancy Palmer, our high school and elementary media specialist, sends out a letter of instruction at the beginning of the year for all volunteers. She is available for any additional help needed.

## **Elementary Extra Curricular Activities**

As you can see, your child has plenty of extracurricular activities to choose from here at Westwood. An advantage to this is you don't have to leave work and rush your child to dance, gymnastics, or tennis because they are offered right here on campus and incorporated into your child's day at school. Another advantage with the athletic activities is your child having the opportunity to play organized ball with the same team members they will be playing with when they are in middle and high school.

### **Art**

Art class is offered one day a week during your child's PE time under the instruction of Mrs. Lynette Harper.

### **Dance**

Dance class is offered under the instruction of Mrs. Leslie Hodges. Students in grades K3 through 2 can participate in the activity after school in the auditorium. Students in the upper grades may continue their dancing with Mrs. Leslie by going to the dance company in Pelham.

### **Gymnastics**

Gymnastics class is offered one day a week during your child's PE time under the leadership of Cairo Gymnastics and Dance.

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## Music

All children have music one day a week under the instruction of Mrs. Lynette Harper.

## Tennis

Tennis lessons are offered at specific time periods during your child's PE time under the instruction of Mr. Horace Reid.

## Elementary Special Activities

### Homecoming

Homecoming week takes place every fall during September or October.

- Dress-Up days—Your child will bring home a sheet that will give the dress theme for each of the five days. Examples may be Camouflage Day, Pajama Day, or Cartoon Character Day. Your child does not have to participate every day or any day if you choose. However, it is a fun activity and prizes are given to classes for the most participation.
- Mini Parade—All classes take the theme of Homecoming Week and create their own mini-float for the parade. This is held on Friday at 1:20 on the track behind the elementary building. \*\*Parents are invited!!
- Cheerleader Activities—Cheerleaders sell pie tickets (to throw a pie in the face of cheerleaders and coaches), game faces, and homecoming ribbons.

### Fall Festival

Westwood has an annual Fall Festival fundraiser for PTO in October or November. Each class is assigned booths. The booths will be judged based on the theme. Parents will be asked to help decorate and work a shift at the festival. Each child will be asked to bring items for various booths. Each class will also have a King and Queen that collect donations.

### Grandparent's Day

This is a school wide day of special recognition and "thank you" to all our grandparents at Westwood. The celebration takes place in February or early spring each year. Students invite their grandparents to visit their classrooms, attend a program and have refreshments.

### Junior Class Valentine Booth

The Junior class has a Valentine booth every February. They have so many items to choose from to make Valentine's Day extra special and fun. Parents also have the opportunity to shop at this booth to send their children something from them from the booth since we do not have



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outside deliveries to the elementary building. Students enjoy shopping for themselves and their friends too! Prices range from \$.50 to \$3.00 on items. Some items include: Valentine necklaces, pencils, pens, erasers, key chains, lip gloss, bouncy balls, and homemade goodies. Be sure to send some money to school with your child on this day for shopping at the Junior Class Valentine Booth!

## **Book Fair**

Each year our school holds a book fair. It usually falls during the month of April. Some years we have a mini-book fair in the fall. The book fair is sponsored by Scholastic and is run by Mrs. Grace Adkins. Parents may send money to school with their children to buy items or they may take their children to the book fair after school. All proceeds are used to buy classroom materials and items for our Learning Lab.

## **Westwood Run**

This is a fitness/teamwork driven fundraiser. Students are asked to seek pledges for each lap they run at the Westwood Run. Parents and families are invited to participate in the festivities on the day of the event.

## **Field Day**

Each May the K4 through 6th graders will participate in Field Day. The entire elementary is divided into teams to compete in physical activities. Parents are welcomed to come cheer for their child and volunteer if needed.

## **Fundraisers**

### **Magazine Sales**

This is an annual school wide fundraiser that begins in August. Each child who sells 6 magazines gets a day out of school on a designated date. For families with three or more children, each child must sell only 4 magazines to earn the free day. Students are awarded prizes and top sellers receive special prizes.

### **Cookie Dough Sale**

This is an optional fundraiser, occurring in November or December of the school year. The income directly benefits the students and faculty with a specific project for the year.

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## Box Tops

Box tops raise cash for the teachers to spend on items that benefit the entire staff. There are prizes given to the boy and girl in each elementary class that collect the most and box tops. Start saving your Box Tops today.

## Westwood Run

This is a fitness/teamwork driven fundraiser. Elementary students are asked to seek pledges for each lap they run at the Westwood Run. Parents and families are invited to participate in the festivities on the day of the event.

## Raffles

Each family is required to sell \$350.00 worth of raffle tickets yearly. Parents may choose to add the \$350.00 to their tuition in lieu of selling tickets. This must be decided upon at registration.

## Grocery Vouchers and Scrip Program

In addition to tuition, each family can choose to participate grocery voucher/scrip program. This will help raise the required money obligation of \$250.00. Each family is required to raise \$250.00 IN PERCENTAGE by January 31st each year. Grocery vouchers can be purchased at Harvey's or Snipe's in Camilla and The Market in Pelham. The Westwood school office also has the vouchers along with selective local businesses. If a family chooses not to participate, the \$250.00 can be added to their tuition. This must be decided upon at registration.

## By Laws

### ARTICLE I - BOARD OF TRUSTEES

**Section 1.** The business and property of the corporation shall be managed by the Board of Trustees and they shall and may exercise all the powers of the corporation except as limited by law and elsewhere by these by-laws. They shall have the power to make all necessary rules and regulations for their government and for the regulation of the business of the corporation which are not inconsistent with the Charter and these By-laws, and shall have general management and control of the corporation. The Board of Trustees may delegate from time to time to any of the corporation's committee, officer or agent, such power and authority as is permitted by law.

**Section 2.** The Board of Trustees shall consist of not more than 18 nor less than 9 members. It is further provided that the Board of Trustees will make every effort to reduce the maximum number of members from eighteen (18) back down to fifteen (15) members as soon as possible

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by a reduction in the number on the Permanent Board from fifteen (15) to twelve (12) members. The Board will not elect successors to the permanent board as a result of resignation or other causes until such time as the number reduces to twelve (12) members. When the total number reaches to twelve (12) members of the permanent and three (3) members, each President from the Booster's Club, PTO, and Grandparent's Club, the total number on the board will remain at fifteen (15) until further amendments of these By-Laws.

In addition to the Permanent Board of Trustees, or their successors, one (1) additional Trustee will be elected by the families of Westwood School each year to serve for a period of one (1) year. On May 1, of each year, the school office will mail a notice to every family registered for the coming school year, providing a form to nominate one (1) member for the Board of Trustees. Deadline for return will be 3 p.m. On May 15th. Within five (5) days a ballot containing the highest nominees will be mailed to all families registered for the next term of school. The families will vote for one (1). Deadline for receipt of ballots will be 3 p.m. On May 30th. The individual having the highest number of votes will be elected for a period of one (1) year. To be eligible to be an additional trustee the person must be a parent of a student enrolled at Camilla Schools, Inc. during the year of service as a trustee. Such additional trustee will be eligible for re-election in successive years as long as he (she) has a student enrolled in Camilla Schools, Inc.

Any vacancy in the Board of Trustees may be filled by the Trustees at a special meeting called for that purpose. The Board of Trustees, at any meeting called for that purpose, may remove from office by a two-thirds (2/3) vote of the Board of Trustees any member and may at the same meeting elect his successor.

New members for the Board of Trustees are to be solicited from surrounding communities and must have resided locally for at least three (3) years. A Board member may be male or female, shall maintain confidentiality, and shall be of high moral character and have a belief in God. Each Board member must work within the framework of the Board of Trustees and not as an individual. A Board member who misses three (3) or 40% of the regular meetings is dismissed with a written letter of appreciation. No person shall serve as a permanent member of the Board of Trustees who has their spouse or member of immediate household working as a permanent staff member at Camilla Schools, Inc.

All board members, regardless of manner of election, will have equal status, all rights and privileges of a trustee, voting rights, may hold any office or perform any function delegated by the board or the charter and By-Laws.

The twelve permanent Board of Trustees members will have a limited term of not more than two consecutive five (5) year terms or until the graduation of their youngest child, whichever first occurs. This will begin with all members that came on the Board after June 2001. All

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member of the Board prior to June 2001 will serve the remainder of their original term. A Board member may be considered again for service after a year absence from the Board of Trustees. One or two of the Board of Trustees may not now have a child at Camilla Schools, but should have had a child or a grandchild there.

At the end of a member's first (5) year term, the member may choose to come off the board or to resubmit his own name for nomination for an additional five (5) year term. If the member chooses to come off the Board or it is the end of the Board member's second five (5) year term, he/she shall submit up to two names to the Nominating Committee for consideration and the members of the nominating committee shall submit up to two names. The Nominating Committee shall then submit two names for consideration by the full Board with at least one being one of the names submitted by the outgoing member. A vote of the full board will then be held by secret ballot with a majority of members present having to approve the new member.

If a member resubmits his/her name for nomination for a second five year term, the nominating committee shall have the option of submitting an additional name for consideration to the full board in addition to the name of the current member. A vote of the full board will then be held by secret ballot with a majority of the members present having to approve the member's second term or to approve the other name submitted by the nominating committee if, in fact, an additional name has been submitted.

**Section 3.** The annual meeting of the Board of Trustees shall be held during the month of \_\_\_\_\_ each year. Regular meetings of the Board of Trustees shall be held at such regular intervals as may be established from time to time by the Board. Special meetings of the Board of Trustees may be held at any time and place, when called by the Executive Committee, the Chairman or by any eight Trustees. At such special meetings, the Board of Trustees may act on the business for which the meeting was called and also on any other business which may be transacted at any regular meeting of the Board of Trustees. The Board of Trustees will meet 15 minutes earlier once each quarter without the Headmaster.

**Section 4.** Reasonable notice of each regular or special meeting of the Board of Trustees, stating the time when and the place where the meeting is to be held, shall be given by the Secretary or an assistant Secretary by mailing the same to each Trustee at his residence or business address, or by giving the same to him personally or telegraphing the same to him at his residence or business address. Any and all requirements for call and notice of meetings, regular or special, may be dispensed with if all Trustees are present at the meeting or if those not present at the meeting shall at any time waive or have waived notice thereof.

**Section 5.** A quorum at any meeting shall consist of 8 members of the Board, or 51% of the total membership of the Board, whichever is larger. A majority of the members present, if a

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quorum is present, shall decide any question that may come before the meeting, except as otherwise provided by law or by these by-laws.

**Section 6.** Trustees shall not receive any salary for their services as Trustees. Any Trustee may be employed by the corporation as an employee, as an independent contractor, or to represent the corporation as its agent, and may receive reasonable compensation for the services thus rendered; however, a trustee may be so employed only if two-thirds (2/3) of all Trustees other than such Trustee approve such employment and the terms of compensation to be paid therefore.

## **ARTICLE II - OFFICERS**

**Section 1.** The officers of the corporation shall be a Chairman of the Board, Vice-Chairman, a Secretary, and a Treasurer, who shall be elected annually by the Board of Trustees at its annual meeting in \_\_\_\_\_, and shall hold office until the next annual meeting of the Board of Trustees or until their successors are elected and qualified. Any two or more of said offices may be held by one person at the same time, except that the Chairman may not also be the Secretary. Any of said officers may, but need not be, members of the Board of Trustees.

**Section 2.** The Chairman of the Board of Trustees shall be the chief executive and administrative officer of the corporation; he shall preside at all meetings of the Board; shall sign or countersign all certificates, contracts and other instruments of the corporation as authorized by the Board of Trustees; shall make reports to the trustees; and shall have such other duties and powers as are incident to his office or properly prescribed by the Board of Trustees. The Chairman and Vice-Chairman of the Board of Trustees shall be ex-officio members of all committees but without a vote.

**Section 3.** The Vice-Chairman of the Board of Trustees shall perform the duties of the Chairman in the absence of the Chairman, and shall exercise such functions and perform such duties as may properly be required of him by the Board of Trustees. The Office of the Vice-Chairman may, in the discretion of the Board of Trustees, be left vacant.

**Section 4.** The Secretary shall keep the minutes of all meetings, shall have custody of the seal and corporate minute book, shall sign with the Chairman such instruments as require such signature, and shall make such reports and perform such other duties as are incident to his office or properly required of him by the Board of Trustees. In the absence of the Secretary at any meeting, an Assistant Secretary or a Secretary Pro-temp ore shall perform his duties thereat. The minutes of the previous Board meeting are to be read at the present Board meeting and are not to be mailed to members.

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**Section 5.** The Treasurer shall have the custody of all monies and securities of the corporation and shall keep regular books of account and balance the same each month. He shall sign or countersign such instruments as require his signature, and shall perform such other duties as are incident to his office or properly required of him by the Board of Trustees. All school revenues and accounting thereof to be channeled through the Treasurer.

**Section 6.** Any officer of the corporation may be expressly authorized by the Board of Trustees to perform any function which is usually performed by any other officer.

**Section 7.** Any vacancy in any of the offices described in this article may be filled by the Board of Trustees at a special meeting which shall be called for that purpose when any such vacancy occurs.

### **ARTICLE III - BOOKS OF THE CORPORATION**

**Section 1.** The books of the corporation shall be kept by the officers of the corporation pursuant to general instruction given such officers by the Board of Trustees of the corporation. The Board of Trustees may adopt such fiscal year for the corporation as the Trustees shall determine.

**Section 2.** Books, accounts and records of the corporation shall be open to inspection by any Trustee at all times during the usual hours of business.

**Section 3.** The books, accounts, and records of the corporation shall be audited at least annually by an independent certified public accountant.

### **ARTICLE IV - SEAL**

**Section 1.** The seal hereon impressed is hereby adopted as the corporate seal of this corporation.

### **ARTICLE V - COMMITTEES AND SPECIAL BODIES**

**Section 1.** There shall be such standing committees and special bodies as are set forth in this Article and such special committees as may be authorized from time to time by the Board of Trustees. The Chairmen and members of committees shall be appointed by the Chairman of the Board and shall serve at his pleasure.

The Board of Trustee committee assignments are to be outlined when appointed. The Personnel Committee shall meet with the Headmaster to discuss teachers and salaries. The Headmaster shall appoint annually a teacher from the high school to serve as a part of the Academic Committee.

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## ARTICLE VI - PARLIAMENTARY PROCEDURE

**Section 1.** All meetings of the corporation, its Board of Trustees and committees shall be governed by the rules of procedure prescribed in Roberts' Rules of Order.

## ARTICLE VII - AMENDMENTS

**Section 1.** These by-laws may be amended, repealed, or altered, in whole or in part, by a two-thirds majority vote of the trustees present at any regular meeting or at any special meeting where proposed action has been announced in the call and notice of meeting or where the requirements of call and notice have been waived.

## ARTICLE VIII - MEMBERSHIP REQUIREMENTS

**Section 1.** Whenever a parent or other adult shall have made a donation of \_\_\_\_\_ or more to CAMILLA SCHOOLS, INC., an active member of CAMILLA SCHOOLS, INC., may recommend said parent or other adult for membership in CAMILLA SCHOOLS, INC.

**Section 2.** The Board of Trustees as incorporators are the first members to whom certificates of membership are to be issued and they shall have the right to recommend other donors for membership. Also, that all recommendations for membership made by other members of CAMILLA SCHOOLS, INC., shall be passed upon by the Board of Trustees and that no certificate of membership shall be issued without the approval of the Board of Trustees.

**Section 3.** Certificates of membership shall be issued to a said member annually thereafter upon said member making a donation of \_\_\_\_\_ or more to CAMILLA SCHOOLS, INC., and upon approval of the Board of Trustees.

**Section 4.** Any person desiring membership in CAMILLA SCHOOLS, INC., must subscribe to the purposes, objectives and principles as set forth in the charter and show an active interest in the same.

**Section 5.** A certificate of membership shall establish eligibility for a member, his or her spouse, and for minor children in his or her household, to participate in any project or projects sponsored by CAMILLA SCHOOLS, INC., but shall not be credited toward the payment of tuition or fees for schooling or toward any expense of any other projects of the corporation.

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## **BY-LAWS UPDATED 5/21/2003.**

### **UPDATES AND REVISIONS**

#### *Revised Board Member Terms*

*(Adopted 03/21/12)*

The twelve permanent Board of Trustees members will have unlimited terms of five years or until the graduation of their youngest child, whichever first occurs. At the end of a member's five year term, the member may choose to resubmit his or her name for nomination for an additional five year term. If the member resubmits his or her name for nomination for an additional five year term, a vote of the full board will be held on the member's request for an additional term and a two-thirds vote of the board will be required for passage. The vote will be held by secret ballot. If the member is not approved for an additional term, the procedure in the following paragraph will be followed.

If the outgoing member does not re-submit his or her name for an additional five year term or is not elected to an additional five year term, the member shall have the right to submit up to two names to the Nominating Committee to fill the member's seat. The members of the Nominating Committee will then submit up to two names to the whole board for consideration. At least one of the names shall be taken from the list of names submitted by the outgoing board member. A vote of the full board shall then be held by secret ballot with the winner being determined by simple majority.

#### *Board Member Qualifications*

*(Adopted 04/18/2012)*

A member of the Board of Trustees of Camilla Schools, Inc. may be male or female, must have a child currently enrolled in Westwood School, shall maintain confidentiality, shall be of high moral character and shall have a belief in God. No person shall serve as a permanent member of the Board of Trustees if their spouse or a family member in their immediate household is employed by Westwood School as a permanent staff member. This provision does not include siblings of the board member.

## **Code of Ethics – Board of Trustees**

### **Board Member's Purpose:**

A member of the Board of Directors is responsible for ensuring WESTWOOD fulfills its mission by planning for the future, monitoring operations, and evaluating the Headmaster's



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performance. A board member must fulfill the fiduciary responsibilities of the board of directors.

### **Specific Board Member Duties:**

I will:

- Attend Board meetings as required per the bylaws.
- Understand the duties and responsibilities of board member
- Review the agenda and supporting materials prior to Board and committee meetings.
- Serve on committees and take on special assignments as needed.
- Personally contribute to WESTWOOD in financial donations, ideas and expertise.
- Remain informed about WESTWOOD mission, programs and policies
- Promote WESTWOOD and recruit well-qualified students
- Provide support to the staff but avoid interfering in management activities.
- Suggest nominees and participate in board recruitment.
- Support WESTWOOD by representing WESTWOOD in the community and with funders.
- Assist with hiring and evaluating the Headmaster

### **Board member code of conduct:**

As a board member I understand that I have duties of care, loyalty, and obedience to WESTWOOD.

- To be attentive to WESTWOOD activities to see that its mission is being accomplished, and guard its financial resources.
- To avoid any personal conflicts of interest by disclosing and recusing myself if potential conflict arises, and

To carry out the purpose of WESTWOOD and to comply with the law.

### **Board member commitment:**

As a board member and by my signature below, I agree during my term of service on this board to:

- Act with honesty and integrity
- Support in a positive manner all actions taken by the board of directors even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and respect the majority decisions of the board, while retaining the right to seek changes through ethical and constructive channels;
- Be informed about WESTWOOD's mission, policies, and programs; inform others about WESTWOOD, and work to enhance WESTWOOD's public image.
- Participate in events requiring board member attendance
- Keep confidential information confidential.

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- Exercise my authority as a board member only when acting in a meeting with the full board or when appointed by the board.
  - Work with and respect the opinions of my peers who serve this board, and leave my personal prejudices out of all board discussions.
  - Represent this WESTWOOD in a positive and supportive manner at all times.
  - Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
  - Refrain from intruding on administrative issues that are the responsibility of administration, except in circumstances approved by the Board Chairman.
  - Accept my responsibility for providing oversight of the financial condition of WESTWOOD.
  - Advance the mission of WESTWOOD by promoting the school to others.
  - Avoid conflict of interest between my position as a board member and my personal or professional life. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have conflict.
  - Abide by these board operating procedures.

Signature

Date