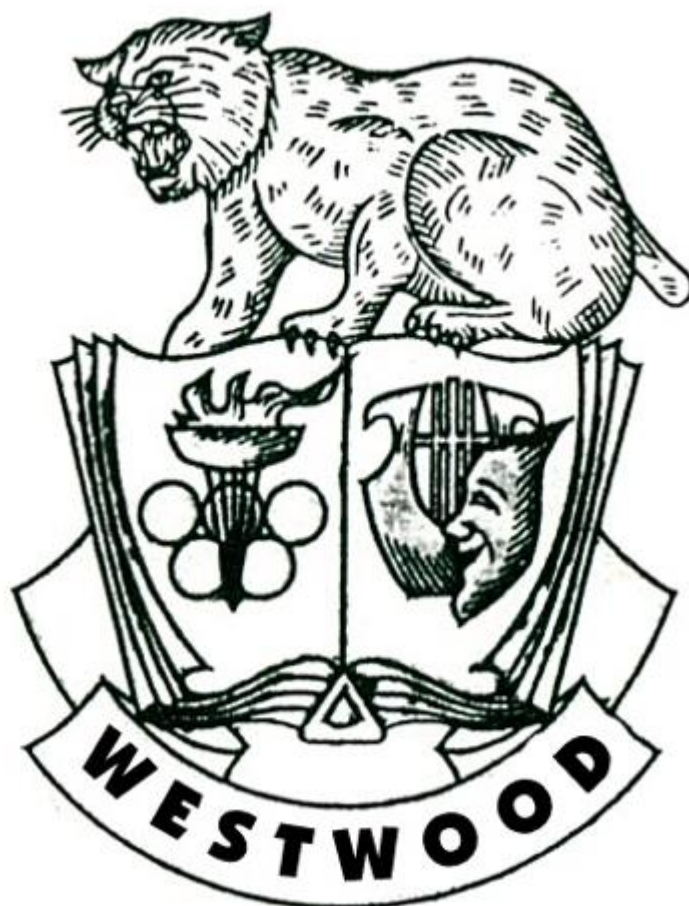


Westwood Schools



K3 – 6th Grade
Student Handbook

RULES AND REQUIREMENTS

ATTENDANCE

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.

TARDIES

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.

DISCIPLINE

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.

WESTWOOD SCHOOL'S POLICY ON 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.

VISITATION/CLOSED CAMPUS POLICY

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.

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 these events. However, siblings are not allowed on field trips or at parties and students are required to ride in school provided transportation on field 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.

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

K3 ARRIVAL AND DISMISSAL

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 –5th ARRIVAL AND DISMISSAL

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.

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.

DRESS CODE

- All children must wear tennis shoes at P.E., which are necessary for safety.
- No caps allowed.
- No flip flops.
- 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.

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.
- Girls shorts must be at mid-thigh or below.

INFORMATION

SCHOOL HOURS

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.**

CONFERENCES

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

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.

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.

LUNCHROOM

The cost of lunch is \$3.00 per child. This includes a drink. Ice cream is \$.75 extra. You may pay for lunches in advance by sending the money to Mrs. Rose or Mrs. Paige.

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

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 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.

EXTRA CURRICULAR ACTIVITIES

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.

TENNIS

Tennis lessons are offered one day a week during your child's PE time under the leadership of Doug Bartel.

ART

Art lessons are offered two days a week during your child's PE time under the instruction of Kathy Bartel.

MUSIC

All children have music one day a week.

As you can see, your child has plenty of extra curricular 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.

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.

GRANDPARENTS' DAY

This is a school wide day of special recognition and “thank yous” 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 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 5th 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 SALE

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.

BOX TOPS/CAMPBELL'S SOUP LABELS

Campbell's soup labels are used to collect items for our school. We can get computers, digital cameras, and supplies for the school. The 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 class that collect the most labels and box tops. Start saving your Campbell's soup labels and Box Tops today.

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.

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 & 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 \$216.00. Each family is required to raise \$216.00 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 \$216.00 can be added to their tuition. This must be decided upon at registration.

Westwood Schools



7th – 12th Grade
Student Handbook

The Purpose of Westwood School

Westwood exists to offer the community an opportunity for a quality education. This is to be accomplished by providing a program of studies which will prepare each student to attend college if he/she desires. The administration is responsible for providing an atmosphere conducive to learning. This implies an excellent faculty, limited faculty/student ratio, firm but fair discipline, daily devotional (non-denominational), and tutorial assistance for those in need. The academic program is realistic in its demands upon the students as it is realized that each graduate of the institution may not elect to go to college. At the same time, it is important that each graduate have a broad enough academic background to enable him or her to go to college if he/she chooses.

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 will not be admitted to Westwood.
5. Immunization Policy-Act No. 540 states that all students entering grades K-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.

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 6-12 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 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

- A. 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.

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.

- B. 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.

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 an 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 with no semester grade below an 80 **OR** have a 98 overall average with no semester grade below 77.

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.

National Honor Society-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. Members are allowed only one semester on academic suspension. A member must earn 7 service points to remain a member. 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.

Interscholastic Eligibility

Any JV/HS student must have passing grades in all academic subjects at mid-term in order to participate in interscholastic competition. If a student has failing grades in one or more subjects on the mid-term report card, the student is not eligible to participate in competition 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 in athletics, cheerleading, or literary.

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.

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/ACCEL College Courses

Westwood offers Advanced Placement (AP) courses English/Literature and ACCEL classes in math and history. 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.

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

English / Literature

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

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
- 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.*

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.

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

Middle and High School Bell Schedule

Warning Bell	7:55
Homeroom	8:00 - 8:10
1 st Period	8:13 – 9:03
2 nd Period	9:06 – 9:56
Break	9:56 – 10:09
3 rd Period	10:12 – 11:02
4 th Period	11:05 – 11:55
5 th Period (HS)	11:58 – 12:48
MS Lunch	11:58 – 12:28
HS Lunch	12:48 – 1:18
5 th Period (MS)	12:28 – 1:18
6 th Period	1:21 – 2:11
7 th Period	2:14 – 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. All food and drinks are to be consumed inside of the cafeteria. Drinks and food of any kind are not allowed outside of the cafeteria.

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:

1. On the campus of Westwood Schools;
2. At any location during a Westwood related or sponsored program or activity;
3. On any Westwood bus;
4. 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 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.

Westwood Schools Acceptable Use Policy

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 The network is not for any private, commercial or business, or political use. If a password is assigned to a student or staff, that password should remain secure. Passwords should not be shared or transferred. **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.**

Disciplinary Action

1. suspended use from equipment or the system,
2. restricted access to equipment or the system,
3. financial restitution,
4. 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
 - 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.

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.

School Attendance

Homeroom teachers will keep attendance. This will be turned in to the office each morning after homeroom to the secretary. 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 numbers will be placed on the chart and a phone call 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:

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.

Tardy to School

Homeroom meets at the beginning of the school day at 8:00. The warning bell for grades 6-12 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

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 Procedures

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 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.

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 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:

- A. Any revolver, rifle, or weapon designed or intended to propel a missile of any kind.
- B. Any knife.
- C. Straight-edge razor
- D. 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.
- E. Any disc, of whatever configuration, having at least two points or pointed blades which are designed to be propelled.
- F. 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.

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 products by Westwood students is strictly prohibited. Penalty for the violation of this policy will be at the discretion of the Administration.

Detention

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.

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.

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

Cell phones, radios, walkmans, pagers, and other electronic devices are to be turned off and put away when the student enters the building each morning. If the device is out for any reason it will be taken up and kept for 1 week (for example if it is taken up on a Monday it will be returned the following Monday at the end of the school day). If there is a 2nd offense, the device will be confiscated and kept for 2 weeks (for example if it is taken up on a Monday it will be returned 2 Mondays later at the end of the school day). 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.

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. The school secretary 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.

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.

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.

The following are the dress code requirements for students in grades 7-12.

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

Dress Code—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 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

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

Dress Code—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 anytime in the school buildings