

# Policy Handbook

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Westwood Schools

CAMILLA, GA | WESTWOODSCHOOLS.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. Headmaster discretion will address any situations not covered specifically in 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. Exception to this policy must be approved by the Headmaster.

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7. Transfer students may not be allowed to participate in an activity which has already begun their competition season. Any exceptions to this rule must be approved by the Headmaster.

## **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 will be conducted, if needed. Once all records are received, the admissions committee will review all of the 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 may 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 may 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

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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 any and all prohibited substances 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 prohibited substances. 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

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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.

## **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 evident, 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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## Accreditation and Memberships

Westwood is accredited by the Georgia Accreditation Commission. Memberships is also held in CEEB and GISA.

## 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. Averages are not rounded up.

### 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.

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- Must attend Westwood Schools a minimum of 3 full academic years of high school.
  - All classes through the Class of 2024 must take a minimum of 1 Advanced Placement course.
  - Beginning with the Class of 2025, Valedictorian or Salutatorian eligibility requires the student to be enrolled in and complete the Honors Math and Honors English programs.

## National Honor Society

### Eligibility

Students who are in the 2<sup>nd</sup> semester of the 10<sup>th</sup> grade or above with an academic average of 90 or higher may receive an invitation to apply to be a member of the National Honor Society. In order to apply, students must have been enrolled at Westwood for the entire previous semester and cannot be a senior in their final semester. Students who apply for membership will be reviewed based on their contributions to their community and school as well as their character and leadership skills. Students will only receive one invitation to apply for membership.

### Ongoing Membership

To remain active in the National Honor Society, students must continue to maintain a 90 or higher average and meet the service and character requirements of the club as outlined in Westwood's NHS chapter by-laws. Students are expected to maintain the four pillars of the NHS – scholarship, leadership, service, and character. NHS meetings are held at the school on a regular basis, and the meeting agenda is determined by each chapter's leadership. Procedures and rules are followed as per by-laws. When needed, a NHS committee is formed utilizing NHS members and administration when rules are to be amended. All members are to follow current NHS chapter by-laws which are voted on by NHS chapter members.

Each student member of the National Honor Society completes a minimum of 3 community service hours and 2 hours of in service to the school per semester. Members can be found throughout their communities, churches, and school helping others.

## Failed Classes and Eligibility

- All students must have passing grades in all academic subjects at each grading period.
- If a student has failing grades in one or more academic subjects on the first, second\*, or third quarter report card, the student is required to attend 10 thirty-minute sessions of tutoring with the teacher of each failing class. It is the student's responsibility to coordinate session dates and times with the teacher of each affected class.

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- When the student has completed the required 10 sessions of tutoring and is passing the class, the student's grades will be evaluated and if after 10 sessions of tutoring the student is not passing, they must continue with tutoring until passing the class.
  - Additionally, students who participate in interscholastic competition including athletics, cheerleading, one act play, and literary will not be eligible to participate in competitions or practices until the student has completed the required 10 sessions of tutoring AND is passing the class. If after 10 sessions of tutoring the student is not passing, they must continue with tutoring until passing the class before they can become eligible to participate in interscholastic competitions and practices.
  - Consequences for failure to complete the required sessions will be at the Headmaster's discretion.

\*One semester courses will be evaluated on a case by case basis.

- Tuition, fines, fees, and lunch balances must not be more than 60 days behind in order for a student to participate in any athletic or extracurricular activity (including summer camps and practices).
- 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, lunch balances, fees or other money due to Westwood.

## Student Contract

All students in grades 6 – 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.

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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
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.

## **Failed Classes and 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.



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In addition to the GISA requirements, Westwood Schools requires that 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, one act play, and literary.

- All students must have passing grades in all academic subjects at each grading period.
- If a student has failing grades in one or more academic subjects on the first, second\*, or third quarter report card, the student is required to attend 10 thirty-minute sessions of tutoring with the teacher of each failing class. It is the student's responsibility to coordinate session dates and times with the teacher of each affected class.
- When the student has completed the required 10 sessions of tutoring and is passing the class, the student's grades will be evaluated and if after 10 sessions of tutoring the student is not passing, they must continue with tutoring until passing the class.
- Additionally, students who participate in interscholastic competition including athletics, cheerleading, one act play, and literary will not be eligible to participate in competitions or practices until the student has completed the required 10 sessions of tutoring AND is passing the class. If after 10 sessions of tutoring the student is not passing, they must continue with tutoring until passing the class before they can become eligible to participate in interscholastic competitions and practices.
- Consequences for failure to complete the required sessions will be at the Headmaster's discretion.

\*One semester courses will be evaluated on a case by case basis.

## **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

All students must take the SAT or ACT and be accepted to a college as a requirement for graduation.

All current 9<sup>th</sup> – 12<sup>th</sup> students must take an English, math and science course each year with Westwood teachers as a requirement for graduation.

## 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/Dual Enrollment College Courses

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

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DE classes taught by Westwood Faculty. DE classes taught by non Westwood instructors or through virtual school will received 3 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 recommended based on the following criteria:

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

After the first four weeks, the math department will evaluate the potential success of each student and make a recommendation to the parent. At the end of the eight weeks, if a student's average is below an 85, not including the three additional points added to honors classes, it will be in the best interest of the student to be moved to the Pre-Algebra class to ensure a successful math experience.

\*\*Parents have the right to request the honors program for their student.

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

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Parents have the right to request their student be moved from the Honors Math Program to the CP Math Program. With the exception of the 8<sup>th</sup> grade, this move will only be allowed at the end of a semester. For seniors, this move will only be allowed at the beginning of senior year or end of 1<sup>st</sup> semester. PLEASE NOTE: Valedictorian or Salutatorian eligibility requires the student to be enrolled in and complete the Honors Math and Honors English programs.

## English / Literature

	Honors Program	CP Program
9th	English I/Lit/Comp	English I/Lit/Comp
10th	English II/World Lit/Comp (alternates each year)	English II/World Lit/Comp
11th	English III/Amer. Lit/Comp (alternates each year)	English III/Amer. Lit/Comp
12th	Advance Placement English/Lit/Comp	English IV/Lit/Comp

Parents have the right to request their student be moved from the Honors English Program to the CP English Program. This move will only be allowed at the end of a semester. PLEASE NOTE: Valedictorian or Salutatorian eligibility requires the student to be enrolled in and complete the Honors Math and Honors English programs.

## Science

9th	Physical Science
10th	Biology
11th	Chemistry
12th	Anatomy/Physiology
12th	Physics

## Social Science

9th	Geography
10th	World History
11th	U.S. History/DE US History
11th	Current Issues/Economics
12th	Government/DE Government
12th	Psychology/DE Psychology
12th	Speech/Leadership
12th	Financial Literacy

NOTE: Advance Placement options are available online.

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## Foreign Language

- 10th Spanish I
- 11th 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 for athletes as determined by coach)
- 11th Physical Education/Conditioning (optional elective – required for athletes as determined by coach)
- 12th Physical Education/Conditioning (optional elective – required for athletes as determined by coach)

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

## Dual Enrollment Participation Agreement

Westwood will offer 11<sup>th</sup> and 12<sup>th</sup> graders opportunities to participate in the DE program. These juniors and seniors may 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 transcripts only if they are replacing a required Westwood class in social studies/history. **Courses taken during the summer that don't substitute for any courses at Westwood will NOT appear on the students' transcripts.**

To graduate with a Westwood diploma, all students must take an English, Math, and Science course for all grades 9<sup>th</sup>-12<sup>th</sup> with Westwood teachers on campus. Any DE courses from these subject areas that are taken through Westwood will be applied to the student's transcript and the student will be given college credit by the college of their choice. **However, DE classes will NOT be a substitution for our classes at Westwood.**

Students interested in taking a Dual Enrollment class can do so during a specified period based on the school schedule. If for any reason the student drops out of the DE class, the student and

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parent must understand that the alternate class is already built into the schedule and will be the only other option for him/her.

To be able to take DE courses, the student must take the SAT, ACT or Accuplacer and meet the minimum score required by each college.

Each student must provide his/her 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 Westwood's school rules. Students are encouraged to use this time-period for the selected DE course. The student may not leave the assigned area without permission.

Students and parents must understand that DE courses are college courses, and they will affect not only their high school GPA, but also their future college GPA. This means that the student can lose the HOPE Scholarship before they even leave Westwood. MAKE GOOD GRADES!!!!

Points will be given to each student's grade at the completion of each course based upon the following rules: 5 points will be added for each DE course taught by Westwood faculty, and 3 points will be added for all other DE courses. All AP courses are given 5 points.

**Academic Honesty (Please read carefully)**

**All forms of academic dishonesty including, but not limited to cheating on tests, plagiarism, collusion, and falsification of information will call for disciplinary action.**

**Students/Parents are responsible for the following:**

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Verify that the student has met the minimum SAT/ACT score required by the college to Take DE courses.

Choose the DE classes and the college.

Check to see if the desired course(s) is (are) offered and if it is approved for the college on the GAFutures website. Westwood is not responsible for making sure the course chosen will be accepted to the college the student desires to attend following graduation. (This can be checked on your future college's website through a Transfer Equivalency search.)

Complete the college registration forms (*apply to the college as a DE student-required only for initial course; Must set up GA Futures account; add college information to GA Futures account for the course to be paid for by the state*) at the beginning of the DE process.

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Complete the Georgia Department of Education DE Participation Agreement.

Complete Westwood's DE Participation Agreement.

Send immunization information to the colleges.

Send proof of lawful presence to the college (Driver's License info.)

Send the SAT/ACT information to the colleges.

**BOTH student and parent/guardian MUST attend Westwood's MANDATORY informational/registration meeting at the school.**

All necessary documentation is to be signed and submitted by the due date.

Check grades and assignments. These classes are SOLELY the responsibility of students and their parents. **Westwood staff cannot check student's grades or assignments.**

**Westwood is responsible for the following:**

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Send transcripts to the colleges.

Submit the final grade from the college onto the student's Westwood transcript.

Provide one MANDATORY informational session/registration session per semester to answer questions about DE.

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## Elementary Mandatory Retention Policy

Certain criteria must be mastered in order for a student to be promoted to the next grade level. Evidence of content mastery is shown through graded schoolwork, report cards, and teacher communication. Students may be retained by the Headmaster at the recommendation of the teacher and after a consultation with the parents.

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## Middle School Retention Policy

To be considered for promotion to the next grade level (6-8), a student must pass at least four of his/her academic courses. Three of these must be Math, Literature 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 ERB Comprehensive Testing Program will be urged to attend the summer remediation program through Westwood's Learning Lab. There is a fee associated with this program. 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 for the school year at Westwood, they may be required to 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. The parent is responsible for locating a summer school program and registering their student. Failure to complete required summer school courses could result in retention and could affect the student's continued acceptance and/or graduation.

\*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.

## 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. K3 through 1st grades are dismissed at 2:30 pm while those students in 2nd through 5th 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 K3 through 1st grade, children will be sent to day care if not picked up by 2:40 pm. Those students in grades 2 through 5 will be sent to daycare at 3:15 pm. There will be a charge if your child is sent to daycare.

## Early Dismissal

Parents must notify the school office if their student has to leave school early for any reason.

## 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
1st Period	8:13 - 9:03	Activity Period	8:13 - 8:33
MS Break	9:03 - 9:16	1st Period	8:36 - 9:23
2nd Period (HS)	9:06 - 9:56	MS Break	9:23 - 9:36
2nd Period (MS)	9:19 - 10:09	2nd Period (HS)	9:26 - 10:13
HS Break	9:56 - 10:09	2nd Period (MS)	9:39 - 10:26
3rd Period	10:12 - 11:02	HS Break	10:13 - 10:26
4th Period	11:05 - 11:55	3rd Period	10:29 - 11:16
MS Lunch	11:58 - 12:28	4th Period	11:19 - 12:06
5th Period (MS)	11:28 - 12:48	MS Lunch	12:06 - 12:36
5th Period (MS)	12:28 - 1:18	5th Period (HS)	12:09 - 12:56
HS Lunch	12:48 - 1:18	5th Period (MS)	12:39 - 1:26
6th Period	1:21 - 2:11	HS Lunch	12:56 - 1:26
7th Period	2:14 - 3:04	6th Period	1:29 - 2:16
		7th Period	2:19 - 3:04

## 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.

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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.

## Parent Service Opportunities and Requirements

A key aspect to a child's success is parent involvement. Therefore, parent participation is a desired and essential component of Westwood School. Our school family benefits from and depends on support from all members of our school community.

As such, each Westwood family is asked to willingly contribute and/or volunteer at Westwood School throughout the year. Parents may choose to share their talents in various ways. Elective service opportunities include, but, are not limited to, fundraising projects, grade mother, garden mother, grounds maintenance, party mom/dad, Let's Read, library reader, junior pro coaching, chaperoning activities, events, or trips, homecoming activities, homecoming parade, parent teacher organization (P.T.O.), teacher appreciation, or donations.

Though, in order to maintain and improve the quality of our school and facilities, **all families are required to support and participate in particular Westwood Booster Club and/or P.T.O. school-related service events**, as described in the school handbook and/or contract for enrollment.\* **Westwood Booster Club or P.T.O. school-related service events** are categorized differently than elective service opportunities as described above. Westwood required service events include, but, is not limited to, varsity football concessions, varsity basketball concessions, particular junior varsity basketball concessions, varsity and junior varsity track meet concessions, grandparents' auction and/or dinner, banquet(s), Westwood hosted G.I.S.A. events, and/or school maintenance workdays. Providing **support for and booth work at the annual Westwood Fall Festival is an additional required service event**. NOTE: Serving as a grade mother, P.T.O. president, P.T.O. officer, or P.T.O. committee member fulfills the mandatory service hours requirement.

Additionally, certain middle and high school grades are assigned specific athletic event concessions for individual class fundraising, which is primarily for Jr./Sr. prom expenses. Westwood Booster Club or P.T.O. school-related service events, elective service opportunities, as described above, and class fundraising are separate school service opportunities. Individual class fundraising is desired and expected. The class concession fundraising assignments are as follows:

- Seventh Grade: junior varsity & junior pro football concessions;
- Eighth Grade: junior varsity & junior pro basketball concessions (unless they are immediately followed by varsity basketball games) AND junior varsity & varsity track concessions;
- Ninth Grade: junior varsity & varsity baseball concessions; and
- Tenth Grade: junior varsity & varsity softball concessions.

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Service elections must be made by the student's parent/guardian prior to the start of the school year by contacting the school office. Parents may sign-up for specific dates or events on a first come, first served basis or school administration will assign each family work events and dates. Additional or "make-up" service opportunities *may be made available* throughout the school year, but such is not a guarantee.

**\*A family that fails to appear for their assigned, mandatory service requirement, without prior waiver, excusal, or arrangement, will be charged a \$225.00 failure to appear fine, per event.** This fine is billed immediately following the event. Any fine incurred after registration must be paid by the end of the academic school year. If a family is delinquent in its payments to the school, per its contract with the school, the student(s) affected *may not* be allowed to participate or continue to participate in extra-curricular activities, pre-register for the subsequent school term, or receive report cards, transcripts, or diplomas 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 does realize that emergencies or unforeseen, unavoidable circumstances may arise that affects a parent/guardian's ability to complete required, assigned mandatory service hours; if such a situation arises, the parent/guardian must contact the Westwood School administration as soon as possible to address any issue(s). Do not wait until fine billing to request an alternative resolution. Failure to timely address any issue(s), will result in the charge of the fine. Remember it is the parent/guardian's responsibility to notify the school of any impediment to completion of your mandatory service hours. Again, additional or "make-up" service opportunities *may be made available* throughout the school year, but such is not a guarantee.

## Lunch

- During lunch, students 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. No food or drink is to be taken outside the cafeteria.
- 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.

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## Lunch Costs

### K3 – 5<sup>th</sup> Grade

Lunch is \$4.00 per child and includes a drink. Ice cream is \$1.50.

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

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

Lunch is \$4.50 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.

## 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 the school psychologist or to a school administrator. Teachers are mandated to report all suspected incidents in the same manner.

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# 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 based education.

## Passwords

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 actions may include:

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
- 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)

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- 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. First offense will result in suspension from NHS, in addition to the following consequences:

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## **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 Headmaster will determine if the student will remain at school. It is up to the Headmaster to determine punishment for the fourth cheating offense or any subsequent cheating offenses.

## **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 middle school and high school 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 PowerSchool. 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.

## **Absences for PK – 5<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

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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 6<sup>th</sup> – 12<sup>th</sup> Grades**

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

Excused absences include:

- Illness or injury
- Serious illness in immediate family
- Death in family
- Doctor/dental appointment
- Recognized religious holidays
- As approved by Administration
- Pre-approved advance absences. Middle & high school students who know they will be absent in advance must have an Advance Absent Form completed, signed, and submitted to the office prior to the absence.
- School sponsored activity (will not count as an absence for school attendance)

## **Tardies for PK – 5<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.

## **Tardies for 6<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 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



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## 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 lower elementary building and enter through the front door to their child's room.

### K4 – 5<sup>th</sup>

Children K4 through 5<sup>th</sup> grade who arrive between 7:15 and 7:55 are to go to the lunchroom for supervision. KOP's are out front at 7:30 to assist with getting younger children to the lunchroom or their classroom. K4 through 1<sup>st</sup> grade dismiss at 2:30. Children will be brought to the north corner (right gate) of the building. Please stay in the right lane, and your child will be brought to your car. Students in grades 2<sup>nd</sup> through 5<sup>th</sup> and younger children staying for "late class" will be brought to the front of the building at 3:04.

Parents who choose to park and walk up to pick up your children must park in the parking lot. Please do not park in the driveways.

Parents of 2<sup>nd</sup> - 5<sup>th</sup> grade students should stay in the left lane. K3 - 1<sup>st</sup> grade parents should stay in the right lane.

If you have children in both upper and lower elementary grades, you may use the inside lanes.

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, practices, etc. if they are not present for half of the school day (4 classes), unless Administration approval was given prior.

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## Make-up Work

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

Students who miss a **full day** for a school sponsored activity will be considered present for the school day and must make up any missed work or tests within 3 consecutive school days.

Students with an unexcused absence must complete all missed assignments, tests and quizzes on the day the student returns to school.

## Discipline for PK – 5<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 Schools does reserve the right to use corporal punishment as a disciplinary measure to correct inappropriate behavior of students. Should corporal punishment be used, parents/guardians will be notified in a timely manner.

## Discipline Procedures for 6<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, including corporal punishment. Each teacher maintains an assertive discipline plan that includes rules and consequences. The Headmaster handles all severe disruptions. Discipline records for minor offenses are cumulative per semester.

After a child receives 3 major discipline referrals, that student may 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.

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## 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 (1 day)
- 4th Offense- Early Morning Detention (3 days)
- 5th Offense- In School Suspension

The following disciplinary actions may be used at the Headmaster's discretion.

- Restricted Lunch
- After School Detention

### 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.

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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 may include paddling, in school suspension, out of school suspension, and the student receiving a zero for classes missed during the suspension. Referral for these offenses may 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.

### **Stealing**

A student who is reported for stealing must report to Administration with the possibility of in-school suspension, home suspension, or expulsion.

### **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

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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 as well as being subject to the discipline procedures listed under Major Discipline Offenses. The forcible entry to a 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/class. "Skip days" are not permitted. The school will determine whether or not an individual or group is skipping school/class. Students who are determined to have skipped school/class will be subject to the discipline procedures listed under Major Discipline Offenses. Cases will be reviewed 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

### Abusive Behavior

Abusive behavior, of any kind, against or by any student, employee, volunteer, guest, or other person will NOT be tolerated at Westwood School.

- Abuse includes, but is not limited to, harassment, physical abuse, neglect, abandonment, isolation, abduction, infliction of mental suffering, verbal abuse, child abuse, psychological abuse, invasions of privacy, and/or sexual abuse.
- Sexual abuse includes, but is not limited to, actual or attempted, sexual assault, exploitation, molestation, or injury to either an adult or child.
- Sexual harassment includes, but is not limited to, invasions of privacy, repeated and unwelcome comments or gestures of a sexual nature, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures, repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature.

Per Georgia law, all Westwood staff members are mandated to report any suspected child abuse that they become aware of during the course of their professional duties.

Westwood School has “zero tolerance” for abusive behavior or sexual harassment. Violators of this policy will be subject to discipline, up to and including termination or expulsion, at the discretion of the headmaster, and/or reporting to law enforcement.

Westwood prohibits any retaliation against anyone, including an employee, volunteer, board member, student, or individual, who in good faith reports alleged abuse, sexual abuse, and/or sexual harassment, or participates in any investigation of alleged abuse, sexual abuse, and/or sexual harassment. Intentionally false or malicious accusations of abuse, sexual abuse, and/or sexual harassment is prohibited.

Anyone who improperly retaliates against someone who has made a good faith allegation of abuse, sexual abuse, and/or sexual harassment, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination or expulsion, at the discretion of the headmaster.

### 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.

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## 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 6<sup>th</sup> – 12<sup>th</sup> Grades

There will be four types of detention for students.

### After School Detention

Held Monday – Thursday, 3:10-3:45. Students report to the high school office. Student may not have electronic devices during this time.

### 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.

### Restricted Lunch Detention

Held Monday – Friday during student's lunch. Students report to designated area for silent lunch. Student may not have electronic devices during this time.

## 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 two college visitation days for Seniors and one college visitation day for Juniors under the following conditions:

1. Students must obtain a College Day Form from the counselor to be signed by a parent and each of the student's teachers. This form must be turned in to the counselor prior to the visit.
2. 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.
3. No visits are allowed immediately before or after a school holiday without prior approval.
4. 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.

## 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. The student may use their device before school, during break, during lunch, and after school. If the device is out without teacher permission it will be confiscated and given back to the student at the end of the school day. If there is a 2<sup>nd</sup> offense, the device will be confiscated and kept for one week or the student may pay a fine of \$20 to have it returned. If there is a 3<sup>rd</sup> offense, the device will be confiscated and kept for two 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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## 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.

## 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. If a student has an appointment that would require him/her to leave school, the parent must provide written or verbal consent to the office in advance.

Exception to this rule: Annual Staff members and Seniors exercising senior privileges.

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## 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 – 5<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.
- No ripped or frayed clothing.
- Hair may only be a natural color. Unnatural colors include, but are not limited to maroon, pink, green, blue, and purple.
- Cutting of symbols or designs in hair is not allowed.

### 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 – 5th

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

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## Dress Code for 6<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.

Hair may only be a natural color. Unnatural colors include, but are not limited to maroon, pink, green, blue, and purple. Cutting of symbols or designs in hair is not allowed.

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 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)

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- 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

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## **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 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 must be followed:

- Invite the entire class
- Invite all the girls

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- Invite all the boys

If only part of the class is invited, the invitations must be mailed or handed out off campus.

For class parties please observe the following rules:

- No siblings
- No red punch

## 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.

### K3 – 5<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.

### 6<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.

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## After School/Daycare

### K3 – 5<sup>th</sup> Grades

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.

### 6<sup>th</sup> – 12<sup>th</sup> Grades

Students in grades 6 and up that are not participating in a supervised school activity must be picked up/leave campus by 3:40 (Mon-Thur) & 3:20 (Fri). Faculty and staff are excused at these times and there will be no supervision available. 6<sup>th</sup> – 12<sup>th</sup> grade students are not allowed in the elementary buildings.

## 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.



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## 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, or gymnastics 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.

### 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 Camilla.

### Gymnastics

Gymnastics class is offered one day a week during your child's PE time under the leadership of Cairo Gymnastics and Dance. There is an additional fee for gymnastics.

## Elementary Special Activities

### Homecoming

Homecoming week takes place every fall during September or October.

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- 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 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!

## 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.

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## Fundraisers

### Fall Fundraiser

The Fall Fundraiser will be a project-based fundraiser. Proceeds from the fundraiser will go towards the named projects and/or general fund. Families with one child who contribute \$100 to the Fall Fundraiser will get a day out of school on a designated date. For families with two or more children at Westwood who contribute \$200, each child will get a day out of school on the designated day.

### 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.

### The 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.

### SCRIP Program

In addition to tuition, each family can choose to participate in the 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. Details on how to use this program are on the homepage of the school website. Westwood also keeps Walmart cards in the office for purchase. If a family chooses not to participate, the \$250.00 can be added to their tuition. This must be decided upon at registration.

### Publix

If you shop at Publix, please go to <https://www.publix.com/myaccount/register> and sign up to support Westwood Schools. When making a purchase, you will enter your phone number and a portion of your purchase will be donated to Westwood.

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## Office Depot

When purchasing from Office Depot or officedepot.com, enter member number 1117574424 when prompted and a percentage of your purchase is sent to Westwood to be used to purchase items at Office Depot.

## 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 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. In April each year, the school office will electronically send 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 3pm, fifteen (15) days after notice has been sent. Within five (5) days a ballot containing the highest nominees will be electronically sent to all families registered for the next term of school. The families will vote for one (1). Deadline for receipt of ballots will be 3pm, fifteen (15) days after ballots are sent. 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.

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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 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. Member's term will not continue after the graduation of their youngest child, but could be eligible to be reelected based on the above guidelines in future elections.

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.

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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 two-thirds of members present having to approve the second term if no other name is submitted and a majority of the members present to approve if, in fact an additional name is submitted by the nominating committee.

**Section 3.** The annual meeting of the Board of Trustees shall be held during the month of May 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 or later 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 emailing 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 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 May, and shall hold office until the next annual meeting of the Board of Trustees or

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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.

**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.

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## **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.

## **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.



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## 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 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 a 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

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- 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.**
  - Exercise my authority as a board member only when acting in a meeting with the full board or when appointed by the board.
  - Contribute financially to fundraisers that are required and specified by the chairman for full board participation
  - Work with and respect the opinions of my peers who serve this board, and leave my personal prejudices out of all board discussions.
  - Represent 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 and understand failure to adhere to the code of conduct may result in board action.

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**Signature**

**Date**

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