



**FAMILY & STUDENT  
HANDBOOK  
2011-2012**

<b>IMPORTANT DATES FOR 2011-2012</b>		
<b>AUGUST</b>		
9	Open House	
10	Convocation	Half Day
22	M/U Parents Night	
30	LS Parent Night	
<b>SEPTEMBER</b>		
5	Labor Day/School Holiday	
9	End of 1 <sup>st</sup> Mid-Quarter	
<b>OCTOBER</b>		
10	Columbus Day/School Holiday	
12	PSAT/US Service Day	
14	End of 1 <sup>st</sup> Quarter	
26	L/M/U Conference Day/Student Holiday	
27	Fall Festival	
31	Teacher In-Service/Student Holiday	
<b>NOVEMBER</b>		
10	Middle School Veterans Day Program	
11	End of 2 <sup>nd</sup> Mid-Quarter	
21-25	Thanksgiving Holidays	
<b>DECEMBER</b>		
6	Holiday Concert/Blood Drive	
14-16	M/U Semester Exams	
16	End of 1 <sup>st</sup> Semester	
19-Jan. 2	Winter Break	
<b>JANUARY</b>		
3	School Resumes	
16	Martin Luther King, Jr. Day/School Holiday	
21	Reverse Car Auction	
27	End of 3 <sup>rd</sup> Mid Quarter	
31	Teacher In-Service Day/Student Holiday	
<b>FEBRUARY</b>		
15	M/U Conference Day	
20	Presidents Day/School Holiday	
21	School Holiday	
<b>MARCH</b>		
5	School Holiday	
13	Spring Concert	
16	End of 3 <sup>rd</sup> Quarter	
<b>APRIL</b>		
2-6	Spring Break	
16-20	L/S Testing	
20	End of 4 <sup>th</sup> Mid-Quarter/LS Noon Dismissal	
27	Grandparents Day/Noon Dismissal	
<b>MAY</b>		
2	8 <sup>th</sup> Grade Play	
4	LS Field Day	
5	VPA Spring Auction	
11	5 <sup>th</sup> Grade Follies/PK & K Field Day/LS Noon Dismissal	
16	L/S Conference Day/No Lower School	
23-25	M/U Semester Exams	
26	Graduation	
28	Memorial Day/School Holiday	
31	Post Planning	
<b>JUNE</b>		
1	Post Planning	

Please check our website [www.valwood.org](http://www.valwood.org) for up-to-date calendar events.

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## GENERAL INFORMATION

**ADDRESS:** Valwood School  
4380 Old Highway 41 North  
Hahira, GA 31632

**PHONE:** 229-242-8491  
**FAX:** 229-245-7894  
**WEB:** [www.valwood.org](http://www.valwood.org)

**ACCREDITATIONS:** Southern Association of College and Schools (SACS)  
Southern Association of Independent Schools (SAIS)

**MEMBERSHIPS:** Georgia Independent School Association (GISA)  
National Association of Independent Schools (NAIS)  
Southern Association of Independent Schools (SAIS)  
Southern Association of Colleges and Schools (SACS)  
National Association for College Admission Counseling (NACAC)  
Southern Association for College Admission Counseling (SACAC)  
The College Board

## ADMINISTRATIVE & SUPPORT STAFF DIRECTORY

Headmaster.....	Darren Pascavage.....	7130
Administrative Assistant/Receptionist/Registrar.....	Becky Wetherington.....	7138
Upper School Co-Dean.....	Marcia Felts.....	7505
Upper School Co-Dean.....	Peter Allen.....	7507
U/S Administrative Assistant.....	Katie Houseman.....	7532
Middle School Co-Dean.....	Vallye Blanton.....	7405
Middle School Co-Dean.....	Chad Gallahan.....	7401
M/S Administrative Assistant.....	Jean Plondke.....	7432
Lower School Dean.....	Rhonda Hamman.....	7333
L/S Administrative Assistant.....	Susan Elliott.....	7332
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Director of Admissions.....	Ginger Holley.....	7103
Director of Marketing and Public Relations.....	Dale Crane.....	7106
Director of Development & Alumni Relations.....	Laura Elliott.....	7132
Director of Athletics.....	Brett Martin.....	7731
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## WHOM DO I CALL ABOUT...?

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## VALWOOD MISSION STATEMENT

Valwood is an independent, college preparatory school whose mission is to instill in its students an enthusiasm for academic excellence, the foundations of strong character, and a commitment to serve others.

Valwood’s academic program offers students a challenging curriculum based on high expectations and a close interaction between teacher and student. Valwood seeks to develop in its students intellectual curiosity and the ability to read with understanding, think critically, speak fluently, and write effectively.

Valwood strives to build strong character in its students by requiring them to follow a code of honor based on fundamental values of integrity, honesty, and responsibility. The school also encourages participation in programs outside the classroom designed to build strong character by teaching teamwork and developing confidence, independence, and leadership.

Valwood works to instill in its students an abiding commitment to service by fostering in them respect for others, compassion for those in need, an understanding of civic duty, and a responsibility to serve the communities in which they live.

***Valwood School Motto: Academics, Character, Service***

## VALWOOD HISTORICAL SKETCH

Valwood School was chartered in 1968 and began classes in September of 1969 in the old Central Elementary School building (since torn down for urban development) on Central Avenue. Classes were offered to students in grades 1-10. In 1970, a kindergarten section and an eleventh grade section were added. In June 1972, Valwood School conducted its first full graduation exercise, and in the fall of 1972 moved to Gornto Road. The gymnasium/cafeteria complex completed plant construction in 1973. Preschool was added to the program in 1982, and Extended Day began in 1983. Goddard Field was named and lighted in 1989. The school's mortgage was retired in 1991. A lot was purchased on Baytree Road in 1994. Another property facing Gornto Road was purchased in 1997. That purchase allowed the school to move forward with plans to become a "double section" school. In the fall of 1997, Valwood added second sections in fourth, fifth, sixth, and eighth grades.

### The Current Campus

In the fall of 2000, the school received a gift of 45 acres of pristine pecan grove from the Howard Dasher Company for the expressed purpose of relocating the school to that site. Located on Old US Highway 41-North, two miles north of US 41, the state-of-the-art campus welcomed students on August 26, 2002.

### Governance

Valwood is a non-profit corporation chartered in Georgia and governed by The Board of Trustees. It is dual accredited by the Southern Association of Independent Schools and the Southern Association of Colleges and Schools (SAIS/SACS) and is a member of GISA (Georgia Independent School Association, Interscholastic), NAIS (National Association of Independent Schools), NACAC (National Association for College Admission Counseling), SACAC (Southern Association for College Admission), SAIS (Southern Association of Independent Schools), Southern Association of Colleges and Schools (SACS), and The College Board.

### The School Crest & School Colors

The Valwood Crest was designed by Mrs. Frank Bird, Jr. (Helen). Each quadrant of the Crest is composed of a symbol that represents a quality of the Valwood spirit. Beginning in the upper left quadrant and continuing clockwise is the Valiant, the school mascot, represented by a knight's helmet and shield. The torch, symbol of early Olympic athletic contests, superimposed on the 'V,' represents the Valwood athletic teams. The dove, considered by the Israelites to be a sacred bird and a symbol of the Holy Spirit to the Early Christians, also represents the qualities of gentleness, love, and peace. The majestic bald eagle, an ancient symbol of courage and prowess and our national emblem, represents patriotism. At the apex of the Crest and taking priority over all, is the lamp of learning, a symbol of knowledge and wisdom.

**Valwood School Colors – Navy Blue and Orange**  
**Valwood Mascot – The Valiant**



## FACILITIES

The school campus consists of seven major buildings surrounding *Dasher Quadrangle*. Dasher Quad, named in memory of Howard Dasher, Sr., is a four-acre green space in the center of campus. The quad is the school's central outdoor congregating space. Of the seven campus buildings, four have been named for major benefactors.

### Crane Hall

*Crane Hall*, located on the west end of the quad, is named in honor of the leadership provided the school and the community by Mr. W. Ed Crane and Mrs. Mary Crane and the Crane Family. The signature space in Crane Hall is the *Corker Giles Library*, a state-of-the-art library and media center. The library, which serves the Middle and Upper Schools, includes a periodicals room and a media room. Crane Hall also houses the school's administrative offices, a large conference room, and a small conference room. The distinctive architectural feature of Crane Hall is the cupola that overlooks the entire campus.

### Foy Anderson Hall (Lower School)

The Lower School is housed in *Foy Anderson Hall*, located on the northwest corner of the quad. Foy Anderson Hall is named to honor the memory of Mrs. Leila Foy "Tootsie" Anderson and in appreciation of the generous contributions of her mother, Mrs. Courtney B. Foy and son, Mr. Robert B. Anderson, III. Foy Anderson Hall houses 14 classrooms for students in grades Pre-Kindergarten through Fifth Grade and the Lower School office suite. One of the special features of Foy Anderson Hall is the *Turner Library*, an age-appropriate space for Valwood's Lower School students. Lower School students also enjoy the *Victoria LeeAnne Newsome Playground*, a wonderful space that includes separate play areas for different age levels.

## Eager Sports Center

At the east end of the quadrangle is the **Eager Sports Center**, named to honor the leadership provided the school and community by Mr. William G. Eager, III, Mrs. Carolyn Eager, and three generations of the Eager family. The Eager Sports Center houses the school's main gymnasium, the **Justin Hobby Weight Room**, four student locker rooms, a training room, coaches' offices, and athletic storage space.

In addition to Eager Sports Center, athletic facilities include Valwood Stadium and **Goddard Field**, a soccer field, a baseball field, the **Hathcock Tennis Center**, **Scruggs Track and Field**, and **Hollis Field**, the softball field.

## Godwin Holmes Arts Center

In the fall of 2007, the **Godwin Holmes Arts Center** was dedicated giving a permanent home to Valwood's Fine Arts programs. The Center boasts spacious classrooms for drama, instrumental music, choral music, and separate rooms for Lower School visual art and Upper and Middle School visual art. The facility also has two sound-proof practice rooms for music students, a large makeup area for theatre students and a kiln to allow for instruction in ceramics and pottery. In addition, there is a full darkroom, and an entryway art gallery to display student work. But the main attraction is the performance space, **Rodgers Performance Hall**. With enough space for 300 people to sit comfortably around tables, it is used for everything from theatrical and musical performances to banquets and receptions. The hall boasts a high tech sound system and a stage which folds out for performances, and away for receptions, and can be configured for any type of performance.

All of this space has become home to the current arts teachers from all three divisions. Bringing the teachers and the students into such close proximity also gives many more options for projects that involve multiple arts as well as multiple grades. Music, art and drama can collaborate easily now, with all of the new tools and space.

## Middle School

The Middle School is located on the southwest corner of the quadrangle. The Middle School building houses students in grades six through eight. Architectural highlights of the Middle School include five lecture rooms, a computer lab, two science labs, a small seminar room, and an office suite with a small conference room.

## Upper School

The Upper School is located at the northeast corner of the quad. This facility includes seven lecture rooms, a technology classroom, an open computer room for faculty and student use, two state-of-the-art science labs (one for the biological sciences, one for chemistry & physics), and an office suite.

## Dining Hall

The Dining Hall and Student Center includes a dining hall with a patio for outside dining, a full-service kitchen, and a school bookstore.

## ADMISSIONS INFORMATION

Valwood School seeks students of academic promise, strong character, and good citizenship who will take advantage of and contribute to the school's academic and extracurricular programs. Valwood admits students who are motivated to participate in outstanding educational and leadership opportunities and who can handle the demands of a college preparatory curriculum. The admission committee determines a candidate's qualifications for admittance and for his/her potential success. Acceptance is based, in part, on academic credentials, personal recommendations, and interviews.

A prospective family may submit an application well before the anticipated date of entry which will place the child's name in the general application pool. An application will be considered for admission the year before the child's enrollment date. At that time, the student must go through Valwood's admission process before being offered admission to the school or being placed in a waiting pool. Students will only be placed in a waiting pool if they have been offered admission and are waiting for space to become available. Finally, a child must turn four years of age by September 1, to be eligible to enter Valwood's Pre-Kindergarten program.

In addition to meeting the regular admission requirements, Valwood will consider the following:

- Whether the applicant is a sibling (a brother or sister of a current Valwood student).
- Whether the applicant is a legacy (a child of a Valwood alumnus).
- Whether the applicant is a child of a Valwood employee.
- When the application is received.

# BUSINESS & ACCOUNTING OPERATIONS

## Re-Enrollment Policy

Re-enrollment begins during spring semester prior to the applicable school year. Students must re-apply each year. New student enrollment positions will be offered the week following the existing student re-enrollment deadline. Each contract is secured by a re-enrollment fee of \$50.00 AND an enrollment deposit of \$500.00. The re-enrollment fee covers administrative costs of the enrollment process. The enrollment deposit secures a student's position at Valwood and is credited to a student's tuition for the applicable year. The enrollment contract must be signed by the parent(s) or guardian at the time the contract is returned. Spaces will not be reserved for students presently enrolled unless the enrollment contract, a \$500.00 enrollment deposit, and the applicable re-enrollment fee are received in the Valwood office by the deadline date set forth by the Admissions office. Late fees will be assessed in increments of \$50.00 for each month that they are not received past the deadline date not to exceed \$200.00.

By signing the enrollment contract, parents or guardians agree to pay one (1) full year's tuition, notwithstanding subsequent absence, withdrawal, or dismissal of the student from Valwood School. It is further understood that parents/guardians may be released from said agreement only by vote of the Finance Committee of the Board of Trustees of Valwood made upon their written request to the Finance Committee.

If parent provides Valwood written notice of withdrawal of student on or before June 1, parent shall be released from the obligation to pay tuition, fees and charges, under the re-enrollment contract with exception of the non-refundable deposit. If parent does not so withdraw student on or before June 1, parent agrees the obligation to pay tuitions, fees and charges, for student under the re-enrollment contract, for the full academic year shall be binding and unconditional and Valwood will not be required to refund or cancel any portion of tuition, fees or charges paid or due under the re-enrollment contract even if student is subsequently absent, withdrawn or dismissed.

**NOTE:** *The school reserves the right to "hold" the contract of any currently enrolled student who is not meeting the school's expectations for academic and/or disciplinary progress at the time of re-enrollment. The enrollment status of such students will be reviewed at the conclusion of the school year.*

## Schedule of Charges (2011-2012)

### Tuition and Fees

Applicable tuition and fee schedules are included with re-enrollment contracts when mailed in the spring. Tuition and fee schedules are also available upon request through the Business Office at 229-242-8491.

### Tuition Payment Plans

Valwood School offers three payment options as follows:

- One payment on or before July 1
- Two payments on or before July 1 and December 1
- Twelve payments on or before the first day of the month beginning in July of the current year through June of the following year.

**NOTE:** New students' tuition will be prorated for students who enroll after September 30.

School policy requires that full financial obligations for the previous semester be met before a student will be permitted to return for the following semester and before records will be released. Grades/transcripts/records will not be issued until all financial obligations to the school have been met.

- No re-enrollment contract for a student will be accepted by the school if tuition for the student account is not current. A student's place in a class for the fall semester will be forfeited if all tuition for the 2010-2011 school year has not been paid prior to July 1, 2011. No student will be allowed to enter school at any time if all accrued tuition has not been paid. This policy may be modified by the Executive Committee if circumstances warrant.
- Tuition may be paid monthly, semi-annually or annually. When paid monthly, tuition payments are due on the first of each month. If not paid by the 10<sup>th</sup> of the month, a finance charge of 1.5% per month of the accumulated balance will be assessed. If enrollment occurs after October 31, 2011, then tuition will be ratably charged during the remaining billing months. Tuition must be paid in full by June 30, 2012.
- A 25% discount is given to the youngest child/children of families who enroll a third child in grades K-12. No discount is given if the child is in Pre-Kindergarten.
- Payments must be current for a student to begin school on the first day of classes and when classes resume at the beginning of second semester.
- Payments must be current before the opening of school for students to participate in any school event.

- Senior accounts must be paid in full to participate in graduation and obtain a diploma.
- New enrollment requires completion of the admission process (see below) and the receipt of the enrollment contract as offered by the school.
- There will be a \$25.00 charge on all returned checks.

### **Financial Assistance**

Financial Assistance is a need based tuition assistance award made available each year to eligible students primarily in grades 6-12. Applications are submitted each year and processed by the School and Student Services for Financial Aid (SSS), a service of the National Association of Independent Schools. A student's grades and department are considered in the award process. Awards do not exceed 75% of the total tuition, and books and fees are not covered by financial assistance. Applications are available to any student currently enrolled or students who are applying for admission.

For more information or an application for financial assistance, please contact Ginger Holley at 242-8491 or [gholley@valwood.org](mailto:gholley@valwood.org).

## **Collection Policy**

### **Attendance**

- Students whose parents or other account obligors are in arrears for the account of any student over 30 days (from due date) shall not be allowed to attend classes beginning the first day of school or the first day of the second semester. A reminder letter will go to the students' parents prior to the enforcement of this policy.
- Students whose parents or other account obligors have been habitually in arrears for the account of any student as determined by the Finance Committee shall not be allowed to attend classes the first day of school, or the first day of the second semester as applicable, unless payment in full for the academic year, or the second semester as applicable, has been received by the school.

### **Contracts**

Re-enrollment contracts shall not be offered to or accepted for any student whose parents or other account obligors are in arrears for the account of any student over 30 days.

### **Transcripts and Records**

Transcripts and student records of any student whose parents or other account obligors are in arrears for the account of any student over 30 days shall not be released.

### **NetClassroom**

Access to NetClassroom for parents and students will be suspended if student accounts are in arrears over 30 days. The Business Office will mail a reminder letter fifteen (15) days prior to the suspension of NetClassroom access.

### **Reports to Finance Committee**

The Business Manager shall provide the Finance Committee monthly summaries of aged receivables over 30 days (from due date).

### **Correspondence to Parents**

The Business Manager shall as soon as reasonably possible after the first of each month send parents or other account obligors who are in arrears for the account of any student over 30 days (from due date) a letter in a form approved by the Finance Committee advising them of these policies and requesting them to bring their accounts current within 15 days of the date of the letter. A payment plan may be negotiated prior to the 15 day period.

### **Collection Procedures**

If the account is not brought current or a payment plan negotiated within 15 days, it will be turned over to Credit Bureau Associates, or other collection agency. The collection agency may then file a report with various credit reporting agencies 30 days from that date that may impact the credit rating of the parent or other account obligor.

## **DOCUMENTATION REQUESTS**

If a parent or guardian wishes to have a teacher/administrator write a recommendation, checklist/evaluation for a student, the parent should submit a written request to the teacher/administrator preferably three weeks before the information is needed. The parent/guardian should supply the school with the name and address of the person to whom the form will be mailed as well as the reason for the reference/evaluation. The school will mail reports directly to the person or agency to which it is written.

Requests for **transcripts, student records, certificate of attendance, verification of enrollment** and/or **academic performance** for insurance or other legal purposes should be submitted to Becky Wetherington, Registrar. Please allow a minimum of three business days for processing of requested paperwork.

## VALWOOD SCHOOL POLICIES

### Attendance

Attendance at school is the first critical component to academic success. We remind parents and students that the school's yearly calendar provides sufficient vacation periods. Family vacations, skiing trips, etc... should be scheduled during planned vacation days.

#### Attendance Rule

- Seven (7) days absence (planned or unplanned) will limit a student's quarter grade to no greater than a 70.
- Twenty (20) days absence (planned or unplanned) will prohibit a student from passing for the year.

Requests for exceptions to the above will be considered by the Attendance Committee, which is made up of the three division deans and the headmaster.

In order for a student to be counted "present," he or she must be in attendance for a minimum of four hours that day.

### Absences

#### Planned Absence

**Parents must send written notice prior to a planned absence.**

The student must have the assignment form signed by teachers and initialed by the respective dean prior to leaving for the event. **The assignment sheet will specify when work is due, and planned absences do not change that expectation.**

Examples of a planned absence:                      Family trip  
   Religious holidays

#### Unplanned Absences

Parent(s) should notify the respective dean as soon as possible of an unplanned absence. Work will be made up in a reasonable amount of time in consultation with the dean.

Examples of an unplanned absence:                      Illness and injury  
   Family emergency

### Late Arrival

Teachers will take attendance during the first five minutes of class. Students who arrive late to school must report to the appropriate school office. Middle and Upper School students who arrive late will be counted tardy and appropriate disciplinary measures will be taken. Middle and Upper School students who arrive after 1<sup>st</sup> period must report to the appropriate school office. Failure to do so could result in disciplinary action, even in the case of an excused absence.

### Early Dismissal

Requests for early dismissal and predetermined planned absences must be cleared by the appropriate division dean. No student may leave campus without first obtaining permission from a member of the administrative staff (who will confirm parental permission).

A student who wishes to leave school early for a medical or dental appointment, or for another worthwhile reason, must do all of the following:

- Before the beginning of the school day, bring an excuse signed by a parent to the appropriate division dean. Information in the note should include general reasons for the early dismissal, the time of the dismissal, and the time of expected return.
- Students/parents must sign-out through the appropriate school assistant.
- Students/parents must sign-in upon return to school (if on the same day). The student will receive a pass back to class.
- The student must make up all work that has been missed.
- If someone other than parent/guardian is picking up student, the school must be notified.
- In the Middle and Upper Schools, the respective school assistant will issue the school permission slip to the student.

## Daily Schedules

### Lower School Schedule

<b>Pre-Kindergarten:</b>	8:00 a.m. – 12:00 p.m.
<b>Pre-Kindergarten Enrichment</b>	8:00 a.m. – 2:30 p.m.
<b>Kindergarten:</b>	8:00 a.m. – 2:40 p.m.
<b>1<sup>st</sup> Grade:</b>	8:00 a.m. – 2:45 p.m.
<b>2<sup>nd</sup> Grade:</b>	8:00 a.m. – 2:50 p.m.
<b>3<sup>rd</sup> Grade:</b>	8:00 a.m. – 2:55 p.m.
<b>4<sup>th</sup> Grade:</b>	8:00 a.m. – 3:00 p.m.
<b>5<sup>th</sup> Grade:</b>	8:00 a.m. – 3:25 p.m.*

\*Dismissal time for fifth grade will vary depending on afternoon athletic schedules.

### Middle School Schedule

**School Day:** 7:55 a.m. – 3:25 p.m.\*

**Tutorial:** All MS students will have a regularly scheduled period - Monday through Friday.

\*Dismissal time will vary depending on afternoon athletic and extracurricular schedules.

### Upper School Schedule

**School Day:** 7:55 a.m. – 3:25 p.m.

**Tutorial:** 3:25 p.m. – 3:40 p.m. Monday through Thursday

**Athletics/Extracurriculars:** 3:45 p.m. – Variable

- All full-time teachers will be in their classrooms during Tutorial time.
- Teachers may require students to stay for tutorial with reasonable notice.
- No varsity athletic and/or academic extracurricular practices will begin prior to the conclusion of tutorial

## Dress Code

### Philosophy

Dress requirements are designed to encourage a strong sense of pride in personal appearance and in the school community and are not intended to be punitive. The stated code is meant to provide a general description of the parameters of school dress. However, discretion lies with the faculty and administration concerning the appropriateness of a particular student's dress. Students will learn compliance with community values more effectively if the school expectations are supported and reinforced at home.

### ALL STUDENTS

- Clothing should be neat and attractive in appearance. Torn and ripped clothing is not acceptable.
- Jeans and/or other pants should not be frayed or cut at the bottom and should not drag the floor. Fatigues, camouflage, or any type of paramilitary clothing are not acceptable.
- Clothing should fit and not be overly tight or baggy. Pants should be worn at the natural waist and pants legs should not drag the floor.
- Shoes must be worn at all times, and hats may not be worn in buildings.

### LOWER SCHOOL

Tennis shoes should be worn every day all day long by all Lower School students.

Students in the Lower School have recess and/or physical education every day and need to dress with this in mind.

### Pre-Kindergarten through Grade 3

- Younger students do not have a defined dress code but should begin to work toward the school dress code. We want all of our students to look nice and to be comfortable at the same time.
- Collared shirts are preferred, yet not required until fourth grade for boys.
- All students must keep shirts tucked in unless the shirt is specifically designed to be worn on the outside.
- Valwood collared shirts need to be worn for all field trips and other special occasions.
- Every Friday is Valwood Spirit Day. Students will wear either a Valwood collared shirt or an official Valwood tee-shirt.

**Grades 4 and 5 adhere to the Middle/Upper School Dress Code policies, as follows.**

**MIDDLE AND UPPER SCHOOLS**

**Boys**

- Acceptable clothing includes collared shirt, pants or jeans in good repair, or walking shorts.
- Shirts must be tucked in and may have a Valwood logo, college/university logo, or manufacturer's logo in the pocket area and/or sleeve.
- Boys may not wear earrings or any other pierced jewelry.
- Visible tattoos are not allowed.
- Boys should be clean shaven and hair should be kept trimmed above the eyebrows and clean. Sideburns may not fall below the earlobe.

**Girls**

- Acceptable clothing includes jewel neck (with no writing across front or back), turtleneck, mock turtleneck, or collared shirts or blouses, sweaters, dresses, skirts, slacks or jeans in good repair.
- Tube tops, halter tops, crop tops, strapless tops, spaghetti straps, or off the shoulder blouses are not acceptable.
- Shirts may have a Valwood logo, college or university logo, or manufacturer's logo in the pocket area and/or sleeve.
- Clothing should cover the midriff at all times and may not reveal undergarments.
- Attire that is too tight, too short or too revealing is inappropriate.
- Length of skirts, shorts, and dresses should be modest as deemed appropriate by the administration, and the presence of leggings does not alter the school's rule concerning appropriate skirt length.
- Girls may wear pierced earrings, but may not wear any other pierced jewelry.
- Visible tattoos are not allowed.

Middle and Upper School students are expected to adhere to the dress code at all times. Students in violation will be sent to their dean for disciplinary action. In some cases, students may be required to call home for appropriate attire.

All 5<sup>th</sup> – 12<sup>th</sup> grade students must wear appropriate attire during athletic and fitness classes.

**SPECIAL DRESS DAYS**

**Mondays**

- Students in grades 6-12 will be required to "dress up" for school every Monday.
- Appropriate attire for Mondays will include collared dress shirt, tie and dress pants for boys (no shorts).
- For girls, Monday dress will consist of skirt and blouse, dress or dress slacks — no denim or khaki — and appropriate dress shoes.
- Dress clothes must be clean, pressed, and in good condition.
- Sweatshirts are not allowed.

**Fridays**

- A Valwood School collared shirt (no tee shirts of any kind) or alternate Monday dress will be required of all students on Friday and certain other special days.
- A variety of collared shirts is also available in the Valwood Bookstore.

**Valwood Spirit Days**

The Headmaster may call a school-wide "spirit day" to celebrate an achievement or build school spirit prior to an athletic competition. On these days, students may wear a Valwood tee-shirt or a Valwood collared shirt.

**Athletic & Co-Curricular Event Days**

Athletic and co-curricular organizations may, with the permission of the Athletic Director or dean, wear team jerseys, uniforms, or other clothing representing their organization on Fridays. Middle School athletes may wear team jerseys, uniforms, or other clothing representing their organization on Thursdays during Football season.

**Emergency Procedures**

**Campus Evacuation**

In the event of a recommended campus evacuation by civil authorities (localized chemical spill, gas leak, etc.), Valwood students and staff will be evacuated from campus in accordance with directions from Lowndes County Sheriff's Office. We request that parents cooperate with any campus evacuation by not attempting to pick-up children at Valwood.

## **Severe Weather Alerts**

Valwood staff listens for the latest weather reports and tracks threatening weather with an Instant Weather Band Radio.

- A **TORNADO / SEVERE THUNDERSTORM WATCH** means that conditions are favorable for the development of a TORNADO or SEVERE THUNDERSTORM.
- If a **TORNADO / SEVERE THUNDERSTORM WARNING** is issued, it means that a TORNADO / SEVERE THUNDERSTORM has actually been sighted or indicated by weather radar. If a TORNADO/SEVERE THUNDERSTORM **WARNING** occurs, we will immediately go to designated safety zones at school, taking the necessary precautions.

For the safety of both you and your child(ren), **if a TORNADO WARNING is issued, please do not pick up your child(ren) until the TORNADO WARNING has been canceled.** Thank you for your cooperation with this matter.

## **Accident Reports**

When an accident occurs on campus, on a field trip, or on any school-sponsored activity (including athletics), it is the responsibility of the supervising instructor to write up a report of the accident which will be filed with the appropriate dean. It will then be forwarded to the Registrar's office.

## **Field Trips, Extracurricular & Sports Travel**

Educational field trips are often planned to enrich classroom instruction. Parents and teachers accompany students, and teachers must arrange for transportation.

- Seat belts must be worn at all times.
- Field trip expenses, including meals and/or lodging, are not included in tuition.
- Inappropriate behavior and/or lack of cooperation by students may result in loss of privilege for the next field trip/trips.
- Valwood pays all team registration fees. Individual students are responsible for travel expenses, including lodging, meals, and any other associated fees.

## **Food and Gum**

Chewing gum is not allowed on campus. Food and water in a screw-top bottle are allowed in classrooms at the discretion of the respective dean.

## **Fundraising**

All fundraisers must be approved first by the Director of Development. Occasionally Valwood sponsors fundraising activities for the benefit of the school or as service projects. Students who wish to participate are encouraged to ask for support from family or friends. Lower school students are prohibited from any door-to-door solicitation.

## **Lockers**

Lockers are provided for each student to store books, lunch, coats, and other personal belongings. The assignment of lockers is the responsibility of deans in the Middle and Upper Schools.

A student's locker is a private place; no other student should go into a locker without the owner's permission. We are grateful that lockers do not need to be locked at Valwood, but we strongly advise against the storage of valuables in lockers. Lockers may be decorated on the inside as long as such decorations are easily removable at the end of the year.

**NOTE:** The school retains the right to conduct a search of a locker upon reasonable belief that a student is in possession of any materials that are in violation of school rules.

## **Lost & Found**

Many coats, umbrellas, calculators, and the like are left at school throughout the school year. Found items without clear identification are given to the appropriate school office. Please check with the appropriate school assistant in the instance of a missing item. After one month, unclaimed lost items will be donated to a charitable organization.

## **Permanent Student Records**

All student records at Valwood are confidential. They are open only to faculty who are directly concerned with the student. Information from student records or transcripts will not be shared without a records release form signed by the parent or student eighteen or over. Accounts must be up-to-date before records are released.

Personal records are accessible to a student's parents or to the student when 18 years of age. For the convenience of all concerned, school officials request that parents make an appointment for viewing or discussing student records.

### **Immunization Records**

An immunization record, Form 3231, must be on file for every student enrolled. It is the responsibility of the parent to obtain this record from the local health department or a private physician. Parents are responsible for keeping this record up-to-date.

### **Social Security Number**

Each student must furnish his/her social security number and a copy of his/her birth certificate for the permanent record.

## **Sexual Harassment Policy**

Every student and staff member has the right to be treated with respect and to come to school each day without fear of sexual harassment or humiliation. Sexual harassment refers to actions of a sexual nature, either physical or verbal, which are unwelcome and inappropriate, which have the effect of demeaning and degrading the person to whom the actions are directed, and which create for that person an atmosphere of anxiety and fear.

Sexual harassment is not about intimacy or even ultimately about sex; rather sexual harassment is about power: using sexual intimidation, whether verbal or physical, to exert power over someone else, and it can have the effect of degrading and/or humiliating its victims.

The recipient of sexual harassment has several options available to her or him:

- The recipient may confront the harasser directly. Often, such direct confrontation is an effective way of managing the matter.
- If the recipient is uncomfortable with confronting a harasser directly, he or she may go to any Valwood faculty member to report the harassment. In such instances the faculty member must report the matter to an appropriate administrator.
- The recipient may go directly to a school administrator.
- The recipient may go directly to the Headmaster at any time.

At the discretion of the Headmaster, students found guilty of sexual harassment would face a disciplinary consequence proportionate to the offense. Such consequences could range from counseling with the offending student to dismissal.

## **Student Insurance / Waiver of Liability *(See also the "Athletics" section)***

All students must show proof of insurance prior to participating in any school sponsored events.

All student-athletes must have a current physical examination on file in the Athletic Director's office prior to the first day of practice. An "Acknowledgment and Waiver of Liability" form must be on file in the Athletic Director's offices. These forms can be obtained on the website or from the Athletic Director.

School personnel will respond appropriately to any injury sustained at school, and parents will be notified as soon as possible.

## **Student Support Services**

### **Learning Disabilities**

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA 1997), Valwood School develops and implements a plan of accommodations for students identified with learning disabilities, including Attention Deficit Hyperactive Disorder. This plan takes the place of the "504 Plan" commonly found in public schools. These accommodations are guided by recommendations found in the Psychological and Educational Evaluations provided to the school by parents of students with learning disabilities. Classroom teachers are given a copy of the plan for each student with whom they work, and the administration works with teachers to implement these accommodations.

### **Individualized Education Plans**

Valwood does not write "Individualized Education Plans" (IEP) because we do not have alternative classes for students with Specific Learning Disabilities or ADHD.

### **Short-Term Counseling**

Short-term counseling services addressing personal issues such as stress, interpersonal and family relationships, depression, aptitude testing, and substance abuse are available without charge. Both individual and group counseling are available.

All counseling services remain strictly confidential between the student and the counselor.

If a student desires counseling outside of Valwood, or if the counselor and student determine that more extensive outside help is needed, the counseling staff can assist in arranging a referral. Parents are responsible for payment for such outside help.

Although Valwood provides a variety of supportive services, it does not address the therapeutic needs of students with significant emotional problems or problems that need intensive or long term therapy.

## Summer Reading

All Valwood students have required summer reading in grades 3 through 12. It is the student's responsibility to read the books prior to the beginning of the school year. Testing on content/comprehension of the summer reading begins during the first week of school. Extensions are given only to students who enroll after August 1. Returning Valwood students who enroll after August 1 will not be given an extension. Summer Reading lists are available on the website.

## Technology Policies & Procedures

Valwood's campus and facilities include infrastructure, hardware, and software for "state of the art" technology for administrative, faculty, and student use. Included in the school's technology is a campus-wide network through which teachers and students can access many different software applications and the Internet. Technology stations will be set up at various locations across campus including in classrooms, both libraries, faculty workrooms, technology classrooms, and a special technology resource room in the Upper School.

The Internet is available for instructional purposes. Students who access the Internet are automatically agreeing to follow *The Valwood School Acceptable Technology Use Agreement* (see below). In doing so, the student is agreeing to follow reasonable standards and to accept reasonable responsibilities associated with Internet use.

The use of technology is a privilege. Any misuse of school technology could result in revocation of the privilege. Students are asked to limit printing to a single copy unless otherwise directed by a faculty member. Food and drink are strictly prohibited in technology rooms and stations.

### **Valwood School Acceptable Technology Use Agreement**

Valwood School provides technology for the entire school community recognizing its value as an educational resource. Therefore, technology should be used primarily to further the school's educational goals. For Valwood, "technology" includes computers (CPU's), thin clients, printers, scanners, hardware, and related materials that provide students access to software applications, the school's network, and the Internet. At all times, technology is to be used in a manner that is responsible, ethical, and legal. Student technology use must be in accordance with school rules, as stated in the handbook and elsewhere.

### **Guidelines for Acceptable Use**

Uses of technology that support teaching and learning are acceptable. Teacher-directed classroom activities, student research, and communication of an educational nature are encouraged. Unacceptable uses include:

- Any illegal, unethical or irresponsible act or communication;
- Accessing inappropriate Internet sites, including but not limited to accessing, downloading, uploading or distribution of any material that is sexually explicit, obscene, and/or pornographic;
- Circumventing, tampering and attempting access of the Valwood firewall;
- Participating in Internet chat rooms, playing interactive games, or other interactive recreational activities while on the school network without supervision or permission from your teacher, dean or advisor;
- Allowing another user to use your network account;
- Using someone else's name or account, or in any way impersonating another person or account and invading the privacy of individuals;
- Re-posting personal communications without permission of the author;
- Loading or downloading software, written works, information, files, in violation of copyright or patent protection as stated by law;
- Plagiarizing (see definition under Honor Code) works obtained via the Internet;
- Intentionally transmitting material or messages that contain viruses, spamming, or chain letters;
- Creating, using, or transmitting obscene, threatening, abusive, hateful, libelous, or harassing language or messages;
- Posting personal contact information about you or someone else without prior parental approval;
- Accessing or attempting to access, for any reason, any server files of any system without specific prior permission from the proper controlling entity, accessing another individual's materials, files or information without permission;
- Creating fraudulent documents using school resources;
- Tampering, destroying, altering the setup of or instituting any form of surveillance of Valwood's networking systems including physical cabling, virtual infrastructure, physical PC and related peripherals, user accounts, mail systems, network hardware, and anything else related to the operation of the computer system network;
- Violation of any federal, state, or local laws; and
- Installing or using software that has not been approved for use on the network.

### **Sanctions**

Unacceptable use of technology by a student can result in disciplinary action ranging from revocation of privileges to dismissal. Consequences will generally be as follows:

- 1<sup>st</sup> Offense – ½ hour daily detention
- 2<sup>nd</sup> Offense – Saturday detention (7:30 – 9:30 am.) and a letter home;
- 3<sup>rd</sup> Offense – Meeting w/Headmaster

### **Agreement to Policy Terms**

*Accessing the Internet via the Valwood School network or using school-supplied technology equipment carries with it the automatic agreement to follow the guidelines noted above.*

## **Tobacco**

Valwood School is a TOBACCO FREE campus. The use of any tobacco product is prohibited on campus or any school-sponsored field trip. Failure to adhere to this rule will result in disciplinary action that may include suspension and/or dismissal from Valwood.

## **Transportation**

Students are typically not allowed to drive to any school-sponsored activity from 8:00 a.m. – 3:30 p.m. or to a school-sponsored event before or after school. (See below)

Parents and/or teachers will be solicited to drive when necessary. Student drivers age 17 and older will be used only as a last resort and only with the written approval of the Dean and/or Athletic Director and their parents.

Sponsors and coaches who are not on-campus and/or who are not members of the faculty per se are responsible for organizing adult drivers and for assigning students to the care of designated adult drivers. The same is true of sponsors and coaches who are on staff.

We have three mini-buses and one full-size Blue Bird bus for the purpose of transporting students. Any adult who wishes to be approved for the driver's list for the school's mini-bus must submit a copy of his/her driver's license to the Business Office and complete a permission form twenty-four hours prior to departure. Permission forms are available in the Business Office and the Athletic Office. Only drivers carrying a current Commercial Drivers License (CDL) may drive the school's bus. Our insurance company requires that each driver be cleared by the proper authorities before being placed on the list of approved drivers for the school vehicles.

## **Visitors**

Visitors, including parents, are welcome at Valwood. We require that visitors check in at the appropriate building office upon entering the campus. Any student visitor, other than alumni, must check in at Crane Hall.

## **STUDENT DISCIPLINE**

Valwood acts on the assumption that its students enter with a seriousness of purpose and that their own conscience and good sense are, in the main, sufficient guides to behavior. The code of discipline of the school is not adapted to students who require severe restrictions. Its governance is one of principles rather than rules and penalties. The purpose of the faculty and administration is to lead students to cultivate a deep sense of personal responsibility for their own conduct and achievement and for the well-being of the larger community of which they are a part.

While the school encourages freedom, it distinguishes between freedom and license. The guiding principle of our disciplinary system is that the welfare of the school and the welfare of the student are inseparable and that the true meaning of freedom includes the acceptance of limits for the good of the community.

## **Disciplinary Rules**

The following rules, regulations and procedures shall be enforced, unless otherwise specifically stated therein, on the school grounds during and immediately before or after school hours; on the school grounds; at any other time when the school is being used by a school group; off the school grounds at a school activity, function, or event; or when students are traveling to or from a school function. A student found to be in violation of any of these rules or a portion thereof will be subject to disciplinary action. Disciplinary measures include a range of measures from reprimand to suspension or dismissal from school. In order of severity, the various disciplinary possibilities are defined as follows:

# Alcohol and Illegal Drugs

## Introduction

Recognizing the pervasive, dangerous, and illegal threat that alcohol and other drugs play in the lives of young people, Valwood School – by direction of its Board of Trustees – strictly prohibits the use, possession, distribution, and/or being under the influence of alcohol and/or illegal drugs (including without limitation prescription drugs without the consent of the student's parent, guardian or physician) by its students on campus or during any school-sponsored off-campus activity. Such behavior poses a substantial danger to the welfare of all other students and the school, and reduces the offending student's own potential for learning and for life. While recognizing as paramount the overall welfare of the school in such situations, the school – where otherwise reasonable to do so – wants to show compassion for an offending student by providing an opportunity through appropriate assessment, treatment, education and sanctions to restore the offending student to the school community as a positive contributor. In showing such compassion, however, the welfare of all other students and the school shall take precedence in the implementation and administration of the school's policy regarding alcohol and illegal drugs. The headmaster shall have direct responsibility for administration and enforcement of the policy.

## Policy

Valwood School strictly prohibits the use, possession, distribution, and/or being under the influence of alcohol and/or illegal drugs by its students on-campus or during any school-sponsored off-campus activity.

## Right to Search and Test

Valwood School is committed to ensuring that its campus and school-sponsored off campus activities are free from alcohol and illegal drugs. To accomplish that goal, as a condition of attendance at the school, the school maintains the right at any time(s) to search students, their lockers, their vehicles, and their personal belongings on campus or at any school-sponsored off-campus activity for the presence of alcohol or illegal drugs. If a student is suspected of being under the influence of alcohol or illegal drugs on-campus or at any school-sponsored off-campus activity, as a condition of attendance at the school, the student may be required to submit to a chemical test of his or her blood, breath, urine, hair, or saliva. Such chemical testing may be conducted either on-campus or at an appropriate medical facility off-campus, and at the student's parent or guardian's expense. Any failure of a student or his parent/guardian to abide by and cooperate with such searches and testing shall result in the student's dismissal from the school.

## Voluntary Disclosure

There is help available for students who struggle with substance abuse. Accordingly, students and/or their families who approach the school counselor, administrators, or faculty members requesting *general* help – not related to any specific conduct, behavior, incident or event violating the school's policy concerning alcohol and illegal drugs – will be referred to appropriate health care professionals without a discipline proceeding against the student. Because the school seeks to find avenues of help for students who need help, such voluntary request for help and confidential counseling does not risk a student's enrollment status at Valwood unless his/her enrollment poses a risk to that student or the school.

## Discipline

Valwood School recognizes the importance of clearly apprising its students and their families of the consequences of violating the school's policy concerning alcohol and illegal drugs. The Board of Trustees has determined that certain minimum sanctions shall accompany every violation of the policy. For purposes of these sanctions, the "school year" starts at the beginning of the fall term and ends at the beginning of the next fall term. Attendance at Valwood School is a privilege, not a right. Accordingly, **Valwood School retains the right to dismiss a student for any violation of the school's policy concerning alcohol and illegal drugs if the headmaster determines that the circumstances warrant such action.** The outcome of any related criminal investigations or proceedings in any court of competent jurisdiction shall have no binding effect on any sanctions which may be imposed by the school administration.

## Sanctions

Any student that Valwood School reasonably believes to have engaged in any conduct, behavior, incident or event which violates the school's policy concerning alcohol and illegal drugs is subject to the following sanctions:

### FIRST OFFENSE

**Mandatory Sanctions:** An initial violation of Valwood School's policy concerning alcohol and illegal drugs at any time during a student's tenure at the school shall in all cases result in the following minimum procedures and sanctions:

- A minimum ten-school day suspension from school (five days out of school; five days in-school), with the student to be isolated from the rest of the school's students as much as practical throughout the school day during the in-school suspension.
- Assessment by a qualified professional approved by the school and treatment if necessary; a letter from such professional verifying and describing the assessment and any recommended treatment must be received by the school within thirty (30) days of the discipline ruling; permission from the offender and parent/guardian for the assessing professional to report to and discuss from time to time with the school administration the assessment, treatment recommendations, and progress of the treatment regimen.\*

- Completion of any treatment regimen as recommended by the assessing professional \*
- Random drug and alcohol testing for a minimum of a twelve (12) month period.\*
- Relinquishment of all leadership positions including, but not limited to, elected offices or positions, graduation speaker, and team captain, co-captain or similar positions, for remainder of school year.
- Completion of a school-approved, drug and alcohol awareness program.\*
- Loss of driving privileges to and from or on the school campus for 20-school days (10 of which are during the in-school suspension).
- Completion of a special project(s) to be determined by school administration, such as research paper, community service work, visit to emergency room, or AA meetings.
- If student is a senior, loss of senior privileges for remainder of the school year.

*Possible Additional Sanctions:*

Recognizing that particular offenses of the policy may require enhanced sanctions, the following additional sanctions may be applied by the headmaster:

- Removal from any or all school-related extracurricular activities, including sports teams, for up to remainder of school year.
- Such other and additional sanctions as the headmaster deems appropriate under the circumstances.
- Dismissal in *egregious*, first offense cases including, but not limited to, cases involving:
  - illegal drugs
  - risk of death or serious bodily injury
  - operation of a motor vehicle under the influence of alcohol or illegal drugs
  - criminal charges or other discredit to school
  - prior disciplinary infractions of any kind
  - supply, distribution or sale of alcohol or illegal drugs
  - threats or abusive or other inappropriate behavior directed against faculty, staff, other student(s), and/or other persons

The failure of a student or his family to abide by and cooperate with the school regarding implementation and completion of such minimum and any additional procedures and sanctions will generally result in the student's dismissal from the school.

\*All costs associated with testing, assessment, treatment, and counseling will be the sole responsibility of the student's parent/guardian, with no school funds to be utilized for such purpose.

Per school policy regarding any major discipline incident, a disciplinary record regarding the violation of the school's policy concerning alcohol and illegal drugs is permanently placed in the student's records(s) with the school.

An initial violation of the school's policy concerning alcohol and illegal drugs is considered a Major Offense, and thus the headmaster will consider this violation of the school's policy concerning alcohol and illegal drugs in determining the appropriate sanction for any subsequent Major Offense or honor code violation.

**SECOND OFFENSE**

A second violation of Valwood School's policy concerning alcohol and illegal drugs at any time during a student's tenure at the school shall result in the student's automatic and permanent dismissal from the school without exception.

**MAJOR OFFENSES**

The following list is not intended to be exclusive. Additionally, Valwood reserves the right to search lockers and vehicles (on campus) at any time. Students guilty of any of the following offenses will be subject to serious disciplinary action (including dismissal if the situation so dictates).

- Disrespect, insubordination, or profanity.
- Hazing, bullying or harassing others (see applicable policies below).
- Dishonest acts of any kind.
- The possession of matches and/or lighters.
- Possession or use of tobacco on school property or during a school function.

- Leaving campus without permission. (First offense will automatically result in a detention and the loss of driving privileges for a period of time specified by the Dean. Second offense may result in a day of suspension and a loss of driving privileges specified by the Headmaster).
- Chronic unacceptable behavior.
- As a school of character, Valwood will not tolerate taunting, name calling, or hitting. Students who engage in these types of behavior will be sent home for the rest of the school day. This first time will not formally be listed as a suspension but will carry the additional consequences of missing any academic or co-curricular activities including athletics that may be scheduled for the rest of that day. A subsequent offense of this type will be met with a formal suspension.
- Willful destruction or defacement of school property or the property of others.
- The possession of knives, firearms, ammunition, or explosive devices of any kind. (State law requires that school officials inform law enforcement authorities in the instance of discovery of a weapon; failure to do so is a breach of the law by that school official).

### **PENALTIES**

While individual teachers are responsible for discipline in their own classrooms, the appropriate deans and the Headmaster are responsible for maintaining an orderly atmosphere on the larger campus. The administration may, at any time, dismiss a student whose conduct is considered injurious to the school. The following penalties may be assigned for serious disciplinary infractions:

- **Detention** - Can be assigned for the violation of a major rule of the school (e.g. leaving campus without permission, unauthorized absence from class, etc...). Detentions will be assigned from 4:00–5:00 p.m. for Upper School students. If a student misses detention for any reason other than a family emergency, he/she must make-up that detention and serve an additional detention. **Note:** If a student receives more than three detentions in a semester, that student and his/her parents will meet with the Headmaster to review his/her enrollment status at Valwood. Saturday morning work crew may also be assigned from 7:30 – 9:30 a.m. for a variety of reasons according to the dean's discretion, including repeated tardiness.
- **Suspension** - the prohibiting of a student from attending academic, social or athletic functions for a period of time. Time missed due to disciplinary suspension (in school or out-of-school) will be recorded as an unplanned absence.
- **Dismissal:** The termination of a student's enrollment at Valwood and exclusion of the student from the school campus and school sponsored events and activities. Dismissed students may reapply for admission after two full semesters have elapsed; the decision to readmit a dismissed student will be made at the discretion of the Headmaster.

### **Anti-Bullying Policy**

Valwood School does not tolerate bullying. Bullying is a form of persistently deliberate aggressive behavior that is hurtful, intimidating, disrespectful, insensitive, threatening, or insulting. Conduct, comments, or gestures that constitute bullying create an environment that is intimidating, hostile, offensive, or uncomfortable. Bullying occurs when a person with more power (physical strength, social skill, verbal ability, etc.) persistently and deliberately intimidates, disrespects, threatens, embarrasses, or insults someone with seemingly less power. Importantly, not all inappropriate behavior qualifies as bullying, nor does every conflict between individuals constitute bullying.

Victims of bullying are denied the ability to learn. To create a respectful and safe school community and to promote optimal achievement for all students, it is critical that all members of the school community report incidents of bullying or harassment promptly to a member of the faculty, such as a teacher, advisor, dean, or headmaster. Reports will be responded to with great care, sensitivity, and thoughtfulness.

Valwood School strives to provide a safe and supportive environment for everyone, but we cannot accomplish this goal if these issues are not brought to our attention. Teachers and the administration can help and take appropriate action only when they know a problem exists. Therefore, it is imperative that students and families inform the school immediately when they are aware of a bullying situation.

### **Anti-Hazing Policy**

The Valwood School seeks to promote a safe environment where students may participate in activities and organizations without compromising their health, safety or welfare. It is, therefore, the school's policy that hazing is prohibited. The impact of hazing activities can result in irrevocable harm to its victims, their families and the school community.

Prevention of hazing is the responsibility of every member of the school community. Each organization, as well as each individual, must accept the personal obligation to uphold the basic community values of being just, civil and respectful of the rights of others.

1. Hazing is prohibited. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:
  - a. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with the school; and
  - b. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.
2. Any solicitation to engage in hazing is prohibited.
3. Aiding and abetting another person who is engaged in hazing is prohibited.
4. It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.
5. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of this policy.
6. Violations of this policy or interference in an investigation under this policy by students or student organizations are subject to sanctions. Any school employee who knowingly permitted, authorized or condoned hazing activity is subject to disciplinary action by the school.
7. Violations of this policy by students or student organizations can be reported by filing a written or verbal report to the headmaster, Athletic Director or appropriate dean. The Headmaster will investigate the complaint. The Valwood student handbook shall govern all proceedings involving such a complaint. Sanctions, if appropriate, will be imposed.
8. Violations of this policy by faculty, staff and other employees are subject to discipline in accordance with the Valwood School's policies and procedures governing employee misconduct. Violations by faculty, staff or other employees can be reported in writing to the Headmaster, Athletic Director or appropriate dean for referral to and investigation by the appropriate administrator(s) or supervisor(s).
9. Any violation involving a crime, emergency or an imminent threat to the health or safety of any person should be reported immediately by dialing 911 to reach local law enforcement officials. The school will report to law enforcement any complaint of hazing involving criminal conduct that creates a substantial risk to the health or safety of any person in the school community. Such reporting shall include, but not be limited to, criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession.
10. This policy is not intended to prohibit or sanction the following conduct:
  - a. Customary public athletic events, contests or competitions that are sponsored by the school; or
  - b. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.
11. For the purposes of this policy,
  - a. "Organization" means an athletic team, association, order, society, corps, cooperative, club, student organization, fraternity, sorority or other similar group that is affiliated with the school and whose membership consists primarily of students enrolled at the school. "Organization" includes a local chapter, unit or other local division consisting primarily of students, regardless of the nature of the membership of the larger public or private organization.
  - b. "Student" means any person who is enrolled at the school, any person who has been promoted or accepted for enrollment at the school or any person who intends to enroll at or be promoted to the school within the next twelve calendar months. A person who meets the definition of a student for purposes of this paragraph shall continue to be defined as a student for purposes of this section until the person graduates, transfers, is promoted, or withdraws from the school.

# LOWER SCHOOL

Lower School Dean .....	Rhonda Hamman.....	7333
Administrative Assistant .....	Susan Elliott .....	7332

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## Philosophy and Practice

The overall atmosphere of Valwood's Lower School reveals its commitment to children. The child is our primary focus. We value the uniqueness of each one and seek to help each child accept and appreciate that uniqueness and to challenge each child to maximize his/her learning potential. Since Valwood's academic program is accelerated, average and/or above average ability is necessary for a child to do well in our curriculum. Valwood has no special education classes or resources.

Our pre-kindergarten and kindergarten programs are designed to meet the needs of the developing child. Appropriate opportunities for social development are provided: learning to share, taking turns, interacting with individuals and within groups, choosing friends and being chosen by friends. To develop intellectually children are encouraged to think, reason, remember, experiment and generalize. A strong foundation for formal academic instruction is the focus of our math, reading and writing readiness components. Creativity is valued and self-expression is a part of each day's activities. Our programs are action-packed and are designed for young children. Developmentally appropriate activities center around topics and materials which appeal to the inquisitive minds of children. Such a classroom is filled with the happy noise of children actively engaged in learning. The atmosphere fosters a child's natural love of learning and transfers that love of learning to the overall process of education.

Our elementary curriculum is academically rigorous and includes all facets of an enriched program. Each child is encouraged to develop study skills, reasoning, problem solving and critical thinking. Children in Valwood are challenged to think for themselves, to formulate their ideas and to express them through visual, oral and written venues. Instruction in foreign language, computer technology, graphic arts, physical education, music, and library skills enrich the core program.

We value the intellectual development of children and affirm the value of developing leadership and interpersonal relationship skills. Our students have unique opportunities to interact with a broad range of ages. Ours is an integrated approach to education, mixing ages and activities in as many ways as possible.

Service to others is an attitude we seek to promote. The children can readily observe this service attitude in the interpersonal relationships of the school family and in school and community projects. In turn, as they mature, the children participate in these activities which involve giving to others in both tangible and intangible ways.

Just as we see the whole child as the focus of education, we see the whole community as the educational arena. Field trips, guest speakers, class projects and community resources bring education to life and add richness to the educational process. Field trips are included in the instructional program when they are beneficial to expanding understanding. The special uniqueness of Valwood is that this thoroughly enriched program is not limited to a select few in each class, but is the standard curriculum for ALL children.

## Communication

A **Classroom Newsletter** is issued each Monday and is included in a folder that comes home with your child.

**Parent-Teacher Conferences** are scheduled for both Fall and Spring semesters. Your child's teacher will alert you through the weekly newsletter about your conference time. Your child's academic and social progress will be discussed at these conferences. During the rest of the year, conferences may be scheduled as needed. Appointments should be scheduled with the individual teacher in order to avoid scheduling conflicts.

**Phone calls** are received in the office from 7:45 a.m.- 4:00 p.m. If you have messages or questions, please call 242-8491.

### **E-mail messages**

Faculty and staff may be contacted by school e-mail in lieu of notes from home or phone messages. Each address is published in the school directory and on the school's website. Most addresses are the first initial and last name; example rhamman@valwood.org

### **Problem Solving**

- Contact the teacher if a problem is perceived. Don't wait! No matter how large or how trivial, if it is a problem it needs addressing immediately. Communication is usually all it takes.
- If the problem is not resolved after communicating with the teacher, speak with the dean.
- If the problem continues, address the Headmaster.

## ACADEMICS

### Academic Year

The academic year is composed of thirty-six weeks divided into four nine-week quarters.

## Quarterly Reports

Quarterly Reports are sent home with first-fifth grade students at mid-quarter (4 1/2 weeks); report cards are sent home at the end of the quarter for Kindergarten-fifth grade. Students in Pre-K receive a written report at the end of the year. Parent-Teacher conference days are scheduled in the fall and spring for all Lower School parents (Pre-K through 5th). The Lower School is closed for students during conference days.

Family and Holiday Trips should be planned to coincide with school vacations. We ask your cooperation in making plans.

## Daily Schedule

### Lower School Schedule

Pre-Kindergarten:	8:00 a.m. – 12:00 p.m.
Pre-Kindergarten Enrichment	8:00 a.m. – 2:30 p.m.
Kindergarten:	8:00 a.m. – 2:40 p.m.
1 <sup>st</sup> Grade:	8:00 a.m. – 2:45 p.m.
2 <sup>nd</sup> Grade:	8:00 a.m. – 2:50 p.m.
3 <sup>rd</sup> Grade:	8:00 a.m. – 2:55 p.m.
4 <sup>th</sup> Grade:	8:00 a.m. – 3:00 p.m.
5 <sup>th</sup> Grade:	8:00 a.m. – 3:25 p.m.*

\*Dismissal time for fifth grade will vary depending on afternoon athletic schedules.

**Arrival:** School begins at 8:00 a.m. Students are late if they arrive after 8:00 a.m. (Exceptions to this are during inclement weather and/or when the State Patrol Officer is not present.) Mrs. Rigoni opens the building at 7:30 a.m. **Please never leave your child before 7:30.** Make sure the doors are unlocked before leaving. Our **Safety Patrol** is present beginning at 7:35 to assist your child out of the car. Please do not let your child get out by himself. Please drive slowly through the parking lot and watch for pedestrians! If you arrive while our Safety Patrol is still unloading you may let your child out as normal. If Safety Patrol is not present then we ask you to park and escort your child in and sign him or her in as “Tardy” in the Office.

**Dismissal:** Since we are moving a lot of people in a short amount of time our Dismissal times are staggered as follows: **Pre-Kindergarten Enrichment – 2:30, Kindergarten – 2:35, 1<sup>st</sup> - 2:40, 2<sup>nd</sup> - 2:45, 3<sup>rd</sup> – 2:50, 4<sup>th</sup> – 3:00.** (See above for 5<sup>th</sup> grade)

For 1<sup>st</sup> grade and up it is best not to arrive early!

- Please **do not** “cut around” a car or park at the ends of the islands. Dismissal works best when everyone follows the rules and has patience.
- Your child is eager to tell you about his or her day and since **safety is of utmost importance**, we ask that you refrain from talking on cell phones while moving through the line.
- Always check for pedestrians around your car before pulling away.
- This is not the time for parent/teacher conferences. If you need to speak with the teacher, or she with you, just tell each other you’ll be calling.
- Please place the Grade Number(s) in the front window of the passenger side and in the left rear window of your car. Let us know if you need additional numbers.
- **Lower School students are not permitted to walk alone to the other buildings to be picked up.** Please call the Lower School Office to discuss this should the need arise.
- Please call us if you are going to be late picking up your child.

**Change in pickup:** If during the day it becomes necessary for someone other than yourself or previously designated driver to pick your child up please call the Lower School Office and let us know. We will get the information to the teacher and student. Please inform the new driver he or she needs to be prepared to show a picture ID.

**Early Check-out:** Should you need to check your child out early due to a doctor’s appointment, etc., **please stop at the Lower School Office first to sign your child out and to obtain an Early Dismissal Slip.** A note to the teacher advising her of an early dismissal will aid in having your child ready to go.

**Illness and Medicine:** Standard policy states that children must be “fever free” for 24 hours before returning to school. Should your child run a fever the night before a school day or in the morning please do not send him/her to school. If your child has vomited, do not let your child return to school for 24 hours after being ill. If your child does take any medicine before coming to school (other than regular or prescription medications), please let us know what, how much and when it was given. We do not want to overdose a child.

### After School Hours

The school buildings are usually open until around 4:00 p.m. Students should plan to collect their books and to leave school by that time. Students should not come by school in the evening or on the weekend with the hope that someone might be there. Students should not be at school (except for specific events) after dark. Students must never be in school buildings, including the gymnasium, unless they have adult supervision.

### **Late Pick-Up**

Lower School students who are not picked up by 3:10 p.m. will be taken to Extended Day, and the school will bill their account at the drop-in rate.

## **Homework**

Homework varies with each teacher and with the age and maturity of the pupils. Homework is the student's responsibility. Its purpose is to review, practice, and extend what has been taught in the classroom or to prepare for a test. The parent's role is to provide the proper atmosphere for the student to do assignments. A quiet place and a consistent time are imperative. Parents should not attempt to do homework for the student nor give him/her a great deal of assistance. If a student has difficulty with an assignment, the parent should write a note to the teacher.

Generally, students can expect to spend an average of **ten minutes per grade level per night** on homework (for example, 30 minutes for third grade students). If specific work is not assigned, students should utilize homework time to review the day's work, to drill on skills, or to read. If the student is absent, then it is the responsibility of the student to find out his/her assignments. Homework and missed work can be picked up after 3:15 p.m.

## **Honors and Awards**

At the end of each school year, a Lower School Honors Day Program is held to recognize those students who have distinguished themselves in various activities and areas of achievement.

### **Presidential Award for Academic Excellence**

Fifth grade students must meet the criteria established annually by the President of the United States.

### **Outstanding Citizenship Award**

This award is presented to two students in the first through the fifth grades who have, in an exemplary manner, exhibited the following qualities: practicing courtesy in speech and action, playing and working well with others, exercising self-control, assuming responsibility, and respecting authority.

### **Perfect Attendance Award**

This award is presented to students who have no absences during the school year, except for religious holidays. Students with more than ten (10) tardies and/or early dismissals will not receive a Perfect Attendance Award.

### **Headmaster's Honor Roll**

Students in grades fourth and fifth who maintain an A average in each academic subject for each of the four nine weeks are recognized for their accomplishments.

### **Dean's Merit Roll**

Students in grades fourth and fifth grade who have an overall A average for the year.

### **Art Award**

This award is presented to one student in the first through the fifth grade who has been outstanding in both participation and attitude during Art Classes.

### **Spanish Award**

This award is presented to one student in the first through the fifth grade who has been outstanding in both participation and attitude during Spanish Classes.

### **Music Award**

This award is presented to one student in the first through the fifth grade who has been outstanding in both participation and attitude during Music Classes.

### **Computer Award**

This award is presented to one student in the first through the fifth grade who has been outstanding in both participation and attitude during Computer Classes.

### **Speech Award**

This award is presented to the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners of the Fifth Grade Speech contest.

## **Standardized Testing**

Students enrolled in grades one through five take the Stanford Achievement Test in the spring of the year. The results obtained from this testing program give school officials a measure of how Valwood students compare to students throughout the nation. In addition to the achievement tests, school ability tests are given in the fourth grade.

## Turner Library

Lower School students visit the library weekly. They check out books, have story time and receive library skills instruction appropriate for the grade level.

## POLICIES and PROCEDURES

### Assemblies

Lower School students enjoy informative and interesting assemblies held on a regular basis. These programs involve Valwood students, community leaders and touring groups. Parents are invited and encouraged to attend assemblies. Classes present one play each year to Lower School students and visitors. Periodically, classes assemble on Friday for "Friday Flag."

### Attendance

Attendance at school is the first critical component to academic success. We remind parents and students that the school's yearly calendar provides sufficient vacation periods. Family vacations, skiing trips, etc. should be scheduled during planned vacation days.

#### Absences

If your child cannot come to school because he/she is ill, please call 242-8491 before 8:10 a.m. If he/she will be out of school because of an orthodontist or doctor's appointment, please send a note ahead of time. Please schedule appointments after school whenever possible.

#### Participation / Exclusion from P.E. Classes

If the exclusion due to injury/illness is for more than one week, a note from the doctor, which indicates the date the student may resume physical activity, is required.

### Consumable Supply Fee (Pre-K and K)

Each student in PK and K is billed for consumable supplies. Consumable supplies include cups, napkins, juice, snacks, and art supplies. Additionally, there are periodic expenses for cooking activities, science experiments, classroom pets and pet supplies, workbench supplies, water/sand table materials, and outdoor supplies. Valwood has an activity oriented curriculum, and frequently expenses accompany the activities that are part of the children's day. One aspect of the social studies curriculum at this level is developing the concept of economics. Several times during the year, a field trip will include an experience in which each child individually pays for a "good" or "service." While the money could be taken from the consumable supply budget, the learning experience is maximized by the student's learning the responsibility of bringing the correct amount money from home, paying for the item or service, and then receiving the item or service. Occasionally then, your child will be asked to bring a small amount of money to school for this purpose.

At mid-year and again at the end of the year, the income and expenses of the Pre-K and Kindergarten consumable supply accounts are reviewed, and additional classroom materials which are not consumed in a single use but have to be periodically replaced are purchased. Ex: puzzles, games, creative play items, block accessories, science center items, listening center tapes, tools, building supplies, sand table and math manipulatives, and art equipment. Through careful planning, teachers are able to select a variety of materials for a broad range of skill levels. Occasionally, these funds are used to replace worn furnishings/equipment in the classrooms. All income generated by the consumable supply fee goes back into the classroom to support the instruction of our students.

### Dress Code

REMEMBER. . . Lower School Students wear TENNIS SHOES ALL DAY, EVERY DAY!!!!

Students in the Lower School have recess and/or physical education every day and need to dress with this in mind.

- Clothing should be neat and attractive in appearance. Torn and ripped clothing is not acceptable.
- Jeans and/or other pants should not be frayed or cut at the bottom and should not drag the floor. Fatigues, camouflage, or any type of paramilitary clothing are not acceptable.
- Clothing should fit and not be overly tight or baggy. Pants should be worn at the natural waist and pants legs should not drag the floor.
- Shoes must be worn at all times, and hats may not be worn in buildings.

#### Pre-Kindergarten through Grade 3

- Younger students do not have a defined dress code but should begin to work toward the school dress code. We want all of our students to look nice and to be comfortable at the same time.
- Collared shirts are preferred, yet not required until fourth grade for boys.
- All students must keep shirts tucked in unless the shirt is specifically designed to be worn on the outside.

- Valwood collared shirts need to be worn for all field trips and other special occasions.
- Every Friday is Valwood Spirit Day. Students will wear either a Valwood collared shirt or an official Valwood tee-shirt.

**For Grades 4 and 5 please refer to the Middle/Upper School Dress Code policies below.**

**Boys**

- Acceptable clothing includes collared shirt, pants or jeans in good repair, or walking shorts.
- Shirts must be tucked in and may have a Valwood logo, college/university logo, or manufacturer's logo in the pocket area and/or sleeve.
- Boys may not wear earrings or any other pierced jewelry.
- Visible tattoos are not allowed.
- Boys should be clean shaven and hair should be kept trimmed above the eyebrows and clean. Sideburns may not fall below the earlobe.

**Girls**

- Acceptable clothing includes jewel neck (with no writing across front or back), turtleneck, mock turtleneck, or collared shirts or blouses, sweaters, dresses, skirts, slacks or jeans in good repair.
- Tube tops, halter tops, crop tops, strapless tops, spaghetti straps, or off the shoulder blouses are not acceptable.
- Shirts may have a Valwood logo, college or university logo, or manufacturer's logo in the pocket area and/or sleeve.
- Clothing should cover the midriff at all times and may not reveal undergarments.
- Attire that is too tight, too short or too revealing is inappropriate.
- Length of skirts and dresses should be modest as deemed appropriate by the administration, and the presence of leggings does not alter the school's rule concerning appropriate skirt length.
- Girls may wear pierced earrings, but may not wear any other pierced jewelry.
- Visible tattoos are not allowed.

All 4<sup>th</sup> and 5<sup>th</sup> grade students are expected to adhere to the dress code at all times. Students in violation will be sent to their dean for disciplinary action. In some cases, students may be required to call home for appropriate attire.

**\*\*\*Food Allergy Alert\*\*\***

We have a handful of Lower School students who have a variety of food allergies to which we must be vigilant. The only restriction we must strictly enforce is that **NO LOOSE PEANUTS OR NUTS MAY BE BROUGHT INTO SCHOOL** as the dust emitted from handling these is very harmful. We have a list of acceptable foods and please do not ever hesitate to call to make sure what you are sending is safe. THANK YOU!

**Lost and Found**

Students' names should be written on all removable clothing, backpacks, lunchboxes, and in all books. Lost & Found items are kept in the Lower School hall. Please check with the school assistant in the instance of a missing item. After one month, unclaimed lost items will be donated to a charitable organization.

**Lunch**

Valwood offers a freshly prepared, nutritionally balanced lunch to Lower School students. Families may elect to enroll students in the Valwood meal plan each semester or annually; the deadline for enrollment in a given semester typically falls two weeks after classes resume. Annual enrollment offers families the most economical option for participation in the lunch program. Enrollment forms are available at the Lower School office, and the enrollment fee can be paid in full or billed monthly over the course of the semester. Listed below is the price for the Lower School meal plan:

- **Annual Meal Plan** - \$942.00 (\$5.25 per meal) – payment in full at beginning of school year.
- **Semi-Annual Plan** - \$495.00 (\$5.50 per meal) – two (2) payments of \$495.00 paid in August and January.
- **Daily** - \$6.00 (per meal) cash or debit account.

Lower School students who elect to bring a bag lunch to school will have the opportunity to purchase milk from the cafeteria; please speak with your child's classroom teacher or the Lower School assistant for details.

In addition to daily lunch service, the cafeteria will also offer breakfast on a cash basis beginning at 7:30 a.m. Lower School parents are welcome to come early and eat with their children prior to dropping them off at the Lower School building.

## Field Trips

State guidelines for car seats and booster seats must be followed. Field trips are special times for the students so please make other arrangements for siblings.

## Parties

### Class Parties

Parents of each room sponsor a Christmas/Hanukkah and Valentine Party for their children's classes, as well as an end-of-year party. PK and Kindergarten children also have special celebrations for Halloween and Easter. Parties are special times for the students so please make other arrangements for siblings.

### Birthday Parties

Individual birthday treats may be brought to school and distributed by the child and the teacher at an appropriate time. Invitations distributed at school must include the entire class.

### Guidelines for End-Of-The-Year Class Parties

A certified lifeguard must be on duty for any class party involving swimming. This lifeguard shall have no other responsibility other than watching the children in the water. Parties held at a lake may NOT include boating, motoring, or swimming in the lake.

## Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled for both Fall and Spring semesters. Your child's teacher will alert you through the weekly newsletter about your conference time. Your child's academic and social progress will be discussed at these conferences. During the rest of the year, conferences may be scheduled as needed. Appointments should be scheduled with the individual teacher in order to avoid scheduling conflicts.

### Preparing for a Conference

- Call the school 242-8491 for an appointment with the teacher.
- Make a list of things you want to tell the teacher about your child so that the teacher can understand the child better -- his health, attitudes toward school, family relationships, hobbies and interests, etc.
- Decide what you want to ask the teacher. Discuss the conference with your child to see if there is anything he/she would like you to talk about with the teacher. Check with your spouse and decide which aspects of your child's schoolwork are puzzling or worrying you. Ideally, both parents should attend the conference. A conference is the time to get all the facts about a school situation you may only know about second-hand. Problems not communicated remain problems not solved.

### During the Conference

- Be at ease. The teacher is just as interested in the well-being of your child as you are. You are partners working toward the same goal.
- Determine how you can work together to resolve problem areas.
- Toward the end of the conference, review with the teacher some of the ideas you have discussed that might help your child.

## Student Conduct

The faculty and staff act on the assumption that students enter Valwood understanding that everyone will:

### In the Classroom

- Be attentive and participate in an orderly manner.
- Have necessary books and supplies available.
- Be punctual.
- Prepare assignments - according to teacher's instructions.
- Exercise responsible care and use of school property, personal property, and property belonging to others.

### In the Halls

- Walk in a quiet, orderly fashion.

### In the Dining Hall

- Go through lunch line in a quiet, orderly manner, and stay in line.
- Remain seated during lunch.
- Leave the dining hall as a class.
- Use reasonable table manners and self-control.

### At Athletic Events on Campus

- Be supervised by parents or adults who bring them to the event. Lower School students should not be left unsupervised at an event.
- Be courteous to spectators by not running up and down the bleachers during the event, throwing ice or engaging in other inappropriate behavior.
- Not leave the premises without supervision by parent or guardian. The playground is closed and no students are allowed on the playground while athletic events are on taking place on campus.

#### **On the Playgrounds**

- Refrain from throwing any unsuitable objects; pine cones, rocks, dirt, etc.
- Follow the playground rules.
- Demonstrate good sportsmanship.
- Exercise the same appropriate behavior which is expected in classroom.

#### **During Assemblies**

- Quietly proceed to and from designated area for assemblies.
- Sit quietly and attentively, applauding or participating as appropriate.
- Refrain from booing or any other rude behavior.

#### **In Restrooms**

- Go to restrooms quietly and return quickly to classrooms.
- Treat restrooms with care and cleanliness. Any rudeness, crudeness, profanity, or vandalism of restroom facilities is considered a serious offense.

## **Traffic (Student Drop-Off and Pick-Up)**

For safety sake, ALL Lower School students must be dropped off and picked up at the Lower School sidewalk.

#### **Drop Off Routine**

We do not have a teacher on duty prior to 7:30 a.m., so please **DO NOT drop off your child until after 7:30 a.m.** The children will congregate in the Lower School Hall until 7:55 a.m. All children need to be at school by 8:00 a.m. Children arriving after that time will be marked tardy.

Four fifth grade students will serve as safety patrol. They will have orange vests and will be standing at the edge of the sidewalk ready to open your car door and let your child out of the car.

#### **Pick-up Routine**

Dismissals are staggered. Pre-K students are dismissed at 12:00 p.m. with each teacher or paraprofessional loading the students. Other dismissals are as follows: Pre-Kindergarten Enrichment – 2:30 p.m.; Kindergarten - 2:40 p.m.; first grade – 2:45 p.m.; second grade - 2:50 p.m.; third grade – 2:55; fourth – 3:00 p.m.; and fifth grade - 3:25 p.m.\*

\*depending on sports program.

Parents drive up to the appropriate grade level traffic cone and the teachers load the students.

#### **Late Pick-Up**

Any child that is not picked up after school by the designated times will be automatically placed in the Extended Day Program. Costs for this emergency after-school care are detailed in the Extended Day Program “Emergency Rate” information below.

## **EXTENDED DAY PROGRAM**

### **Eligibility and Operating Hours**

The Extended Day program is limited to those children who are enrolled at Valwood in pre-kindergarten through the fifth grades. There are a limited number of spaces available in the Extended Day Program.

The Extended Day program will be available from 12:00 noon until 5:30 p.m., Monday through Friday, each day that the school is open for a full day of school.

The Extended Day program will operate on the Valwood academic calendar, being open every day that the children are in attendance for a full day in the Lower School. Extended Day services are not available on Parent Conference Day, nor are they available when school dismisses at noon for a holiday or special activity.

### **Enrollment**

#### **Registration Form**

A completed Extended Day registration form must be submitted to the Extended Day Coordinator prior to a child's participation in the program.

**Registration Fee**

A one-time school year registration fee of \$35.00 per child is required to be submitted along with the Registration/Contract Form. This will help with administration cost and equipment.

**Modification of Time Schedule**

If a regularly weekly participant's schedule must change from the contractual time, the parent must submit a new Registration/Contract Form at least one week in advance to Rhonda Hamman, Dean.

**Accident Insurance**

Each parent must provide accident insurance for each child upon enrollment of the child in the Extended Day program. Any exceptions to this requirement must be requested in writing with accompanying proof of full insurance coverage for the child including the company name and policy number.

PRIOR TO ANY CHILD PARTICIPATING IN THE EXTENDED DAY PROGRAM, THE FOLLOWING MUST BE SUBMITTED TO THE EXTENDED DAY COORDINATOR:

- A. REGISTRATION/CONTRACT FORM
- B. REGISTRATION FEE OF \$35.00
- C. RECEIPT/PROOF OF INSURANCE ON THE CHILD

**Withdrawal Procedures**

If you choose to withdraw your child(ren) from the Extended Day program, you must complete a withdrawal form and submit it to the Rhonda Hamman at least two (2) weeks prior to the withdrawal.

**Rates and Billing**

**Weekly Rates** are as follows:

12:00 p.m. – 3:00 p.m.	\$50.00
12:00 p.m. – 5:30 p.m.	\$65.00
2:30 p.m. – 4:00 p.m.	\$30.00
2:30 p.m. -- 4:45 p.m.	\$40.00
2:30 p.m. – 5:30 p.m.	\$50.00

There are no refunds/credits due to child's absence.

**Late Fee**

Participants picked up after their contracted time will be charged \$10.00 per 15 minute intervals. This will be added to your regular billing. The Extended Day Care Program ends at 5:30 p.m. Any participant picked up after 5:30 p.m. will be expected to pay \$15.00 per 15 minute intervals. This must be paid in CASH within one school day to the staff working at the time.

**Emergency Rate**

Any child that is not picked up after school by the designated times will be automatically placed in Extended Day. The fee will be \$15.00 from the time dropped off up to one hour (i.e. a child will be charged \$15.00 if they are there one minute or 60 minutes) and \$15.00 for each additional hour. The person who picks up the child will be required to read and sign a form stating they understand what and why they will be billed. Pre-Kindergarten students must be picked up by 12:15 p.m. Kindergarten students must be picked up by 2:50 p.m. First - Fourth grade students must be picked up by 3:10 p.m.

**Occasional Drop Ins**

Extended Day can be used by any Lower School parent on an emergency basis with prior consent from Rhonda Hamman, Lower School Dean, for a fee of \$10.00 per hour or \$30.00 per day.

**Billing / Payments**

The Valwood Business Manager will bill participants each month. Regular weekly participants billing will include weekly rate for weeks in the given billing time, supply fee, and late fees applicable after contracted time.

Any extended day charges carried over to the next month will be charged an additional 1.5% (18% APR) administrative late fee.

**Questions or Concerns on Extended Day Policies or Billing**

Please direct all questions or concerns to Rhonda Hamman, Dean, by calling 242-8491, extension 7333, Monday through Friday. Please leave a message and your call will be returned.

**NOTE:** The Business Manager cannot make adjustments to Extended Day billing without the approval of Rhonda Hamman.

## Daily Activities

### Lunches

Only Pre-Kindergarten students will need to pack a lunch, purchase a meal plan or daily meal tickets. Refrigerator space is not available for perishables. Please do not send microwavable items.

### Rest Mats

Pre-Kindergarten will be provided with mats through the Extended Day program. We have very limited space for storage. If your child must bring a cover-up, please limit it to a small lightweight blanket. Rhonda Hamman, Dean, for approval.

## HELPFUL SUGGESTIONS FOR PARENTS

The following suggestions may prove helpful to parents in guiding students to achieve in academics and to develop responsibility for their own actions.

- Students should start the day with a nourishing, unhurried breakfast.
- Students should gather books, materials, and homework papers at home in the evening and place them in a special spot to be picked up in the morning along with lunch boxes.
- Parents should try to avoid misunderstandings and/or unpleasant situations prior to bringing students to school.
- Parents should provide a quiet place for doing homework.
- Parents should provide a consistent time for homework according to your schedule. If no homework has been scheduled, students should use the time for review, for free reading, or for working on projects.
- Lower School students need a regular bedtime in order to function best during the school day.
- Children benefit from having jobs in the home. Accepting responsibility at an early age is important in accepting responsibility in later years.
- The school day is organized and structured. For this reason many students need and thrive on unstructured afternoon time. Too many organized outside activities may cause irritability and/or frustration.
- Children benefit at any age from being read to by parents and by older brothers and sisters. Reading together establishes the importance of reading and fosters a positive relationship between a parent and child.
- Children may benefit from receiving magazines and literature in the mail. Good magazines for children include Highlights for Children, Cricket, Your Big Backyard, Lady Bug, Spider, Ranger Rick, and National Geographic World.

# MIDDLE SCHOOL

Middle School Co-Dean .....	Vallye Blanton.....	7405
Middle School Co-Dean .....	Chad Gallahan.....	7401
Administrative Assistant .....	Jean Plondke .....	7432

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7:55		
8:10		Morning Assembly
<i>5 minute transition</i>		
8:15		
9:00		First Period
<i>5 minute transition</i>		
9:05		
9:50		Second Period
<b>Morning Break</b>		
10:05		
10:50		Third Period
<i>5 minute transition</i>		
10:55		
11:40		Fourth Period
<i>5 minute transition</i>		
11:45		
12:30		Fifth Period
<b>Lunch</b> <b>12:30 - 1:00</b>		
1:00		
1:45		Sixth Period
<i>5 minute transition</i>		

1:50	Seventh Period
2:35	
<i>5 minute transition</i>	
2:40	Eighth Period
3:25	

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## ACADEMICS

### Curriculum

Each student in Middle School takes five academic subjects, athletics/fitness, and enrichment, including Spanish, Art, Computer, Music, and Drama.

A Middle School student may take Algebra I and Spanish I for high school placement, with the department chair and dean's approval, upon recommendation from the respective department. The student will have the course listed on the Upper School transcript.

Courses taken in Middle School will be transcribed by name and grade received, but they count only for placement purposes and not toward the graduation requirement of 22 credits, which must be earned while in grades 9 through 12. The grade will be informational only and will not count in Upper School GPA.

### Academic Year

The academic year is composed of thirty-six (36) weeks divided into four nine-week quarters. The first and second quarters make up the first semester and the third and fourth quarters make up the second semester.

### Grading Scale and Grade Reports

100-90.....	A
80-89.....	B
70-79.....	C
65-69.....	D
Below 65 .....	F
Incomplete .....	I

#### Quarterly Reports

At the end of each nine-week grading period, a quarterly report is available on NetClassroom to parents, with comments for courses in which the grade is 72 or below. Parents should call the office if they do not receive one.

#### Mid-Quarter Reports

In the middle of each nine-week grading period a mid-quarter report is made available to parents via NetClassroom for all courses. Parents should call the office if they do not receive one.

### Examinations

Exams are administered at the end of each semester. In the Middle School, exams may count up to one-seventh of the semester grade.

Two-hour semester exams are given to students in grades 8-12 at the end of each semester. One-and-one-half hour exams are given to students in grades 6 and 7 at the end of each semester.

There are no exemptions from exams.

### Honors and Awards

#### Headmaster's List

This is the most prestigious academic category and is composed of those students who have a 90 or better in all academic subjects at the end of the quarter/semester grading period.

#### Merit Roll

A secondary honor list is composed of students who have an 85 average in all academic subjects with no grade lower than 80 at the end of the quarter/semester grading period.

#### Outstanding Citizenship Award

This award is presented to one student in each grade who have, in an exemplary manner, exhibited the following qualities: practicing courtesy in speech and action, playing and working well with others, exercising self-control, assuming responsibility, and respecting authority.

#### Book Award

At Honor's Day, a book is awarded to each Middle School student who has earned a place on the Headmaster's List for each of the first 3 quarters in each academic subject.

### **Departmental Awards**

End-of-year awards are presented in each grade to the student who has exhibited the highest levels of interest, effort, and achievement in each subject area.

### **Presidential Award for Academic Excellence**

Presented to all eighth grade students who have earned an unweighted overall average of 90 or better, on a 0-100 scale, during their Middle School career; the criteria is established by the President of the United States.

### **Presidential Award for Academic Achievement**

Presented to eighth grade students who have demonstrated consistently high academic success and commitment to learning, as well as meeting other criteria determined by a faculty committee annually within guidelines set by the President of the United States.

### **Academic Achievement Award**

The Academic Achievement Award is presented to the two students in each class who, at the end of the 3<sup>rd</sup> quarter, have the highest weighted GPA for the year.

### **Academic Improvement**

The Academic Improvement Award is given to the student in each grade level who has shown the greatest improvement in academics, effort, and attitude.

### **Stacy Coppedge Award**

This award is presented to the student or students who exhibit outstanding qualities of leadership, participation, and athletic achievement.

## **Library, Corker Giles**

The library is for student use between 8:00 a.m. and 4:00 p.m. The library is available to all students. Students do not need to wait for a teacher to bring them. The library is for their leisure use as well as academics. If a student needs help finding something, assistance is available.

Corker Giles Library offers over 16,000 volumes, plus a large variety of audio/visual materials. Computers are available for student, faculty, and staff use, allowing access to the Internet, email, personal network files, and network software programs. In addition, resource CD-ROMS that include a dictionary, thesaurus, atlas, and an encyclopedia are available as well as access to GALILEO, the University System of Georgia's premier academic search engine.

## **Standardized Testing**

Each spring students in grades 6-8 take standardized achievement tests based on national norms. The purpose of the testing is to evaluate student progress and assess curriculum. Eighth graders will take the EXPLORE, a pre-ACT test on a national testing date.

## **Summer Make-Up Work**

The following pertains to any Middle School student who:

- 1) Fails one (1) of five (5) core academic courses for the year (Composition, Literature, Science, History, Math)
- 2) Fails a math or composition (any sequential course) course for the second semester

**Students who fail math or composition for the year or the second semester** must receive 14 hours of tutoring over the summer, all of which must be documented. The Middle School Dean must approve of all tutors and will be helpful in finding tutors for students.

Students must retake and pass the second semester examination before being promoted to the next grade. Should a student not pass the final examination, that student meets with the Middle School Dean and Headmaster prior to the beginning of the school year to determine the next course of action for that student.

**Students who fail history, science, or literature for the year have two options from which to choose:**

- 1) Students must show evidence of taking a course involving study skills over the summer before being promoted to the next grade.
- 2) Students may coordinate with their teacher and the dean to come up with a plan of independent study in that particular course/courses with a test to be taken before the start of the next school year to assess progress over the summer.

## THE HONOR SYSTEM

The honor system at Valwood is not a compilation of regulations; rather it is an understanding that persons attending Valwood will act honorably. In short, we do not think it is too much to ask that Valwood students do their own work, represent themselves truthfully, and claim only that which is their own. Honor offenses in the Middle School are subject to the provisions of the Valwood Honor Code and the review of the Honor Council as noted below.

### Honor Pledge

"I agree to be personally and academically honest and treat others with respect and courtesy."

### Honor Code

The mission of Valwood School emphasizes academic excellence, character, and a commitment to serve others. In support of that mission, members of the Valwood Middle School community agree to abide by the standards expressed in the pledge above. Our students and faculty have affirmed the value of honesty, respect, self-control, safety, fairness, and character.

Individual students are responsible for exhibiting honorable behavior in all aspects of their life at Valwood. The Middle School Dean and faculty member chosen for that position by the dean will deal with honor code offenses.

The Honor Code applies on campus and on any off-campus school-sponsored trip or event.

### Common Honor Code Violations

The following are some common examples of Honor Code violations:

1. Plagiarism on any assignment.
2. Cheating on a quiz or test.
3. Turning in another student's work as one's own.
4. Disrupting the classroom environment.
5. Defiance of a faculty or staff member.
6. Bullying.
7. Fighting.
8. Stealing
9. Borrowing without permission or going into another student's locker with or without permission.
10. Vandalism of school or personal property.
11. Lying.
12. Violating the school's acceptable computer use policy.

### Consequences of Honor Code Violations

Consequences for Honor Code violations will become more severe as the number of violations increases. The following are possible consequences for Honor Code offenses:

- Meeting between student, parents, and dean.
- Written apology to the offended member(s) of the community, written assignment or book report dealing with issues of honor.
- Suspension from school and/or participation in any extracurricular or sports events. Suspension will count as an absence.
- In the case of academic dishonesty, the student will receive a grade of zero on the work in question unless it is redone honestly at the direction of the teacher, after which it may receive a grade not higher than a 64.
- Student's position on student government and/or National Junior Honor Society will be re-evaluated and possibly revoked.
- Dismissal from Valwood School may be recommended to the Headmaster for repeated or particularly egregious offenses.

## POLICIES and PROCEDURES

### Attendance

Attendance at school is the first critical component to academic success. We remind parents and students that the school's yearly calendar provides sufficient vacation periods. Family vacations, skiing trips, etc. should be scheduled during planned vacation days.

#### Attendance Rule

- Seven (7) days absence (planned or unplanned) will limit a student's quarter grade to no greater than a 70.
- Twenty (20) days absence (planned or unplanned) will prohibit a student from passing for the year.

Requests for exceptions to the above will be considered by the Attendance Committee, which is made up of the three division deans and the headmaster.

In order for a student to be counted "present," he or she must be in attendance for a minimum of 4 hours that day.

## Absences

### Planned Absence

Parents must send written notice prior to a planned absence.

The student must have the assignment form signed by teachers and initialed by the respective dean prior to leaving for the event. **The assignment sheet will specify when work is due, and planned absences do not change that expectation.**

Examples of a planned absence:

- Family trip
- Religious holidays
- School sporting events
- School extracurricular events

### Unplanned Absences

Parent(s) should notify the respective dean as soon as possible. Work will be made up in a reasonable amount of time in consultation with the dean.

Examples of an unplanned absence:

- Illness and injury
- Family emergency

## Tardy Policy

In keeping with Valwood's core values, namely responsibility, the Middle School encourages all students be on time to class. Teachers will take attendance at the beginning of each class every day. Should a Middle School student be late to the beginning of any class, that student must obtain a tardy slip from the Middle School office before being allowed into class. A tardy may pertain to the first class of the day or any class during the school day. Should a teacher be responsible for the lateness of a student to his/her next class, it is that student's responsibility to get a note from that particular teacher, and the tardy will be excused.

## Early Dismissal

Requests for early dismissal and predetermined planned absences must be cleared by the appropriate division dean. No student may leave campus without first obtaining permission from a member of the administrative staff (who will confirm parental permission).

A student who wishes to leave school early for a medical or dental appointment, or for another worthwhile reason, must do all of the following:

- Before the beginning of the school day, bring an excuse signed by a parent to the appropriate division dean. Information in the note should include general reasons for the early dismissal, the time of the dismissal, and the time of expected return.
- Students/parents must sign-out through the appropriate school assistant.
- Students/parents must sign-in upon return to school (if on the same day). The student will receive a pass back to class.
- The student must make up all work that has been missed.
- If someone other than parent/guardian is picking up student, the school must be notified.
- In the Middle & Upper Schools, the respective school assistant will issue the school permission slip to the student.

## Daily Schedules

### Middle School Schedule

<b>School Day:</b>	7:55 a.m. – 3:25 p.m.
<b>Tutorial:</b>	All MS students will have a regularly scheduled period - Monday through Friday.
<b>Athletics:</b>	2:30 p.m. – Variable

- All full-time teachers will be in their classrooms during Tutorial time.
- Teachers may require students to stay for Tutorial with reasonable notice.

## 2011–2012 MIDDLE SCHOOL DAILY SCHEDULE

7:55	Morning Assembly
8:10	
<i>5 minute transition</i>	
8:15	First Period
9:00	
<i>5 minute transition</i>	
9:05	Second Period
9:50	
<b>Morning Break</b>	
10:05	Third Period
10:50	
<i>5 minute transition</i>	
10:55	Fourth Period
11:40	
<i>5 minute transition</i>	
11:45	Fifth Period
12:30	
<b>Lunch</b> <b>12:30 - 1:00</b>	
1:00	Sixth Period
1:45	
<i>5 minute transition</i>	
1:50	Seventh Period
2:35	
<i>5 minute transition</i>	
2:40	Eighth Period
3:25	

### Lunch

Valwood offers a freshly prepared, nutritionally balanced lunch to Middle School students. Families may elect to enroll students in the Valwood meal plan each semester; the deadline for enrollment in a given semester falls one week after classes resume. Semester enrollment offers families the most economical option for participation in the lunch program. Enrollment forms are available at the division offices, and the enrollment fee can be paid in full or billed monthly over the course of the semester.

Student Meal Plan choices include:

- **Annual Meal Plan** - \$942.00 (\$5.25 per meal) – payment in full at beginning of school year.
- **Semi-Annual Plan** - \$495.00 (\$5.50 per meal) – two (2) payments of \$495.00 paid in August and January.
- **Daily** - \$6.00 (per meal) cash or debit account.
- Bring a sack lunch

**MEAL PLANS** do not cover any items purchased at break or athletic concessions. For Middle and Upper School students,

you may choose to purchase a meal plan and pre-loaded account to cover expenses for break. Pre-loaded Debit Accounts have to be secured with a credit card to ensure funds available. If your child's account reaches a zero balance, parents will be notified as early as possible. Funds have to be deposited in the account within two days. We will allow a two lunch grace period to allow time for payment to be made. If we have not received payment within those two days, then we will charge against the credit card to keep the account current. No snacks at break will be allowed if account funds cannot cover charge. Salad Bar and individual items may also be purchased "a la carte" on a cash or debit basis.

In addition to daily lunch service, the cafeteria will also offer breakfast on a cash basis beginning at 7:30 a.m. Parents of Middle School students are welcome to join their children for breakfast on campus during this time.

## Parent/Student/Advisor Conferences

Perhaps the most important reason independent schools work so well in educating the whole child and providing the skills and experiences that lead to success in college and life is the teamwork among student, parent, and school. Our common interest and attention through the challenges faced by the student generate shared acceptance toward meeting the higher goals of academic excellence, character, and service.

Formal parent conference days are held twice each year (although others can be scheduled at any time). For the school year 2011-2012, they will be held on Wednesday, October 26 (after first quarter grades) and Wednesday, February 15 (after the end of the first semester). Typically they are half hour meetings in which students share their successes and brainstorm any needed strategies for improvement with their parents and advisor. These meetings are critically important for two main reasons: our collective physical presence together reinforces our being a team, and the gathering affords an opportunity for the student to examine explicitly progress toward his or her own goals, providing affirmation of work well done or impetus for rededication. Families can contact division assistant Jean Plondke at ext. 7432 to select a convenient time for their family between 8:00 am and 3:30 pm. This conference is important enough that in unusual circumstances, advisors will make themselves available on alternate days or perhaps earlier times. Please plan on joining us for these important conferences.

## Parties

There will be no parties during school hours or on the Valwood campus unless approval has been given by the appropriate dean in advance. Food ordered to be delivered for lunch that is not part of the lunchroom program must be approved by the Middle School Dean in advance.

## Student Activities

The **National Junior Honor Society (NJHS)** is one of the nation's premier organizations established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service and Character. These characteristics have been associated with membership in the organization since its beginning in 1921. It includes students in grades 7 and 8. A student must be at Valwood one semester before he/she is eligible.

The **Middle School Student Council** is composed of 8<sup>th</sup> grade officers and two representatives elected by each class in grades 6 and 7. These leaders plan activities and promote projects for the Middle School. They sponsor social activities for students.

Individual classes and teachers often provide additional activities of varied nature and purpose, such as:

- MATHCOUNTS
- Odyssey of the Mind
- Debate
- One-Act Play
- Literary
- Mock Trial
- Spelling Bee

# UPPER SCHOOL

Upper School Co-Dean .....	Peter Allen .....	7507
Upper School Co-Dean .....	Marcia Felts .....	7555
Administrative Assistant .....	Katie Houseman .....	7532

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## ACADEMICS

### Requirements for Diploma

The Diploma is awarded at Commencement to qualified students upon approval of the Upper School Dean and the Headmaster. To qualify for the Valwood diploma, a student must satisfy a minimum of twenty-two (22) units earned in Upper School for graduation as listed below.

- English (4 credits)
- Mathematics (4 credits including Algebra I, Geometry, Algebra II and 1 unit beyond Algebra II)
- Foreign Language (2 credits), same language
- Science (4 credits) - Biology, Chemistry and two electives. All four sciences must be lab sciences.
- History (3 credits) - Government (½), Economics (½), World History, and U.S. History
- Technology (½ credit)
- Personal Fitness (½ credit) (**NOTE:** Credit may be earned by playing 2 seasons of varsity athletics or a semester of conditioning. Any exceptions to this must be approved either by the Curriculum Committee or a committee consisting of the Upper School Dean, the P.E. Chair and the Athletic Director)
- Health (½ credit)
- Speech (½ credit)
- Senior Composition (½ credit)
- Fine Arts (1 credit)
- 2½ additional electives
- 20 Hours of community service each school year (hours not served or recorded by the end of the school year are subject to a 1.5 multiplier.)
- Senior Internship (48 hours minimum along with a formal presentation)

In certain cases, subject to the approval of the dean, credit for equivalent course work completed elsewhere may be counted toward satisfaction of the requirement.

### Scheduling and Course Offerings

#### Academic Course Load

All students must elect 6 courses or the equivalent, unless they are carrying four Advanced Placement courses.

#### Academic probation

Students with an unweighted GPA less than 2.0 at any quarter in core courses will be placed on academic probation. This will require attendance at daily tutorials (Monday through Thursday). If this continues through the next grading period, Saturday detention will be added. Continued probation is cause for holding the student's re-enrollment contract.

#### Advanced Placement Courses

According to student enrollment, we offer the following AP courses:

AP English Language	AP Biology	AP Calculus AB
AP English Literature	AP Chemistry	AP Art
AP U.S. History	AP Environmental Science	AP French
AP World History	AP Physics	AP Spanish

Students who enroll in AP classes will be expected to take the AP test at the end of the year. AP science lab fees and test fees will be billed to the students' account.

Core Academic Courses include 17 credit hours of courses taken in English (4 credits), math (4 credits), science (4 credits), foreign language (2 credits, same language), and social sciences (3).

#### Course Sign-Ups

Course sign-ups occur during the 3<sup>rd</sup> Quarter for the succeeding academic year. Each parent and student should review the selected program of study carefully before confirming such with the appropriate division head. Course sign-ups are considered complete (pending receipt of final grades) upon the conclusion of the school year. Any alterations in schedule will be made in concert with the student in question.

College courses will neither be entered on a Valwood transcript nor count toward a Valwood GPA. A copy of a college transcript may be submitted to the College Counselor to be attached to the Valwood transcript and sent along with the application package.

#### Drop-Add

Upper School students have through the first full week of school to drop or add a course with the permission of his/her parents, and the Upper School Dean (or Headmaster). Only school initiated changes will be considered after this period.

### **Georgia Virtual School**

Courses NOT offered at Valwood may be scheduled during the school day on-line through the Georgia Virtual School, and these courses will be entered on the transcript and grades included in the GPA.

Other on-line courses may be approved for credit but will only be entered on the transcript as Pass/Fail.

### **Credit Recovery**

Valwood will only accept credit recovery when the student successfully completes and passes a proscribed course of Summer School orchestrated and managed by the Dean and Department Head. Tutoring by a faculty member will be allowed with oversight from fellow teachers and the Dean. When a faculty member is not available to manage the summer program the Dean will help the student find an acceptable tutor. The hours must be documented and the tutor must be paid by the student or his/her parents. Failure to complete the prescribed Summer School will result in the student retaking the failed course or dismissal.

Credit recovery will be capped at two for the student's Upper School career and any exceptions to this must be approved by the Curriculum Committee.

### **Transfer Students**

Students who transfer into the Upper School at Valwood may be asked by dean to retake courses they have already taken and for which they have received credit at a previous school. This most often occurs in math and foreign language courses where the preparation for the rigor of succeeding courses is in question. These repeated courses will be transcribed with grades and the corresponding credit, and the grade from a repeated course will be counted in a GPA calculations.

## **Academic Year**

The academic year is composed of thirty-six (36) weeks divided into four nine-week quarters. The first and second quarters make up the first semester and the third and fourth quarters make up the second semester.

## **Grading Procedures**

100-90.....	A
80-89.....	B
70-79.....	C
65-69.....	D
Below 65 .....	F
Incomplete .....	I

### **Quarterly Reports**

At the end nine-week grading period, a quarterly report is made available to parents via NetClassroom, with comments for courses in which the grade is 72 or below. Parents should call the office if they do not receive one.

Operating on the premise that each student be given every reasonable chance to earn success, the Curriculum Committee has initiated a new policy whereby any student earning a semester grade below 65 will have the grade recorded as an Incomplete (I), and a plan will be developed by the Dean, teacher, advisor, and student whereby all incomplete work may be made up and any other work required by the teacher's discretion counted. This plan must include a timeline and documented in writing and signed by all of the above people and parents. Once the timeline has expired, the original grade will be recorded and if the student successfully completes the makeup plan, the grade will be adjusted, recorded and will be no higher than a 65.

### **Mid-Quarter Reports**

In the middle of each nine-week grading period a mid-quarter report is made available to parents via NetClassroom for all courses. Parents should call the office if they do not receive one.

### **Final Report Cards**

Final report cards will be mailed home to the parents at the end of the school year.

## **Examinations**

Two-hour semester exams are administered at the end of each semester. In the Upper School, exams may count up to one-fifth of the semester grade.

Attendance during scheduled exam periods is mandatory. We will only excuse absences in cases of an illness or family emergency.

### **Exemptions**

All students are required to take first semester exams. A junior may exempt second semester exam(s) if he/she has a ninety-five (95) average for the second semester and has accumulated fewer than ten tardies for the year. All seniors are exempt from second semester exams unless the student is in danger of failing.

### **Grade Point Averages**

The following GPAs are calculated for students in the Upper School. Courses taken in Middle School for Upper School credit are not included in any GPA calculations. Core courses include courses taken in English, Mathematics, Science, Social Studies, and Foreign Language:

### **Weighted GPA**

Below is the weighting scale for core courses taken in grades 9–12. While transfer courses will be transcribed as taken at another institution and counted towards the cumulative Valwood GPA, students who transfer to Valwood can only receive weighting for honors courses that were also offered as honors courses at Valwood. For example, a student who took honors biology at another school will show on his/her transcript "Biology – H", but in determining the weighted GPA, the course will only receive the GPA for a college prep course since that is the only level of course available to Valwood students.

This GPA is reported to colleges and scholarship programs.

<b><u>Grade</u></b>	<b><u>College Prep</u></b>	<b><u>Honors</u></b>	<b><u>Advanced Placement</u></b>
90 – 100	4.0	5.0	6.0
85 – 89	3.5	4.375	5.25
80 – 84	3.0	3.75	4.5
75 – 79	2.5	3.125	3.75
70 – 74	2.0	2.5	3.0
65 – 69	1.0	1.25	1.5
< 65	0	0	0

**NOTE:** Beginning with the Class of 2013, Valwood will be revising the calculation of a weighted cumulative GPA to bring the school into better alignment with the HOPE Scholarship and University of Georgia prospective student GPA calculation methods. Like both HOPE and UGA, honors courses will not be weighted, but will be treated as prerequisites for AP courses. A weight of .5 will be added to each Advanced Placement course, per the scale below.

<b><u>Grade</u></b>	<b><u>College Prep</u></b>	<b><u>Honors</u></b>	<b><u>Advanced Placement</u></b>
90 – 100	4.0	4.0	4.5
85 – 89	3.5	3.5	4.0
80 – 84	3.0	3.0	3.5
75 – 79	2.5	2.5	3.0
70 – 74	2.0	2.0	2.5
65 – 69	1.0	1.0	1.5
< 65	0	0	0

### **Numeric GPA**

Overall average of all courses, core and non-core, taken in grades 9–12, on a 0-100 scale. This GPA is included on the transcript for the student, and is provided to colleges and scholarship programs if requested.

### **Academic GPA**

Average of core courses taken in grades 9–12, on a 0-100 scale. This GPA is provided to colleges and scholarship programs if requested.

### **Valedictorian and Salutatorian / Class Rankings**

The weighted cumulative GPA is used to determine the number one (valedictorian) and number two (salutatorian) students of a class. No other rankings are calculated or reported to colleges, only the top two students in a class.

In determining the valedictorian and salutatorian, the following criteria will be considered regarding transfer students:

- Academic standing of the school from which the student transfers.
- Level of instruction of each course transferred, e.g. Basic, College Prep, or AP.
- At a minimum, students must attend Valwood for their entire junior and senior years to be considered for Valedictorian and Salutatorian.

## **Honors and Awards – Grades 9–12**

### **Headmaster's List**

This is the most prestigious academic category and is composed of those students who have a 90 or better in all academic subjects at the end of the quarter/semester grading period.

### **Merit Roll**

A secondary honor list is composed of students who have an 85 average in all academic subjects with no grade lower than 80 at the end of the quarter/semester grading period.

### **Departmental Awards**

End-of-year awards are presented in each grade to the student who has exhibited the highest levels of interest, effort, and achievement in the subject area.

### **Academic Achievement Award**

The Academic Achievement Award is presented to the two students in each class who, at the end of the 3<sup>rd</sup> quarter, have the highest weighted GPA for the year.

### **Academic Improvement**

Students who have shown greatest improvement in academics, effort, and attitude. (This requires the unanimous agreement of all teachers who teach the student.)

### **Book Award**

At Honor's Day a book is awarded to each Middle and Upper School student who has earned a place on the Headmaster's List for each of the first 3 quarters in each academic subject.

### **Eager Scholarship**

Made possible by memorial gifts to the school's endowment fund, the Eager Scholarship was created in 2006 to recognize the deep and lasting contributions made to Valwood School by William G. Eager, III, a long-time friend, supporter, and trustee of the school who died in the fall of 2005. Each spring a \$1,000 tuition grant is awarded to a rising senior who best exemplifies Bill's commitment to academic excellence, extraordinary integrity, natural leadership ability, and passion for Valwood School.

### **Scholar Athlete**

At the end of each season, Scholar Athlete medals are awarded to varsity athletes whose academic performance places them on Valwood's Headmaster's List, comprised of students who have earned a 90 or better weighted average in all academic subjects at the end of the grading period.

## **Honors and Awards – Seniors**

### **Emily Anderson Scholarship**

Instituted in 2000, the Emily Anderson Scholarship is issued to a senior in honor of Mrs. Emily Anderson, former Valwood teacher, Middle School Dean, and Director. Each year, a \$1,000 college scholarship is awarded to a graduating senior who personifies Emily's qualities of loyalty, integrity, scholarship, and hard work.

### **Honor Graduates**

Honor Graduates are all qualifying seniors with a weighted cumulative GPA rounding to 4.0 or higher. Honor Graduates may wear the gold stole at commencement.

### **Presidential Award for Academic Excellence**

Presented to all twelfth grade students who have earned an unweighted overall average of 90 or better on a 0-100 scale, during their Upper School career, the criteria established by the President of the United States.

### **Presidential Award for Academic Achievement**

Presented to twelfth grade students who have demonstrated consistently high academic success and commitment to learning, as well as meeting criteria determined by a faculty committee annually, within guidelines set by the President of the United States.

### **Senior Spirit Award**

This award is given to the senior who exhibits the greatest school spirit both in support of school teams and organizations and in daily life on campus.

### **Senior Scholar Athlete**

The Senior Scholar Athlete award is given each year to a senior who has excelled in both academics and athletics during their Valwood career.

### **Outstanding Senior Athlete**

The Outstanding Senior Athlete award is given each year to a senior (or seniors) who has excelled in athletics during his or her Valwood career.

### **Senior Sportsmanship Award**

The Senior Sportsmanship Award is awarded each year to a senior (or seniors) who exhibit the tenets fair play, sportsmanship, and character, in addition to virtues such as fairness, self-control, courage and persistence.

### **Valiant Award**

Senior who best exemplifies the qualities of school spirit, academic endeavor, and outstanding citizenship.

All final decisions regarding senior academic awards will be made by the Headmaster.

## **HOPE Scholarship and the University System of Georgia**

### **Calculation of HOPE Scholarship**

- Georgia high schools must send complete transcripts with all course history to the Georgia Student Finance Commission (GSFC), who will determine HOPE GPA eligibility. Local high schools will no longer calculate the HOPE GPA for their graduates.
- A preliminary HOPE calculation will be done in February annually. Final HOPE calculations for graduating seniors will be completed in early June annually.
- Graduates completing a College Prep diploma must have a 3.0 GPA on a TRUE 4.0 scale (numeric grade will no longer be considered).
- The following scale will be used to convert numeric grades to a 4.0 scale:
  - A = 4.0(90 – 100)
  - B = 3.0(80 – 89)
  - C = 2.0(70 – 79)
  - D = 1.0(65 – 69)
  - F = 0 < 65
- The grades for ALL attempted academic courses, passed and failed, will be used for HOPE GPA calculation.
- Algebra I and other 8<sup>th</sup> grade academic courses that receive high school credit will not be used in the HOPE GPA calculation.
- Advanced Placement (AP) course grades of “B”, “C”, and “D” will receive a weight of .5 point. An “A” will not receive any weighting.
- The final HOPE GPA will not be rounded up.
- Additional information regarding the HOPE scholarship, as well as the HOPE scholarship application, may be found at [www.GAcollege411.com](http://www.GAcollege411.com). All students should have their personal GAcollege411 account established by the end of their ninth grade year.

## **Library, *Corker Giles***

The library is for student use between 8:00 a.m. and 4:00 p.m. The library is available to all students. Students do not need to wait for a teacher to bring them. The library is for your leisure use as well as academics. If you need help finding something, assistance is available to you.

Corker Giles Library offers over 16,000 volumes, plus a large variety of audio/visual materials. Computers are available for student, faculty, and staff use, allowing access to the Internet, email, personal network files, and network software programs. In addition, resource CD-ROMS that include a dictionary, thesaurus, atlas, and an encyclopedia are available as well as access to GALILEO, the University System of Georgia's premier academic search engine.

## **Parent/Student/Advisor Conferences**

Perhaps the most important reason independent schools work so well in educating the whole child and providing the skills and experiences that lead to success in college and life is the teamwork among student, parent, and school. Our common interest and attention through the challenges faced by the student generate shared acceptance toward meeting the higher goals of academic excellence, character, and service.

Formal parent conference days are held twice each year (although others can be scheduled at any time). For the school year 2010-2011, they will be held on Wednesday, October 26 (after first quarter grades) and Wednesday, February 15. Typically

they are half hour meetings in which students share their successes and brainstorm any needed strategies for improvement with their parents and advisor. These meetings are critically important for two main reasons: our collective physical presence together reinforces our being a team, and the gathering affords an opportunity for the student to examine explicitly progress toward his or her own goals, providing affirmation of work well done or impetus for rededication. At the second conference in February, we also take a look at choosing courses for the following school year.

Families can choose a time for their conference by contacting the division assistant Katie Houseman at extension 7532 and selecting a convenient time for their family between 8:00 am and 1:00 pm. This conference is important enough that in unusual circumstances, advisors will make themselves available on alternate days or perhaps earlier times. Please plan on joining us for these important conferences.

## Standardized Testing

The purpose of the testing is to evaluate student progress and assess curriculum. On a national testing date in mid-October, 9-11 grade students will take either the PLAN (9th) or the PSAT (10th and 11th). Juniors and Seniors must take the SAT I and ACT for college admissions purposes. It is the responsibility of the students to complete their online registration at least three weeks prior to test date; the school does not register students for either test. The SAT tests are administered at Valwood (October and June only), VSU and Lowndes High.

## THE HONOR SYSTEM

The honor system at Valwood is not a compilation of regulations; rather it is an understanding that persons attending Valwood will act honorably. In short, we do not think it is too much to ask that Valwood students do their own work, represent themselves truthfully, and claim only that which is their own.

All Upper School honor offenses are subject to the provisions of the Valwood Honor Code as detailed in the By-Laws below and the review of the Honor Council. As noted in Article IX,

## Honor Council

### PREAMBLE

**Believing that students at Valwood School desire to maintain a learning environment in which students do not lie, cheat, or steal, the elected representatives of the Upper School Honor Council will strive to promote an atmosphere in which each person:**

- Is aware of his/her personal worth and dignity and that of his fellow man.
- Realizes that conduct does create character and that acts tend to grow into habits.
- Understands that Valwood students, faculty, and staff will act honorably.
- Understands that the Honor System should be educative and not punitive.
- Appreciates the opportunity to live and work where there exists trust and mutual respect.
- Understands that a violation of the Honor Code that goes unchallenged weakens the effectiveness of the Code and undermines the mutual feelings of trust and respect within the school community.
- Understands that an infraction of the Honor Code will result not only in a consequence or punishment but also in a correction and assistance that attempts to address underlying causes.

### Article I. Name and Purpose

- A. The name of this organization shall be The Valwood Upper School Honor Council.
- B. The purpose of the Honor Council shall be:
  1. To encourage the development of personal honesty and integrity among the students of Valwood School.
  2. **To implement and preserve an Honor Code.**
    - To review fairly and impartially alleged violations of the Honor Code.
    - To determine whether the Honor Code has been violated.
    - To recommend disciplinary action for violations to the dean.

### Article II. Definitions of Violations.

#### A. Cheating

The act of giving, receiving, or attempting to give or receive unauthorized help that results in an unfair advantage in completing schoolwork. Cheating is also the representation of another's work as his/her own.

1. **Copying** involves the willful use of one's own material, another's material, notes, or a textbook during a quiz, test, or examination without the authorization to do so.

2. **Plagiarism** consists of copying the language, ideas, and written thoughts of another author and presenting this material as one's original work. If the teacher and Headmaster or Division Head rules that plagiarism exists, the Honor Council will recommend penalty.
3. The faculty should define plagiarism and ways it may manifest itself in their class early in the school year both in class and in writing on their course descriptions.
4. The faculty should use an honor pledge:
  - A signed pledge must accompany each work.
  - The pledge: "On my honor, I have neither given nor received aid on this work, and I do not tolerate cheating in others."

**B. Lying**

The intentional falsification or denial of fact or the intentional creation of a false impression or the violation of a pledge. Lying to a teacher or member of the administration or staff is a serious honor violation of a pledge. Lying to the Honor Council will result in a more serious punishment.

**C. Stealing**

Taking or withholding property from the real owner with the intention of permanently or temporarily depriving the owner of his/her possession. Intentionally removing books, magazines, newspapers, or any other reference materials from the school library without signing for them is a violation of the Honor Code. Likewise, the deliberate removal of articles or pages from library materials is theft of resources belonging to the student body as a whole.

**D. Other Issues**

When another issue is brought to the attention of the Honor Council, the Council can deem the action dishonorable (worthy to be tried before the council) by a 4/5 majority vote. If the majority vote is not obtained, then the issue will be dealt with by the appropriate administrator. If a majority vote is obtained then a time will be set for an official meeting of the Honor Council.

**E. Honor Probation**

The time from the first Honor Council offense through the remainder of that school year during which a student must maintain a clean record or risk greater penalties, including suspension or dismissal.

**Article III. Minimum Penalties for Honor Code Violations**

**A. Cheating**

1. First Offense:
  - a. Minimum:
    - i. A grade of "0" on the work in question, which must be redone with no credit unless that credit is otherwise specified by the teacher in the course description.
    - ii. Note of apology, reviewed by Honor Council Advisor, to the offended teacher.
    - iii. Serve a Saturday detention.
  - b. Could be imposed:
    - i. One-day suspension (in-school work may be done; out of school work receives a "0;" no participation in any school activity).
    - ii. Possible Honor Probation if this was a second Honor Code violation.
2. Second Offense:
  - a. Minimum:
    - i. A grade of "0" on the work;
    - ii. Re-do the work for no credit;
    - iii. Note of apology;
    - iv. Two (2) Saturday detentions;
    - v. One (1) day of suspension (in or out).
  - b. Could be imposed:
    - i. Possible 2<sup>nd</sup> day of suspension;
    - ii. Honor Probation.
3. Third Offense:
  - i. Recommend dismissal.

**B. Lying**

1. First Offense
  - a. A note of apology (reviewed by the Honor Council Advisor) to the offended teacher.
  - b. Possible assignment of one Saturday detention.
2. Second Offense
  - a. **Assignment of two days of in-school suspension. During the period of suspension, the student could not earn more than passing (65) marks on assignments completed and would be prohibited from participating in any school sponsored event.**

- b. The student will be placed on *Honor Probation* for the remainder of the year, and such fact will be made known to the advisors of the US Student Council and The National Honor Society.
- 3. Third Offense
  - a. If occurring during the same school year, dismissal.
  - b. If occurring in a subsequent year, three days of out-of-school suspension.

**C. Stealing**

- 1. First Offense
  - a. Assignment of two days of in-school suspension. During the period of suspension, the student could not earn more than passing (65) marks on assignments completed and would be prohibited from participating in any school sponsored event.
  - b. The student will be placed on *Honor Probation* for the remainder of the year, and such fact will be made known to the advisors to the US Student Council and The National Honor Society.
- 2. Second Offense
  - a. Dismissal.

**Article IV. The Honor Code**

- A. Each member of the Upper School will sign a statement acknowledging his awareness of the existence of an Honor System comprised of an Honor Code and Honor Council.
- B. Each student will also have an opportunity to sign voluntarily a pledge of support for the Honor System. This pledge will not affect any procedures for a violation of the Code at a subsequent time.
- C. Acknowledgment: I hereby acknowledge that I have read the Honor Pledge and understand the purpose of the Honor Code and the consequences of violation of the Honor Code. I understand that all Upper School students are held accountable to the Honor Code.
- D. **PLEDGE**  
 "As a member of the student body of Valwood School, I Pledge to be honest with myself and with others and to strive to refrain from all acts of cheating, lying and stealing. I make this pledge to signify my commitment to our Honor System and to encourage others to follow these standards."

**Article V. Procedure for Reporting an Honor Code Violation**

- A. Any violation of the Honor Code should be reported immediately.
- B. A student may report an honor violation to any faculty member or to a member of the Honor Council.
- C. When a faculty member or member of the Honor Council is alerted about a possible violation, he/she shall notify the Honor Council immediately.
- D. The Honor Council advisor will gather information about the alleged infraction.
- E. The advisor will alert the Honor Council through the Chairman.
- F. The Honor Council will meet with the accusing faculty member or student.
- G. The Honor Council will meet at 7:15 a.m. to hear information. The Honor Council will be on call to meet any other times deemed necessary. The Honor Council may schedule work sessions during the school day.
- H. The Honor Council will decide on whether to call the accused before the Council.
- I. The accused may ask a faculty member to appear with him/her.
- J. The Honor Council will hear an explanation or the plea of the accused.
- K. While the accused waits, the Honor Council will make its recommendation, notify the accused of its recommendation, and write the recommendation to submit to the Headmaster.
- L. The recommendation may be to exonerate the student called, to excuse the person based on his plea of innocence, or to write a penalty.
- M. The Headmaster or his/her representative will contact the parent(s) or guardian(s) of the accused to notify them of any penalty imposed.

**Article VI. Education of Student Body and Faculty**

- A. At the beginning of the school year, an assembly will be called for the purpose of educating the student body and faculty about the Honor System.
- B. A copy of the bylaws of the Honor Council will be posted on bulletin boards in Upper School home rooms and hallways.
- C. The importance of confidentiality on the part of faculty members, council members, the accuser, and the accused should be emphasized.
- D. If deemed necessary or desirable, Honor Council members will meet with advisories to answer questions and provide further information or clarification.
- E. Education should always include reference to the Preamble of the Council's by-laws.

**Article VII. Election of Honor Council members**

- A. The Honor Council will be composed of five members of the Upper School: one sophomore representative and four representatives from the junior and senior classes. These five members will serve from August through May of the school year. The Honor Council will select a chairman and a recorder who will take minutes and keep records.
- B. In September of each each year, the freshman class will elect an ad hoc representative to observe the workings of the Honor System. The freshman representative will become a voting member in the absence of one of the other student members.
- C. Elections will be held in the spring of each year.
- D. Those members of the student body who wish to run for a position on the Honor Council will fill out a nomination form and submit it to the Honor Council advisor a week before the announced election day.
- E. Any student who runs for the Honor Council must have been enrolled at Valwood for an entire school year.
- F. The Honor Council will meet during the week before elections and prepare a ballot from the nomination forms submitted. A submitted nomination form does not guarantee a student a place on the ballot.
- G. If an Honor Council member resigns during the school year, an election will be held to replace that member.
- H. If an Honor Council member is removed from the Honor Council for a violation of the Honor Code, an election will be held to replace that member.
- I. The Upper School Dean will propose a slate of four faculty members from which the Honor Council will choose two to sit on the Honor Council as voting members for one year. If a faculty member needs to be recused from a particular case, the freshman member will vote instead.

#### **Article VIII. Nomination Form**

The following information must be submitted by any student who wishes to serve on the Honor Council.

- A. Name, class, age.
- B. Date of submission of nomination form.
- C. Scholarship: A minimum grade point average of C+, with a yearly average of at least 70 in each course for the previous school year.
- D. A statement pertaining to why the student wants to serve on Honor Council.
- E. A teacher recommendation.
- F. A signed honor pledge.

#### **Article IX. Amendments to By-laws**

- A. A proposed amendment may originate from the administration, faculty, or student body.
- B. The amendment must be in writing, signed by those proposing the amendment.
- C. The amendment shall be presented to the Headmaster.
- D. The proposed amendment shall be presented to the Honor Council by the Headmaster.
- E. An amendment to the By-laws will require a majority of three-fifths of the members of the Honor Council.

## **POLICIES and PROCEDURES**

### **Attendance**

Attendance at school is the first critical component to academic success. We remind parents and students that the school's yearly calendar provides sufficient vacation periods. Family vacations, skiing trips, etc... should be scheduled during planned vacation days.

#### **Attendance Rule**

- Seven (7) days absence (planned or unplanned) will limit a student's quarter grade to no greater than a 70.
- Twenty (20) days absence (planned or unplanned) will prohibit a student from passing for the year.

Requests for exceptions to the above will be considered by the Attendance Committee, which is made up of the three division deans and the headmaster.

In order for a student to be counted "present," he or she must be in attendance for a minimum of four hours that day.

### **Absences**

#### **Planned Absence**

**Parents must send written notice prior to a planned absence.**

The student must have the assignment form signed by teachers and initialed by the respective dean prior to leaving for the event. **The assignment sheet will specify when work is due, and planned absences do not change that expectation.**

Examples of a planned absence:

- Family trip
- Religious holidays
- School sporting events
- School extracurricular events

### **Unplanned Absences**

Parent(s) should notify the respective dean as soon as possible. Work will be made up in a reasonable amount of time in consultation with the dean.

Examples of an unplanned absence:

- Illness and injury
- Family emergency

### **Late Arrival**

Teachers will take attendance during the first five minutes of class. Students who arrive late to school must report to the appropriate school office. Middle and Upper School students who arrive late will be counted tardy and appropriate disciplinary measures will be taken. Middle and Upper School students who arrive after 1<sup>st</sup> period must report to the appropriate school office. Failure to do so could result in disciplinary action, even in the case of an excused absence.

### **Early Dismissal**

Requests for early dismissal and predetermined planned absences must be cleared by the appropriate division dean. No student may leave campus without first obtaining permission from a member of the administrative staff (who will confirm parental permission).

A student who wishes to leave school early for a medical or dental appointment, or for another worthwhile reason, must do all of the following:

- Before the beginning of the school day, bring an excuse signed by a parent to the appropriate division dean. Information in the note should include general reasons for the early dismissal, the time of the dismissal, and the time of expected return.
- Students/parents must sign-out through the appropriate school assistant.
- Students/parents must sign-in upon return to school (if on the same day). The student will receive a pass back to class.
- The student must make up all work that has been missed.
- If someone other than parent/guardian is picking up student, the school must be notified.
- In the Middle and Upper Schools, the respective school assistant will issue the school permission slip to the student.

### **Daily Schedule**

#### **Upper School Schedule**

**School Day:** 8:00 a.m. – 3:15 p.m.  
**Tutorial:** 3:15 p.m. – 3:35 p.m. Monday through Thursday  
**Athletics/Extracurriculars:** 3:45 p.m. – Variable

- All full-time teachers will be in their classrooms during Tutorial time.
- Teachers may require students to stay for Tutorial with reasonable notice.
- **No athletic and/or academic extracurricular practices will begin prior to 3:45 p.m.**

### **2011– 2012 UPPER SCHOOL DAILY SCHEDULE**

7:55	Morning Assembly
8:10	5 minute transition
8:15	First Period
9:00	5 minute transition
9:05	Second Period
9:50	

	<b>Morning Break</b>
10:05	Third Period
10:50	<i>5 minute transition</i>
10:55	Fourth Period
11:40	<i>5 minute transition</i>
11:45	Fifth Period
12:30	<i>5 minute transition</i>
12:35	Sixth Period
1:20	<b>Lunch</b> <b>1:20 - 1:50</b>
1:50	Seventh Period
2:35	<i>5 minute transition</i>
2:40	Eighth Period
3:25	

## CELL PHONE POLICY

In the Upper School, students are NOT allowed to use a cell phone in a building without faculty permission. Should a student violate this rule, the consequences are:

- 1<sup>st</sup> offense: loss of phone until end of next school day.
- 2<sup>nd</sup> offense: loss of phone for 1 week.
- 3<sup>rd</sup> offense: loss of phone for 2 weeks and a Saturday detention.
- 4<sup>th</sup> offense: day of suspension.

## Lunch

Valwood offers a freshly prepared, nutritionally balanced lunch to Middle School students. Families may elect to enroll students in the Valwood meal plan each semester; the deadline for enrollment in a given semester falls one week after classes resume. Semester enrollment offers families the most economical option for participation in the lunch program. Enrollment forms are available at the division offices, and the enrollment fee can be paid in full or billed monthly over the course of the semester.

Student Meal Plan choices include:

- **Annual Meal Plan** - \$942.00 (\$5.25 per meal) – payment in full at beginning of school year.
- **Semi-Annual Plan** - \$495.00 (\$5.50 per meal) – two (2) payments of \$495.00 paid in August and January.
- **Daily** - \$6.00 (per meal) cash or debit account.
- Bring a sack lunch

**MEAL PLANS** do not cover any items purchased at break or athletic concessions. For Middle and Upper School students, you may choose to purchase a meal plan and pre-loaded account to cover expenses for break. Pre-loaded Debit Accounts have to be secured with a credit card to ensure funds available. If your child's account reaches a zero balance, parents will be notified as soon as possible. Funds have to be deposited in the account within two days. We will allow a two lunch grace period to allow time for payment to be made. If we have not received payment within those two days, then we will charge against the credit card to keep the account current. No snacks at break will be allowed if account funds cannot cover charge. Salad Bar and individual items may also be purchased "a la carte" on a cash or debit basis.

In addition to daily lunch service, the cafeteria will also offer breakfast on a cash basis beginning at 7:30 a.m.

## **Parties**

There will be no parties during school hours or on the Valwood campus unless approval has been given by the appropriate dean in advance. Food ordered to be delivered for lunch that is not part of the lunchroom program must be approved by the dean in advance.

## **Senior Privileges**

Senior privileges are voted on each year by the Upper School faculty and may include exam exemptions, "open campus," and sign-in/sign-out privileges.

## **Student Activities**

### **National Honor Society**

Students are selected to the National Honor Society (NHS) on the basis of scholarship, leadership, service, and character, all of which must be significantly in evidence. Membership is open to qualified juniors and seniors, who may be identified in either the fall or spring semester of the school year. Qualified candidates:

- Must have an academic average of 85. Grades will not be rounded up, e.g. an 84.6 will not qualify for selection. Only grades earned at Valwood will be used in grade average computation.
- Must attend Valwood for at least one semester before being considered.
- Must complete the "Student Activity Information Form" by the date indicated on the form.

An induction ceremony will be held in the spring semester for selected candidates.

Selection to NHS is a privilege, not a right. Selection to NHS is determined by the Faculty Council. Students who have excessive tardies, a finding of guilt by the Honor Council, or who have been otherwise disciplined by a teacher or administrator at Valwood may not be selected for inclusion. A student who is not selected in one year due to one of the above problems may be considered in future years if the problems have ceased.

A National Honor Society member whose grades drop below an 85 average, has a major disciplinary infraction, or who has a finding of guilt by the Honor Council will be placed on probation for one semester. At the end of that semester, the member's status will be reevaluated. If the problem(s) persists, the student will be placed on inactive status.

Appeals of any of the above procedures may be addressed to the NHS faculty advisor.

### **Debate**

Valwood's varsity debate team competes against other schools in two-person policy debate teams. Debaters learn the ins and outs of crafting meaningful arguments, presenting their statements, and finding ways to outthink the competition. Students learn to present themselves professionally and how to think under pressure. Debates are held on an issue of international importance that is chosen each year. 8<sup>th</sup> – 12<sup>th</sup> grade students are welcome to participate.

### **Interact Club**

The Interact Club is a service club whose purpose is to promote international understanding and provide service to the community. Interact is self-governing and self-supporting. The club is sponsored by the Valdosta Rotary Club.

### **Literary**

Literary is a GISA event that involves individual and small group competitions in a wide range of events. Literary events include singing, acting, writing, spelling, extemporaneous speaking, and piano. Students work individually with coaches to prepare for their event, learning how to fine tune their performances. Music auditions are held in November, and auditions for all other events are held in January.

### **Mock Trial**

Mock Trial gives Valwood students the unique opportunity to learn about the law profession by walking through a full trial. Students take the parts of the lawyers for both sides, as well as acting out the roles of the suspects and witnesses in the case. Lawyers from the community work alongside Valwood's coaches to help prepare the students for the competition. Mock Trial is open to any students in the Upper School.

### **Model UN**

Students learn about the world and about the issues facing different countries in the Model United Nations program. Each spring, Valwood students are given the chance to represent different nations of the world in a competitive forum that mimics the UN. Students are tasked with researching their countries and figuring out how these diverse nations would respond to a wide range of issue. Model UN is open to any students in the Upper School.

### **One Act**

Valwood's One Act Play team performs a complete play in less than 55 minutes competitively against other GISA schools. Student actors learn about stage presence, blocking, character, vocal techniques, and focus. Students can also be involved by being a part of the technical crew, or as a student designer. The play is announced near the beginning of school and all 8<sup>th</sup> – 12<sup>th</sup> grade students are welcome to audition. Auditions are held in early September.

### **Science Olympiad**

Science Olympiad is an international nonprofit organization devoted to improving the quality of science education, increasing student interest in science and providing recognition for outstanding achievement in science education by both students and teachers.

### **Student Council**

The Student Council is composed of officers and representatives elected by each class in grades 9-12. These leaders discuss student policies, plan activities, assemblies, and sponsor programs for the student body. Annual events are Homecoming and the Fall Festival.

### **Yearbook**

The Yearbook Staff is composed of Upper School students who meet daily to plan and compose the Valwood Yearbook. Yearbook instructor and Headmaster and/or U.S. Head must approve a student being placed on staff.

Individual classes, groups, and teachers also provide a variety of activities and projects of diverse nature and purpose.

# ATHLETICS

Athletic Director .....	Brett Martin .....	<a href="mailto:bmartin@valwood.org">bmartin@valwood.org</a> .....	7731
Baseball, Varsity .....	Brett Martin		
Baseball, Junior Varsity .....	Chance Benson		
Basketball, Boys' Varsity .....	Carlos Jones .....	<a href="mailto:cjones@valwood.org">cjones@valwood.org</a> .....	7733
Basketball, Girls' Varsity .....	Carlos Jones .....	<a href="mailto:cjones@valwood.org">cjones@valwood.org</a> .....	7733
Basketball, Boys' Junior Varsity .....	Chad Gallahan .....	<a href="mailto:cgallahan@valwood.org">cgallahan@valwood.org</a> .....	7401
Basketball, Girls' Junior Varsity .....	LaVie Marshall .....	<a href="mailto:lamarshall@valwood.org">lamarshall@valwood.org</a> .....	7712
Cheerleading, Varsity .....	Vallye Blanton .....	<a href="mailto:vblanton@valwood.org">vblanton@valwood.org</a> .....	7405
Cheerleading, Junior Varsity .....	LaVie Marshall .....	<a href="mailto:lamarshall@valwood.org">lamarshall@valwood.org</a> .....	7712
Cross Country .....	Bruce Beal		
JV Cross Country .....	Heather Shaw		
Football, Varsity .....	Brannon Tidwell .....	<a href="mailto:btidwell@valwood.org">btidwell@valwood.org</a> .....	7777
Football, Junior Varsity .....	Carlos Jones .....	<a href="mailto:cjones@valwood.org">cjones@valwood.org</a>	
Golf .....	Tom Eutzler		
JV Golf .....	Brannon Tidwell .....	<a href="mailto:btidwell@valwood.org">btidwell@valwood.org</a> .....	7734
Jr. Pro Boys Basketball .....	Brannon Tidwell .....	<a href="mailto:btidwell@valwood.org">btidwell@valwood.org</a> .....	7734
Jr. Pro Girls Basketball .....	Carlos Jones .....	<a href="mailto:cjones@valwood.org">cjones@valwood.org</a> .....	7733
Soccer, Boys' Varsity .....	Chad Gallahan .....	<a href="mailto:cgallahan@valwood.org">cgallahan@valwood.org</a> .....	7730
Soccer, Boys' Junior Varsity .....	Nick Harville		
Soccer, Girls' Varsity .....	Jennifer Rasmussen .....	<a href="mailto:jrasmussen@valwood.org">jrasmussen@valwood.org</a> .....	7309
Soccer, Girls' Junior Varsity .....	Logan Petry		
Softball, Girls' Varsity/Junior Varsity .....	Chance Benson		
Tennis, Boys' & Girls' Varsity .....	Wright Kimbro		
Tennis, Boys' & Girls' Junior Varsity .....	Sarah Dewar .....	<a href="mailto:sdewar@valwood.org">sdewar@valwood.org</a> .....	7713
Track .....	Bruce Beal .....		
JV Track .....	Heather Shaw		
Wrestling, Varsity/Junior Varsity .....			TBA

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## Philosophy

The athletic program at Valwood School is student-centered and an integral part of the student's total educational experience. The program is designed to provide positive learning opportunities for each student who participates. Students benefit from the development of physical fitness, leadership, teamwork, social skills, self-discipline, and integrity. Decision-making skills, good citizenship, good sportsmanship, and the promotion of individual maturity should also result from athletic participation. These characteristics assist in the development of individual and team attitudes that are beneficial for a successful season and for future life.

Valwood provides a well-rounded program of interscholastic athletics for all of its students. Opportunities for participation vary according to sport and level of competition. At the lower levels, emphasis is on skills development and participation. At the varsity level, performance and team success become primary objectives.

The school, however, does not adhere to an "all players get equal playing time" policy even at the lower levels. Valwood believes that, while meaningful participation on a competitive team might not mean equal playing time, it does mean providing students with the opportunity to further their learning and development in a game situation. Participation in a fifth quarter of play in football and basketball and extra innings in baseball or softball, for example, does constitute meaningful competitive participation.

## Communication

Both parenting and coaching are extremely challenging responsibilities. Both parents and coaches want students to have a positive experience as they participate in sports. Communication is the key to making this goal a reality. Students, parents, and coaches are all responsible for achieving effective communication.

As students become involved in athletics, they will experience some of the most rewarding moments of their lives. It is important to understand that at times students also may experience disappointment and frustration. At these times, student-initiated discussion with the coach is recommended and encouraged.

Coaches should communicate to student and parents their expectations for all players on their teams, as well as the locations and times of all games, practices, team policies, required equipment, and off-season conditioning expectations.

Coaches should also communicate to the student and his or her parents any disciplinary action resulting in the denial of a student-athlete's participation and the reasons for that action.

## The Parent–Coach Relationship

Parents are encouraged to discuss with the coach any concerns about their student-athlete's emotional or physical status. Parents should also request from the coach any information about ways the student might improve his or her performance.

Coaches are professionals. They make decisions based on what they believe is best for the team and all student athletes involved. Sometimes it is difficult to accept that a student-athlete is not playing as much as he or she or the parent desires. However, the judgment and authority of the coach to make decisions regarding playing time, play-calling, or team strategy should be respected. It is never appropriate for a parent to discuss with a coach the status of another student-athlete.

Please do not attempt to confront a coach immediately before, during, or immediately after a practice or athletic contest. These can be emotionally charged times for athletes, coaches, and parents. Meetings of this nature do not promote satisfactory resolutions.

There are situations that may require a conference between the coach and the parent. These meetings are encouraged. If a parent has a concern and would like to discuss it, he or she should call to schedule an appointment with the coach.

If a parent has an unresolved concern and would like to discuss it, he or she should call to schedule an appointment with the Athletic Director, at 229-242-8491.

## Sports Offered by Season

The following sports activities are available:

<u>Varsity:</u>	Fall:	football , fast pitch softball (girls), cheerleading, cross country
	Winter:	basketball, wrestling, cheerleading
	Spring:	tennis, golf, track, baseball, (boys) soccer, (girls) soccer
<u>Middle School:</u>	Fall:	football, cross country, cheerleading, fast pitch softball (girls)
	Winter:	basketball, wrestling
	Spring:	tennis, track, (boys) soccer, (girls) soccer, baseball, golf

## Georgia Independent School Association (GISA) Governance

Valwood's program of interscholastic athletics is governed by the Georgia Independent School Association (GISA). Eighth grade students may participate in all varsity sports except football. The GISA requires that each student in grades 8-12 be covered by catastrophic insurance.

### GISA Code of Good Behavior

#### PREAMBLE

"While the preponderant majority of schools, and all associated with each school, clearly and consistently exhibit appropriate sportsmanship year-in and year-out, it is incumbent upon each to continue to insure that all are aware and attempt to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities. Toward that end goal, the Georgia Independent School Association provides the following guidelines to help each school attain these goals, especially with respect to establishing norms of exemplary sportsman like behavior during all association events.

1. All school personnel (i.e., coaches, assistants, students, teachers, etc.) are expected to set a positive example of good sportsmanship by both their demeanor, personal example, and leadership at all times.
2. Each year (and more often, if necessary) students and all other fans (especially, parents) should be informed what behavior is acceptable and that which is not acceptable during all competitive school events.
3. Every student athlete, coach, and official is to be treated with honor, dignity, and respect before, during, and after each athletic or literary event.
4. Fans (including students) are encouraged to cheer and applaud the accomplishments of their favorite team. (This can be done in so many wholesome ways without use of profanity or other improper language, harassment, gestures, or other actions which can cause embarrassment to the school.)
5. When the contest is over, it is over. Period. Any complaints must be filed according to the association rules and regulations.
6. It is the host school's responsibility to provide (and insure) that all participants, fans, officials can attend any event in safety without undue or improper harassment, etc. from opposing school fans, police, etc.
7. Persons who do not behave properly (or who have violated this code or broken laws etc.) are to be warned and asked to leave the premises. (In case of law violations, these matters need to be handled by the security personnel taking appropriate action as may be deemed necessary.)
8. Ultimately, the school head is at all times (home and away) totally responsible and accountable for all actions of his/her teams, coaches, students, and fans. With proper leadership, all associated with the school are expected to know and exhibit good sportsmanship, proper acceptable behavior, and manners becoming a host or guest at any event."

### GISA Rule for Ejections for Unsportsmanlike Conduct

All coaches, athletes, parents, and fans in your school are subject to the new rule now in effect relating to ejection for unsportsmanlike conduct. The rule is as follows:

"If a player or coach is ejected, that player or coach will be automatically suspended from that game and the next game regardless of the sport, whether it is regular, region or state play-off and, further, the school will be issued a mandatory fine of at least \$50 per occurrence. Any fan or other person who is associated with the school and is ejected from a game will also require the school to pay a mandatory \$50 fine and suspend that person from at least one game for each ejection (when a player, fan or coach is ejected, that person must be removed from the playing and seating area (i.e., gym, stadium, or ball field, etc.) and must not be seen or heard during the period of suspension.)"

Your help in making all aware of this new rule as well as your interest, assistance, and cooperation in this attempt to reduce the number of unsportsmanlike incidents will be appreciated. The Valwood Board of Trustees voted at the May 9, 1995 meeting that the person receiving the ejection will pay the fine. Valwood School will not pay the fine.

### Athletic and Extracurricular Eligibility

Athletic and extracurricular eligibility is evaluated each semester. A student who has passed 5 unit subjects, including 4 core subjects and has an overall average of "70" for a semester's work will be eligible to compete the following semester. Eligibility for participation in the second semester will be based on the student's first semester grades. A student who has passed 5 unit subjects, including 4 core subjects and has an overall average of "70" for the year is eligible for the first semester of the following year. Core courses include: English, Mathematics, Science, Social Studies, or Foreign Language. Excluded for any credit are the following: Teacher aides, office aides, or their equivalent.

1. Headmaster has the authority to suspend an athlete from athletic participation for academic difficulty, unsportsmanlike conduct, disciplinary problems, or any other behavior unbecoming a student athlete.
2. A student athlete who has any "D's" or "F's" at the end of a grading period will be placed on probation. While on probation, the student will be required to (1) attend tutorial daily, (2) have all teachers sign a weekly progress report, and (3) abide by participation limits below.
3. A student must be counted "present" at school on the day of an athletic/ extracurricular event to be eligible to participate in that event. To be counted "present" at school, a student must be in attendance for a minimum of four

hours that day (see Page 9). To be eligible to participate in weekend athletic/extra-curricular events, a student must have been counted as “present” on the Friday before the event. If a student is absent on Friday, he or she may participate in a Saturday or Sunday event under the following conditions:

- a. he/she presents a doctor's statement declaring that he was unable to attend school or play on Friday but is physically able to play during the weekend; or
- b. he/she missed Friday because of an excused absence.

### **Multi-Sport Participation in Same Season** (*Primary and Secondary Sports*)

Students who wish to play two sports in a single season will be required to choose a “primary” sport. The primary sport will take precedence over the secondary sport in all circumstances except competition. For example, if a baseball game conflicts with a soccer practice, the student athlete would be required to play in the baseball game. Dual sport athletes should work through their coaches and the Athletic Director to resolve schedule conflicts.

Cross over students also must maintain their academic standing to continue to participate in two sports in a single season. The Athletic Director and Upper School Dean will monitor academic standing and take appropriate action as necessary.

Students must, at a minimum, maintain the following grades to participate in multiple athletic activities in a given season:

<u>Grades</u>	<u># of activities</u>
A's & B's	Unlimited
C's & D's	One

The Athletic Director has the power to suspend any athlete who is not in good academic standing at any time. The deans and Athletic Director will monitor a student's overall commitments to assure success.

### **Athletic Equipment and Uniforms**

Uniforms and equipment owned by Valwood will be checked out to students on a per season basis. Students not returning equipment and/or uniforms will be billed for the missing items.

### **Physical Exam / Waiver of Liability / Proof of Insurance**

#### **GISA Rules and Regulations**

##### Physical Examination of Contestants:

- a. Shall provide strict physical examinations by a competent physician of each and every athletic contestant before competing in each school year.
- b. Shall have on file in the school office for contestants competing in athletics a certificate by a physician on the standard form approved by the GISA school heads that the contestant has been examined and has been physically approved for participation. NOTE: It is strongly recommended that a physician be made available by the home team at all varsity football games and that each school have arrangements made for quick medical service for any accident occurring in practice.
- c. Schools are highly encouraged and requested to carry copies of these forms on trips to out-of-town games to expedite medical attention for injured athletes; and remind the person responsible for these forms the importance of maintaining the confidentiality of the information contained on the forms.

In addition to providing a required Physical Exam, Valwood School requires proof of insurance and a waiver of liability”