STUDENT & FAMILY HANDBOOK

Valwood School
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Hahira, GA 31632
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www.valwood.org

Disclaimer: This handbook represents the most current policies at Valwood School; however, the administration and staff of Valwood School, upon approval of the board of trustees, reserve the right to make any necessary changes to any policy should the need arise.

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CONTACT LIST

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Lower School.....229-585-9231

Middle School..... 229-585-9232

Upper School.....229-585-9233

Administration:

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Athletic Director	Brett Martin	bmartin@valwood.org
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Business Manager	Becky Wetherington	bwetherington@valwood.org
Finance Director	Megan Lightfoot	mlightfoot@valwood.org
Marketing & Communication	Courtney Matthews	cmatthews@valwood.org
Registrar	Val Gallahan	vgallahan@valwood.org
Campus Safety & Security	Les Bunte	lbunte@valwood.org

Divisions:

Lower School Dean	Gary Glover	gglover@valwood.org
Lower School Assistant	Sherri Chauncey	skirbo@valwood.org
Middle School Dean	Adam Murphy	amurphy@valwood.org
Middle School Assistant	Emily Ryan	eryan@valwood.org
Upper School Dean	Chad Gallahan	cgallahan@valwood.org
Upper School Assistant	Shonie Thomas	sthomas@valwood.org
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Parent Organization:

Valwood Parent Association	Amanda Davis	vpa@valwood.org

Updated Summer 2026

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 close interaction between teacher and student. Valwood seeks to develop 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.

SCHOOL MOTTO

Academics, Character, and Service

DEVELOPMENT

The support Valwood receives from its friends and family has long been the cornerstone of the school. Through their volunteering of time, sharing of expertise, and financial gifts, Valwood has grown to its current level of educational excellence. We are proud of this commitment to excellence, and we depend on the generosity of our constituency to enable us to give our students the opportunities to achieve our mission.

Each year families are asked to contribute to the Valwood Annual Fund. This fund bridges the gap between tuition and the actual cost of a Valwood education. Families are encouraged to identify Valwood School as their primary philanthropic recipient. In addition, we will work with families and local businesses to participate in GOAL, which provides funding via State of Georgia legislation for scholarships.

We invite you to visit the school's website to explore the many other ways you can be a contributor to Valwood's lasting success.

2026-2027 Valwood School Calendar

Academics • Character • Service

Aug. 6, 7, & 10: Pre-Planning
Aug. 10: Open House
Aug. 11: Convocation/1st Day of School
Start of 1st Quarter/Semester 1
Sept. 4 & 7: Labor Day Holiday
Oct. 9: End of 1st Quarter
Oct. 12: Columbus Day Holiday
Oct. 18-23: Middle School Class Trips
Oct. 28: Conference Day
(NO School for Students)
Nov. 23-27: Thanksgiving Holiday
Dec. 14-16: Middle & Upper Schools Exams
Dec. 16: End of 2nd Quarter/Semester 1
Dec. 17-Jan. 5: Christmas Holiday Break
Jan. 5: Faculty & Staff In-Service Day
(NO School for Students)
Jan. 6: Start of 3rd Quarter/Semester 2
Jan. 18-19: Martin Luther King, Jr. Holiday
Feb. 12-15: President's Holiday
Feb. 22-26: Upper School College Trips,
Internships, & Service Projects
Mar. 12: End of 3rd Quarter
Mar. 17: Conference Day
(NO School for Students)
Mar. 26: Good Friday Holiday
Mar. 29-Apr. 2: Spring Break
Apr. 16: Grandparents Day
May 18-20: Middle & Upper Schools Exams
May 21: Last Day of School/Graduation
End of 4th Quarter/Semester 2
May 24-26: Post-Planning
May 31: Memorial Day Holiday

Revision – 4/21/26

July 2026

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	School Holiday – NO School		Early Dismissal/Half-Day of School
	Start & End of Quarters & Semesters		Grandparents Day – Noon Dismissal
	Conference Day (NO school for students)		Middle School Class Trips
	Pre-Planning, In-Service Day, & Post-Planning		Upper School College Trips, Internships, & Service Projects
	Middle & Upper School Exams		National Holidays (Red Dates)

Updated Summer 2026

ADMISSIONS

Admission decisions shall be made by the vote of the Valwood Admissions Committee. In the event of a tied vote on any applicant, the head of school's vote shall be the determining vote. An applicant's character and potential for meeting the academic standards and academic rigor of Valwood School shall be paramount considerations for admission.

AES Guidelines

- Students must be in grades 6-12 to participate as a Homeschool or Alternatively Educated Student (AES)
- Georgia Independent Athletic Association (GIAA) regulates the number of AES athletes allowed to participate on each team. Valwood School follows the GIAA AES regulations for both Middle School and Varsity competition.
- Enrollment in a Valwood course on campus is required to complete as an AES within GIAA.
- AES acceptance at Valwood School is not only based on availability, but the joint admission decision between the Admissions Committee and Head Coach. Participation within each team is not guaranteed, but at the discretion of the Head Coach of each sport.
    - AES Reenrollment is not guaranteed, but based on:
        - conduct and attendance during the previous school year
        - availability on requested team
        - space within requested class
    - Valwood dress code and behavior expectations apply to all students enrolled in any Valwood course and/or participating in Athletics/Fine Arts
    - Only full-time students are eligible to:
        - Earn a diploma and walk at graduation
        - Run for Student Council, class officers, etc.
        - Attend dances (unless as a guest of a full-time Valwood student)
        - Attend/be recognized Senior Banquet and Honors Day
        - Participate in class trips
        - Participate in performances/events related to a specific course unless enrolled in that specific course

AES Tuition is equal to 1/16 tuition per course per semester. An additional $500 athletic fee will be charged per sport. AES Tuition is NOT eligible for financial assistance.

AES Enrollment

Once an application has been completed, and enrollment has been offered, Valwood will require a completed enrollment packet and the following documentation:

- Pre-Participation physical evaluation
- Copy of the student's social security card
- Copy of the student's birth certificate
- Georgia Form 3231 (immunization record)

Visit School Vaccines and Updates for more information on Georgia immunization requirements, including medical and religious exemptions. An "Affidavit of Religious Objection to Immunization" form is attached.

The GIAA requires the following of Varsity participants:

- Official Birth Certificate (*NOT Certificate of Live Birth*)
- AES Student-Athlete Information Form
- A copy of the Declaration of Intent Form that was submitted to the Georgia DOE for the student.
- Most recent Report Card/Transcript
- According to Georgia homeschool regulations, homeschool students must take an appropriate nationally standardized test at the end of their 9th grade year. Valwood School must provide the results of the test to the GIAA Office. Once a homeschool (AES) student has taken this test in the 9th grade, s/he will have three years left of eligibility in GIAA.

BUSINESS and ACCOUNTING OPERATIONS

Contract Obligations. 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 due to a move out of the area that Valwood serves or by a mutual agreement with Valwood administration that the student will be better served at another school.

Financial Obligations. Seniors **cannot** participate in graduation unless their account balance is paid in full prior to graduation.

Re-enrollment contracts shall not be offered nor will any transcripts, report cards, or school records be released or mailed for any student whose parents or other account obligors are in arrears for the account of any student over 60 days or more.

Families that are in arrears more than 30 days will receive notifications of their status and should respond within 15 days as to an appropriate resolution. Failure to meet resolution commitments can result in the dismissal of a student at any time during the school year.

Additional specifics regarding business and accounting operations are detailed within the enrollment contract.

GENERAL ADMINISTRATIVE POLICIES

Email. Faculty and staff may be contacted through their school email in lieu of notes from home or phone messages. Each address is published on the school's website. Most addresses are the first initial and last name; for example vblanton@valwood.org

Documentation Requests. If a parent, guardian, or student wishes to have a teacher/administrator write a recommendation or 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 letters of recommendation for college applications should be made via Naviance.

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 the Registrar. Please allow a minimum of three business days for processing of requested paperwork.

Permanent Student Records. All student records at Valwood are confidential. They are available 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 age 18 or over. Student accounts must be up-to-date with a zero balance before records are released.

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

Immunization Records. A Georgia Certificate of Immunization 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. By Georgia law, students may be prohibited from attending classes if a Form 3231 is expired or missing from their record. The Department of Defense Vaccine Administration Record DD Form 2766c does not meet state requirements for immunization records.

Social Security Number and Birth Certificate. Each student is asked to furnish a copy of his/her Social Security card and a copy of his/her birth certificate for the permanent record.

Sports Physicals. All 5th - 12th-grade student-athletes must have a current physical examination on file with the school by **August 1st**. Forms can be found on the Valwood website.

Illness and Medicine. Children must be “fever-free” for 24 hours before returning to school. If your child has vomited, do not let your child return to school for 24 hours after being ill. If your child takes any medicine before coming to school (other than regular or prescription medications), please let us know what, how much and when it was given.

Valwood School Cell Phone & Personal Device Policy

At Valwood School, we are committed to fostering a learning environment that supports focus, respect, and meaningful relationships. To minimize distractions from personal technology, we have established the following guidelines regarding the use of cell phones, smart watches, and other electronic devices:

Lower School (PK-5th)

- Students in the Lower School are **not allowed to wear smartwatches to school or carry a personal cell phone/device.** *If these devices are crucial to their communication after school (after 3:25 pm), they may keep them turned off and in their bookbags.*

Middle and Upper School (Grades 6–12)

- Students in Middle and Upper School may bring their personal devices (cell phones, smart watches, etc.) to school.
- All devices must be **silenced/turned off and stored in the student's locker** for the entirety of the school day—from 8:00 am until 3:25 pm. Devices should not be carried on the person or used during class, lunch, or any instructional time unless specific permission is granted by a teacher or administrator.

Exceptions

- Emergencies
- When authorized by a teacher for educational purposes
- When authorized by a staff member for communication purposes
- Managing a student's health

Purpose:

The purpose of this policy is to support an environment that prioritizes academic engagement and social interaction over digital distractions. We appreciate the cooperation of students, parents, and staff in upholding these guidelines. For emergencies during the school day, parents and guardians should contact the school office directly. Should you have any questions or require further details, please feel free to contact the school administration.

Updated Summer 2026

Parties. There will be no parties during school hours or on the Valwood campus unless approval has been given by the division dean in advance. ***Crane Hall must be notified prior to food being delivered for groups/classes and must be approved by the division dean in advance.*** For Lower School and Middle School students, 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.

Lower School Class Parties. Parents of each room sponsor a holiday party as well as an end-of-the-year party for their children's classes. Pre-Kindergarten 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*.

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 should not include boating, motoring, or swimming in the lake. *For safety concerns, siblings are **not** allowed to attend the end-of-the-year class pool parties. Please make other arrangements for them.*

Fundraising. All fundraising ideas and activities must be discussed and approved by the appropriate Dean or Athletic Director and then submitted to the Director of Development for approval by the requester. This request will be sent by the Director of Development to the Fundraising Committee for the group approval. The requester will be notified and at this point may proceed with planning and marketing **once the request has been approved**. This policy applies to anyone planning a fundraising event including teachers, staff, coaches, as well as parent and community volunteers assisting with fundraising. No group is exempt. In addition, Lower School students are prohibited from any door to door solicitation.

Any funds collected by teachers for projects, book orders, memberships, and field trips must be approved by the dean. All checks must be payable to Valwood School. Once the dean has approved a project, he or she will submit to the Business Office a copy of the information which is sent home to parents concerning the collection.

Student Travel Expenses

- Fees - The school pays team registration fees in full.
- Meals - Valwood does not pay for student meals
- Lodging - Valwood does not pay for student lodging. Those expenses should be divided equitably among students by the coach/sponsor. These expenses should be collected “up front” by the coach/sponsor. The collection of lodging expenses is the responsibility of the coach/sponsor: such expenses will not be billed to the parents after the fact by the Business Office.
- Travel: For routine daily travel, Valwood incurs all expenses on school vehicles (bus or minibus). When neither bus nor minibus is available for student travel, Valwood covers the cost of rental for group or team travel.

Senior Privileges. Senior privileges are determined at the discretion of the Upper School Dean.

Lockers. Lockers are provided to store books, lunches, 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 will go into a locker. 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. The school retains the right to conduct a search of a locker at any time for any reason. For safety reasons, no book bags should be left on the floor.

Lost and Found. Many coats, hoodies, cups, calculators, and other personal items are left at school throughout the year. Found items without clear identification are given to the appropriate school office. Please check with the appropriate administrative assistant in the occurrence of a missing item. Generally, unclaimed items are donated to a charitable organization at the conclusion of the school year..

Short-Term Counseling. Short-term counseling services addressing personal issues such as stress, interpersonal and family relationships, depression, aptitude testing, and substance abuse can be coordinated via a counselor who provides pro bono assistance to the school. 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, problems that need intensive or long-term therapy.

Allergies. In our school, the significant allergies are to peanuts, nuts, shellfish, and insect/wasp stings. In the classrooms of anaphylactic children, special care is taken to avoid allergens. Parents must consult with the teacher before supplying food or craft materials to these classrooms. There is also a list of packaged "safe food", which has been distributed to the teachers. Please note that we are not "free" of these products, rather, we are "aware." Therefore, the risk of accidental exposure to a food allergen has been significantly diminished although it can never be completely removed.

It is the responsibility of the anaphylactic/potentially anaphylactic child's parents to inform the school of their child's allergy. Anaphylactic or potentially anaphylactic children who are old enough should carry at least one EpiPen with them at all times and have a backup available in their school division.

SAFETY and SECURITY

Name Tags. Valwood faculty and staff, who have direct contact with students, are required to wear name tags at all times.

Student IDs. Valwood Middle and Upper School students will be identified by school-issued identification cards. They are required to have their Valwood Student ID with them at all times while on the Valwood Campus. IDs will be replaced at the cost of $20 and cannot be charged to a student's account.

Visitors and Entry. Visitors must check-in with the building they seek entry to and sign in. Security Cameras provide the school the ability to monitor strategic places around campus.

Parking and Drop off. Curbside parking is prohibited throughout campus because this is a fire lane. Each division has specific school curbside drop-off locations. If a parent chooses to walk his/her child into the school, he/she must park in a visitor parking spot and then use the crosswalk to escort his/her child into the building.

Pick Up. Parents picking their children up will do so at the designated school curbside pick-up location. Please keep in mind that the curbside pick-up is a continual moving lane. If you wish to park in visitor parking and wait for your children to exit the school, we ask that you wait near the pick-up location.

Student Vehicles. Students with valid driver's licenses may drive to school. They must park in their assigned parking space only. Students are not allowed to park behind the gym at any time.

Students must register their vehicle with the security officer on campus and receive an assigned parking space. The speed limit on campus is 15 mph. Students must remember that driving to school is a privilege, not a right. Driving privileges may be revoked if the student speeds or drives in a manner that endangers other people.

Students will not be permitted access to their vehicles during school hours without permission. Students who need entry into their vehicle during school hours must contact the Upper School office and will be permitted with appropriate documentation.

Search. Valwood School is committed to ensuring that its campus and school-sponsored off-campus activities are safe for all students and are free from alcohol, illegal drugs, juuls, e-cigarettes, vaping supplies, and weapons. To accomplish that goal, the school maintains the right at any time for any reason to search students and their lockers, vehicles, and personal belongings.

EMERGENCY PROCEDURES

CENTEGIX Safety Platform. At Valwood, our first priority is to keep our students and staff safe. Valwood School is now equipped with the CENTEGIX Safety Platform.

CENTEGIX's CrisisAlert platform is an incident alerting solution that protects students and staff members by empowering teachers and staff to request help with a simple push of a button. The solution provides first responders with the most accurate location information, enabling them to respond faster in any situation.

How CrisisAlert Works

With the push of a button, first responders can identify the precise location of an incident.

CrisisAlert can also activate an emergency lockdown, which triggers audio and visual notifications. Strobe lights flash and beep in every room and hallway, and instructional messages are displayed on computers connected to the network. The intercom plays a message with instructions corresponding to the alert type. Our students and staff will practice using the solution a few times each year, so everyone knows what to do when an alert is activated.

Our school administrators can initiate an alert remotely through the mobile or desktop app in the event of an incident. We will use this for incidents such as weather emergencies, threats in the area, etc.

Perry Weather System. Valwood School recognizes the importance of providing a safe environment for those in and around our school. We have partnered with Perry Weather, a severe weather detection company that provides real time weather information and emergency notifications. This state-of-the-art system will alert our students, staff, and visitors of lightning strikes and dangerous weather conditions. Our system is located on the roof of Eager Sports Center.

It is important to note that this resource will not be used to make decisions about school closures or inclement weather days but is intended to keep our students and guests safe during outdoor events on school grounds.

HOW IT WORKS:

• One 15-second horn will sound when lightning strikes within 6 miles of the Valwood School.
• Upon hearing the horn, everyone should immediately stop current activities, remove themselves from the fields, and seek appropriate shelter. • After the initial 15-second horn, a yellow strobe light on top of the system will begin flashing. This light will remain flashing until safe conditions return.
• After the area is clear for 30 minutes from the *last* strike, the system will provide an "all clear" by giving three 5-second bursts. Regular activities may resume at this time.
• No one is allowed to return to the field until the "all clear" is given by the Perry Weather System.

Any organization or group that does not follow these procedures is subject to loss of field privileges. *If for some reason the signal does not sound, everyone should immediately seek shelter any time lightning and severe weather is believed to be a threat.*

HOW WILL PARENTS/STUDENTS BE NOTIFIED OF AN ATHLETIC EVENT DELAY OR CANCELLATION?

Any delays or cancellations caused by lightning strikes or dangerous weather conditions will be communicated to relevant student participants and their families by coaches and Valwood staff members via the current school parent alert system. The Perry Weather Alert system is intended to provide immediate notice of dangerous conditions to those on or near our campuses.

Severe Weather Alerts. Valwood staff monitor appropriate radio broadcasts for the latest weather reports. In the case that the school comes under a severe weather warning, parents will be notified with a parent alert by electronic communication.

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 been sighted or indicated by weather radar. If such a warning occurs, all persons will immediately go to designated safety zones at school, taking the necessary precautions.

For the safety of all involved, if a tornado/severe thunderstorm warning is issued, please do not pick up your child(ren) until the warning has been canceled.

In the event the school must be shut down due to severe weather, Valwood School usually follows Lowndes County Schools procedures for severe weather.

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 the Coordinator of Campus Safety. We request that parents cooperate with any campus evacuation by not attempting to pick-up children at Valwood during an evacuation event.

Drills. Valwood School performs announced and unannounced fire drills, severe weather drills, and other safety drills procedures throughout the year.

GENERAL BEHAVIOR

"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 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, or withdraws from the school.

Student Discipline. Students are expected to conduct themselves as young ladies and gentlemen. Failure to do so will result in disciplinary action. The school reserves the right to address any behavior that interferes with the curricular and co-curricular programs, even though such behavior may not be specifically included in the rules and regulations as noted in this handbook. Students are expected to take responsibility for their belongings; students should be aware that their belongings (e.g. lockers, backpacks, cars, etc.) can be searched by a member of the administration at any time for any reason.

Full cooperation is expected from the parents in any disciplinary action.

Managing Behavior in the Upper School and Middle School
All infractions will be reported and documented by a teacher or the dean in FACTS. The deans have full discretion in all disciplinary actions. Disciplinary actions include, but are not limited to:

- Verbal warning
- Verbal warning with an email to parents and the dean
- Loss of senior privileges
- Loss of exam exemptions
- Lunchroom detention
- Detention (morning and afternoon)
- Break detention
- In-school suspension
- Out of school suspension
- Dismissal (expulsion)

Major Disciplinary Offenses. The following list is not intended to be exclusive. Students guilty of any of the following offenses will be subject to serious disciplinary action (including dismissal if the situation so dictates, at the sole discretion of the head of school):

- Disrespect, insubordination, or profanity
- Hazing, bullying, or harassing others
- Dishonest acts of any kind, including academic dishonesty or cheating
- Possession or use of alcohol, tobacco, illegal drugs, or vaping devices and paraphernalia on school property or during a school function
- Leaving campus without permission
- Chronic unacceptable behavior
- Taunting, name-calling, or hitting
- 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 the discovery of a weapon; failure to do so is a breach of the law by that school official).

Anti-Bullying Policy. Valwood does not tolerate bullying and considers it a major disciplinary offense; violators will be sanctioned accordingly. 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 is when a person with more power (physical strength, social skill, verbal ability) unfairly intimidates someone with seemingly less power.
Victims of bullying are denied the opportunity to learn. To create a respectful and safe school community and to promote optimal achievement for all students, it is the responsibility of every community member to stand up and speak out on behalf of classmates and peers. All members of the school community must report incidents of bullying or harassment promptly to a member of the faculty. The 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.

Anti-Hazing Policy. 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. "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:

- 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
- The act contributes to a substantial risk of potential physical injury, mental harm, or degradation, or causes physical injury, mental harm, or personal degradation.

While hazing itself is prohibited, any solicitation to engage in hazing is also prohibited, as is aiding and abetting another person who is engaged in hazing. Furthermore, it is not a defense to a violation of this policy that the hazing victim consented or acquiesced to the hazing activity.

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 permits, authorizes, or condones hazing activity is subject to disciplinary action by the school. Violations of this policy by students or student organizations can be reported by filing a written or verbal report to the head of school or athletic director.

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.

This policy is not intended to prohibit or sanction customary public athletic events, contests, or competitions that are sponsored by the school; or any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

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. This type of harassment can have the effect of degrading and/or humiliating its victims.

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

- The victim 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 victim may go directly to a school administrator.
- The victim may go directly to the head of school at any time.

Students or faculty found guilty of sexual harassment will face a disciplinary consequence to be determined at the sole discretion of the head of school. Such consequences may range from counseling to dismissal.

Parent Conduct. Parents are expected to be supportive of the school, personnel, and programs through their words, actions, and social media venues. Their conduct at school events - on and off campus - should reflect positively on Valwood School and serve as a model for others. Rude, inconsiderate, offensive or aggressive behavior toward another person or the school is never appropriate or acceptable.

Social Networking Policy. In the rapidly changing world of technology and online communication, there is incredible potential for positive interactions and contributions to a broader range of people; in addition, there are increasing opportunities for all people, but particularly adolescents, to do tremendous harm to themselves and others through these new channels. Due to the nature of technology, this policy will have to be an evolving one. Definition: Social network in terms of this policy refers to any number of means of sharing information over the web with a wide array of people including Facebook, Twitter, YouTube, Flickr, Instagram, Vine, wikis, blogs, Snap-Chat, TikTok, or any of the many peer-to-peer interacting sites available. In addition, material shared via a cell phone is subject to this policy.

Social Media Basic Guidelines:

• While students have some ability to limit exposure to the full range of internet users, social networking sites must be considered public, not private space.
• Students are responsible for the content of any material that they post to a “public” (social media/networking) site or pass on to others.
• Valwood students are expected to adhere to the guidelines for acceptable behavior on campus and the guidelines that relate to acceptable behavior off-campus as articulated in the current handbook.
• Parents should be aware of the information posted to their students’ personal sites. (In addition, parents must understand that colleges, universities, and potential employers will access students' social media sites, and questionable content could negatively impact a student’s acceptance.)

• The school does not actively seek out information on student social media sites (see "Valwood School Acceptable Technology Use Agreement"). If the school becomes aware, however, of illegal, obscene, hateful, or dangerous material, it reserves the right to discipline students for the material posted.

- Posting such material originally or passing it onto others is an offense in and of itself separate from the types of behavior described above.

School Dance Guidelines. To ensure the positive nature of activities such as the Homecoming Dance and the Prom, the following guidelines have been established:

1. Student's who chose to bring a date who does not attend Valwood School will have to fill out a required document prior to the dance.
2. It is expected that only a student's feet shall touch the floor.
3. Inappropriate touching, public displays of affection, and other inappropriate contact are not permitted.
4. No undergarments should be visible.
5. It is expected that dancing should involve couples except in instances where the dance is specifically intended to be a group dance.
6. Any dancing that simulates sexual activity is not acceptable.

Students will be issued a warning for the first offense, shall be removed from the dance floor for the second offense, and shall be directed to leave the dance upon the third offense. Students who are directed to leave the dance will not be given a refund for any expenses incurred, including tickets, clothing, etc. Once a student leaves the dance, he or she will not be permitted to re-enter.
For students who are asked to leave, their parents shall be notified immediately by text or phone call.

Transportation. Students are typically not permitted to drive to any school-sponsored activity. Parents and/or teachers will be solicited to drive when necessary. Sponsors and coaches are responsible for organizing adult drivers and for assigning students to the care of designated adult drivers. 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.

Educational field trips are often planned to enrich classroom instruction. For such trips, including travel to sporting events, seat belts must be worn at all times in accordance with state law when such seat belts are available.

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 at least five business days prior to departure. Permission forms are available in the Business Office. Only drivers carrying a current Commercial Driver's 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.

Field Trips. Educational field trips will occur for students throughout the school year. Field trips are a privilege. The school assumes a significant responsibility in taking these trips. A student's school behavior prior to the trip must be cooperative and positive in order to be eligible to participate. The division dean will determine whether a student is eligible to participate in a field trip. All rules, regulations, and policies regarding student behavior are to be followed. Students are to cooperate fully and follow the instructions of all chaperones and other supervisory personnel. Violations of this expectation will result in disciplinary actions.

Technology. Students who access the internet via any school-supported network, or through a private network while on campus, are automatically agreeing to follow *The Valwood School Acceptable Technology Use Agreement*. In doing so, the student is agreeing to follow reasonable standards and to accept reasonable responsibilities associated with internet use.

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 (CPUs), 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 this handbook.

This policy applies to all personal laptop computers and electronic media devices owned by the school or brought by a student to campus, to school-related functions or on school trips. Any laptop, cell phone or device will be surrendered immediately on request of any staff. Laptops must have virus and spyware prevention software installed and working.

Valwood School offers students access to computers, digital storage, a local network, software, Internet access, and printers. Google Apps for Education accounts, including email for older students, and the Internet are for school research and educational purposes. Students are encouraged to use these resources in their academic endeavors and to collaborate appropriately with others.

Access to these resources is a privilege that demands responsible and ethical use consistent with Valwood School's values and mission. Students in grades K-5 may only use technology with teacher permission. Students in grades 6-12 have access to technology for school-related work. A student's inappropriate use or encouraging others to inappropriately use devices or the Internet is considered a disciplinary offense.

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 of 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 with, 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 the 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);

- 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 governing internet use;
- Installing or using software that has not been approved for use on the network.
- Encouraging others to misuse electronic devices and digital tools or the internet.
- For-profit activities, auction bidding, buying or selling things, money transactions of any kind.

Unacceptable use of technology by a student can result in disciplinary action ranging from revocation of privileges to dismissal.

Tobacco. Valwood School is a tobacco-free campus. The use of any tobacco product is prohibited on campus or any school-sponsored field trip; this includes electronic cigarettes ("vaping") and JUULs. Failure to adhere to this rule will result in disciplinary action.

Weapons. On-campus or at school-related functions, students are prohibited from possessing firearms, knives, bows, or other items determined by the head of school to be a potential weapon.

Alcohol and Illegal Drugs. 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. The head of school shall have direct responsibility for the administration and enforcement of the policy.

If a student is suspected of being under the influence of alcohol or illegal drugs or at any school-sponsored 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, and 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.

There is help available for students who struggle with substance abuse. (See counseling on page 8.)

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. Valwood School retains the right to dismiss a student for

any violation of the school's policy concerning alcohol and illegal drugs. 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.

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:

An initial violation of Valwood School's policy concerning alcohol and illegal drugs at any time during a student's tenure at the school will result in the following procedures and sanctions as applicable:

- A 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, team captain, co-captain or similar positions, for the remainder of the 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 the school administration, such as research paper, community service work, visit the emergency room, or AA meetings.
- If a student is a senior, loss of senior privileges for the remainder of the school year.

Recognizing that particular offenses of the policy may require enhanced sanctions, the head of school may apply other and additional sanctions. This may include 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 students, 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 any disciplinary 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 record(s) with the school.

Violation of the school's policy concerning alcohol and illegal drugs is considered a major disciplinary offense (see below section), and thus the head of school will consider this violation of the school's policy concerning alcohol and illegal drugs in determining the appropriate sanction for any subsequent major disciplinary offense or honor code violation.

A second violation of Valwood School's policy concerning alcohol and illegal drugs at any time during a student's tenure at the school may result in the student's automatic and permanent dismissal from the school.

Dress Code

Philosophy

The reputation of a school is shaped in large part by the behavior and appearance of its student body. Valwood's dress code reflects our commitment to fostering a respectful and professional learning environment. It also prepares students for future workplaces where appropriate dress and grooming are expected.

This dress code outlines the general expectations for student appearance. All dress code interpretations and related disciplinary actions are at the discretion of the Division Dean.

All Valwood Students - General Expectations:

- Clothing must be neat, clean, and attractive in appearance.
- Clothing must fit appropriately—not overly tight or baggy.
- Clothing may not display inappropriate graphics or language.
- Undergarments must not be visible.
- Pants must be worn at the natural waist.
- Shoes must be worn at all times. House shoes, slippers, and Croc-style clogs are not permitted.
- Hats and hoods are not to be worn inside school buildings.

Lower School Students - Specific Expectations:

- Tennis shoes should be worn all day, every day.
- Skirts, shorts, and dresses should meet the proper length requirements-when hands are placed at the sides of the legs, the hem of the clothing must extend below the fingertips. Be mindful of the length of shorts/skirts/dresses.
- Shorts or bloomers should be worn under dresses and skirts.
- Students may be required to wear Valwood shirts or grade-specific attire on field trips.

Middle and Upper School Students - Specific Expectations:

- **Boys (Grades 6-12):**
    - Shirts must be tucked in on Mondays through Thursdays.
    - Acceptable clothing includes collared shirts, pants, or shorts with belt loops.
    - Shorts must be no shorter than the length of a dollar bill from the top of the kneecap to the hem.
    - Holes in jeans must not be higher than a dollar bill length above the kneecap, and you should not be able to see the pocket.
    - Hair must be clean, neat, and kept out of the eyes. Judgments regarding cleanliness, neatness, and length are at the discretion of the Division Dean.
    - Senior boys may have facial hair if it is kept clean and neat. All other boys must be clean-shaven.
- **Girls (Grades 6-12):**
    - Dresses and tops must have straps at least one inch wide.
    - Shorts, skirts, and dresses must be no shorter than the length of a dollar bill from the top of the kneecap to the hem.
    - Holes in jeans must not be higher than a dollar bill length above the kneecap, and you should not be able to see the pocket.
    - Earrings and nose studs are permitted. Nose hoops and septum piercings are not allowed.

- **Items Not Permitted for Both Boys and Girls (Grades 6-12):**
  The following items are **not allowed** as part of the daily dress code.
    - Nose hoops, septum piercings, or visible body piercings
    - Earrings for male students are limited to studs.
    - Workout clothing, including joggers, sweatpants, leggings, or flared leggings
    - Pajamas or sleepwear
    - T-shirts, tank tops, or halter tops
    - Off-the-shoulder, backless, or otherwise revealing clothing
    - Bedroom shoes or slippers
    - Loungewear or clothing intended for relaxing at home

Students who arrive at school in inappropriate attire may be asked to change or may face disciplinary consequences at the discretion of the Division Dean.

Athletic Courses and Practices Attire (Grades 5-12)
During athletic courses and practices, all students (boys and girls) must wear athletic pants or shorts and shirts that fully cover the chest, back, rear end, and lower torso.

Note: This requirement does not apply to 5th-grade students during P.E classes.

Dress Code Enforcement
Students in violation of the dress code will be referred to their Division Dean for disciplinary action. Inappropriate attire must be corrected immediately. If alternate clothing is not available at school, students will be required to call home for appropriate attire.

Special Dress Days
Certain days are designated as special dress days, during which standard dress code rules may be modified. These include:

Monday Dress (Grades 6–12):
Students are expected to "dress for success" each Monday. Clothing must be clean, pressed, and in good condition. This teaches the importance of professional attire in academic and future work environments.

- **Boys:** Collared dress shirt with a tie, and dress pants or khakis.
- **Girls:** A skirt and blouse, dress, or dress slacks.
    - **Items Not Permitted for Monday Dress:**
        - Jeans
        - Shorts
        - T-Shirts
        - Sweatshirts or Hoodies

Friday Spirit Dress (All Grades):
On Fridays and other special days designated by the Head of School, students are expected to wear one of the following:
- A Valwood collared shirt
- A Valwood T-shirt
- A Valwood sweatshirt
- A Valwood team jersey or shirt
- Monday dress attire

The Head of School may also designate additional "Spirit Days" to celebrate achievements or foster school spirit before academic or athletic events. On these days, students may wear the approved Friday Spirit Dress options.

Athletic, Co-Curricular, and Event Days
With permission from the Division Dean, students involved in athletic or co-curricular organizations may wear team jerseys, uniforms, or other clothing representing their organization on game days—**except on Mondays**.

Special dress considerations may also be granted for school events such as Homecoming, Field Day, and other campus-wide celebrations.

SCHOOL SERVICES AND LEARNING DIFFERENCES

Tutoring Program. After-school tutorials are available in the middle and upper schools from 3:30-4:00 pm on Mondays, Tuesdays, and Thursdays. Although after school tutorial is available to all students, parents will be notified via email if their student has been *assigned* after school tutorial. If a student fails to report to an after school tutorial, the subject area teacher will reach out to the parents and the division dean.

Speech and Language Pathology. During electives, students who have met the qualifications for speech therapy after being screened by our SLP or by recommendation from teachers/parents, will participate in speech therapy on campus.

Psycho-Educational Testing. It is important parents provide reports to Valwood School with any psycho-educational testing for their students. Valwood School does not provide any psycho-educational testing. Recommendations can be given to parents who are in search of guidance on having a psycho-educational evaluation completed for their students.

Clinician forms associated with data gathering about specific students related to any type of testing should be given to the division dean for distribution to faculty and staff.

Accommodations. Current (no older than three years) and complete psycho-educational testing by a licensed psychologist must be on file with the school before classroom and/or test accommodations can be considered or implemented. Per College Board, students must have an updated evaluation prior to entering upper school.

ATTENDANCE

School attendance 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.

FACTS Codes:

Present at school (P) - A student is counted present for being at school for a minimum of four class periods.

Present in class (P) – A student is present for class when the student is in the pre-assigned area with a teacher or supervisor at the scheduled class time.

Virtual Learner (VL) – A student is counted present for synchronous distance learning.

In-School Suspension (ISS) – In-School Suspension involves prohibiting a student from attending academic, social or athletic functions for a period of time while remaining in a supervised setting on campus. Time missed due to disciplinary suspension will be recorded as an unexcused absence.

Out of School Suspension (OSS) – Out of School Suspension involves prohibiting a student from attending academic, social or athletic functions for a period of time off of the campus. Time missed due to disciplinary suspension will be recorded as an absence.

Present at check-in with No Student ID card (PNC) – A student's signature is used to represent the student is present. The student did not use the Student ID card issued.

Tardy - a student not being in the classroom or Morning Assembly when the class period or assembly begins.

a. **Excused (TE)** – A student is marked tardy excused for coming to school after, but not limited to, one of these examples: illness, medical/dental appointments, religious reason, and serious family emergency. An official note will need to be brought in for medical/dental tardies.
b. **Tardy** – A student is marked tardy unexcused for coming to school after class or morning assembly has begun.

Late to Class Teachers in the Middle and Upper Schools will take attendance at the beginning of each class. Should a student be late to the beginning of any class, that student will be counted as tardy.

Should a teacher be responsible for the tardiness of a student to his/her next class, it is the student's responsibility to get a note from that particular teacher for the tardiness to be excused.

Lower School Tardies In Lower School 10 tardies constitute 1 absence.

Absent – Absent is defined as a student not being present for more than four hours of a school day or an entire class period. When checked out during the school day, students may not return to campus without a medical excuse or prior approval from the division dean.

FACTS Codes:

a. **Absent Excused (AE)** - Excused absences include, illness, medical/dental appointments, religious reasons, or serious family emergencies. An official note will need to be brought in for medical/dental tardies.
b. **Absent (AU)** – Unexcused absences include absences not listed in the absent excused explanation, which may include family vacations, non-medical appointments, etc.
c. **Valwood Event (AV)** – Absent Valwood event is for a student not present at school for any Valwood school-sponsored event.
d. **Absent Tutorial (ATU)** – A student is absent from tutorial.
e. **Absent am Present PM (A/P)** - A student is absent during the first half of the school day, but present the second half of the school day.
f. **Present am absent pm (P/A)** – A student is present the first half of the day and absent the second half.
g. **Parent Check Out (PCO)** – A parent called to let us know their student could check out for the day or signed out a student without explanation. This is considered an unexcused absence unless we receive documentation stating otherwise.

Counted as Present. For a student to be counted "present," a student must be in attendance for a minimum of 4 class periods that day.

Planned Absences. In the event of a planned absence (family trip, religious holiday, sporting event, or extracurricular activity) please notify the school as soon as possible. The student will be responsible for obtaining an assignment form to be apprised of upcoming academic work. Students must have the assignment form signed by teachers and initialed by the dean prior to leaving for the event. The assignment sheet will specify when work is due, and planned absences do not change that expectation.

Students will be responsible for all assigned work during the absence and should check with individual teachers prior to the absence and check FACTS while absent. Missed tests/quizzes will be made up upon return at the discretion of individual teachers.

If a student will be out of school because of an orthodontist or doctor's appointment, please send a note ahead of time. We ask that you attempt to schedule appointments after school whenever possible.

Unplanned Absences. In the event of an unplanned absence (illness, injury, family emergency) we ask that parents notify the appropriate administrative assistant as soon as possible through email or phone call by 8:30 AM. Academic work will be made up in a reasonable amount of time as determined by the individual teacher.

Middle School/Upper School ID Cards. When a student is Present but does not have his/her ID card, he/she will be marked "PNC". After the fifth "PNC", a student will be assigned to detention. He/She will receive a detention for each subsequent "PNC" within the quarter. A new ID card will cost $20.

Early Dismissal. Requests for early dismissal and predetermined planned absences must be approved by the appropriate division dean. No student may leave campus without first obtaining permission from the appropriate administrative staff, who will confirm parental permission.

A student who wishes to leave school early for a medical or dental appointment, or 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 administrative assistant. Information in the note should include 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).
- If someone other than the parent/guardian is picking up the student, the school must be notified and that person needs to be prepared to show a picture ID.

ARRIVAL AND DISMISSAL

Arrival for Lower School. Please consider the following guidelines regarding arrival for Lower School students:

- School begins at 8:00 AM for all divisions. Students are considered tardy if they arrive after 8:00 AM. 10 tardies equal an absence. (On Wednesdays, school begins at 8:30 AM)
- Please never drop your child off before 7:30 AM.
- Make sure the doors to the school are unlocked before leaving your child.
- Safety Patrol is present to assist your child out of the car. Please do not let your child get out by himself.
- If you choose to walk your child into the building please make sure you park in a parking space – **DO NOT park along the curb**.
- Please drive slowly through the parking lot, watch for pedestrians, and do not use your cell phone.
- 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 for Lower School. Lower School dismissal times are staggered as follows:

- Pre-Kindergarten – 2:20 PM
- Kindergarten – 2:30 PM
- 1st - 2:35 PM
- 2nd - 2:40 PM
- 3rd - 2:45 PM
- 4th - 2:50 PM
- 5th - 2:55 PM

In addition, please consider the following guidelines regarding Lower School dismissal:

- Please do not “cut around” a car or park at the ends of the islands.
- 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 please email them to set up a conference time.
- Please place the Grade Number(s) in the front window of the passenger side and 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.

Updated Summer 2026

Pick-Up Changes for Lower School. If during the day it becomes necessary for someone other than yourself or a previously designated driver to pick your child up, please call the Lower School Office and let us know. Please inform the new driver he or she needs to be prepared to show a picture ID.

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

Early Check-Out for Lower School. Should you need to check your child out early due to a doctor's appointment, etc., please go to the Lower School Office to sign your child out and to obtain an Early Dismissal Slip. An email to the teacher advising them of an early dismissal will aid in having your child ready to go.

Arrival for Middle School. The Middle School opens at 7:30 AM. Parents should drop their child off with the passenger door opening to the Middle School for safety.

Pick-Up for Middle School. The Middle School day ends at 3:25 PM. Parents can pick their children up along the sidewalk facing the south parking lot. Students will stay in their designated areas until permitted to leave by their coach or supervisor.

Pick-Up Changes for Middle School. If during the day it becomes necessary for someone other than a previously designated driver to pick your child up, please call the Middle School Office. We will inform the teacher and student of the change. Please inform the new driver he or she needs to be prepared to show a picture ID.

Late Pick-Up for Middle School. Middle School students who are not picked up by 4:00 PM. or after their sports practice will be taken to Extended Day, and the school will bill the account at the drop-in rate.

Early Check-Out for Middle School. Should you need to check your child out early due to a doctor's appointment, etc., please stop at the Middle School Office first to sign him/her out of class. Please notify the Middle School Office at least the day before a scheduled appointment.

Early Check-Out for Upper School. Should you need to check your child out early due to a doctor's appointment, etc., please call or email the Upper School office first.

After School Hours. The school buildings are open until 4:00 PM. Students should plan to collect their books and leave school by that time. Students should not come to school in the evening or on the weekend with the hope that someone might be there to let them inside. 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.

School Day Monday, Tuesday, Thursday, & Friday

Time	Period
8:00 – 8:10 AM	Morning Announcements
8:15 – 9:00 AM	1st Period
9:05 – 9:50 AM	2nd Period
9:50 – 10:05 AM	Break
10:05 – 10:50 AM	3rd Period
10:55 – 11:40 AM	4th Period
11:45 AM – 12:30 PM	5th Period
12:30 – 1:00 PM	MS Lunch
12:35 – 1:20 PM	US 6th Period
1:00 – 1:45 PM	MS 6th Period
1:20 – 1:50 PM	US Lunch
1:50 – 2:35 PM	7th Period
2:40 – 3:25 PM	8th Period

School Day Wednesday - "Late Start"

Time	Period
8:30 – 9:15 AM	1st Period
9:20 – 10:05 AM	2nd Period
10:10 – 10:55 AM	3rd Period
11:00 – 11:45 AM	4th Period
11:50 AM – 12:35 PM	5th Period
12:35 – 1:05 PM	MS Lunch
12:40 – 1:25 PM	US 6th Period
1:05 – 1:50 PM	MS 6th Period
1:25 – 1:55 PM	US Lunch
1:55 – 2:40 PM	7th Period
2:45 – 3:30 PM	8th Period

ACADEMICS AND PROGRAM

FACTS. FACTS is a way for parents and students to have access to information online. Every Valwood student and parent receives a unique user account. Once the account has been activated, throughout the academic year, FACTS can be used to check your child's grades, attendance, behavior reports, receive email alerts, receive emails with school or class information, receive updated billing and statement information, view class pages with homework, assignments, test dates, and updated messages from your child's teacher, and club activities, view general school information such as news and the school calendar, and access updated information on weather-related school closings.

Academic Year. The academic year is composed of approximately thirty-six weeks divided into four, nine-week quarters. In the Middle and Upper Schools, the first and second quarters make up the first semester and the third and fourth quarters make up the second semester.

> Lower School: Progress Reports are available in FACTS Family for third through fifth grade students at mid-quarter (4 1/2 weeks); report cards are available in FACTS Family 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 Day is scheduled in the spring for all Lower School parents (Pre-K through 5th). The Lower School is closed for students during conference days.
>
> Middle School and Upper School: In the middle of each nine-week grading period, a Progress Report is made available to parents via FACTS Family for all courses. At the end of each nine-week grading period, a Quarterly Report is available on FACTS Family to parents, with comments for courses in which the grade is 72 or below. Parents should call the Registrar if they do not receive one.

Summer Reading. All students in grades 3 through 12 are assigned required summer reading. 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 and associated activities are available on the school website.

Homework. Homework varies with each teacher and with the age and maturity of the pupils. Homework is the student's responsibility. Parents should not attempt to do homework for the student nor give him/her a great deal of assistance.

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, practice skills, or 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 PM.

Students who elect Honors or Advanced Placement courses can expect a more rigorous homework load. Homework assignments may be viewed in FACTS Family or the FACTS Home app.

Libraries.

Turner Library: Lower School students have story time here and utilize the new innovations and computer lab.

Corker Giles Library: The Corker Giles library is for Lower, Middle, and Upper School students to use between 8 AM and 4 PM. Corker Giles Library offers over 16,000 volumes, plus a large variety of audio/visual materials. Chrome books are available for student, faculty, and staff use, permitting access to the Internet, email, personal network files, and network software programs. Access to GALILEO, the University System of Georgia's premier academic search engine, can be achieved here.

Standardized Testing. Valwood's standardized testing program involves students in grades 3-11.

Grades 3-8 will take the ITBS
Grades 8-10 will take the PSAT
Grade 11 has the option to take the PSAT/NMSQT or SAT
Grade 12 has the option to take the SAT
Students are encouraged to take the SAT or ACT at least twice each prior to applying to colleges.

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.

Missing/Late Assignment. It is each student's responsibility to ask for any missing assignments or makeup work due to absences from the class. Students will receive an "M" for each missing assignment until the assignment is turned-in to the teacher. The grade "M" equates to a zero in the grade book. Students will not be allowed to turn in work from a previous quarter once the grades have been released. In special cases, the division dean may allow students to turn in missing assignments.

Transcripts. Official transcripts are submitted electronically to colleges, universities, and scholarship programs and via USPS when the receiving institution does not accept electronic transmission.

Unofficial transcripts to athletic scouting services, coaches, or other entities are sent via email or fax at the request of the student or the prospective program. Unofficial transcripts for seniors are available for personal review in the student's "Documents" area in Naviance.

Transcript requests must be made in Naviance to allow for appropriate processing and tracking. While every effort is made to fulfill transcript requests within 3-5 days, please allow additional time during peak college application season.

Requirements for Diploma. The Diploma is awarded at the annual Commencement Ceremony to qualified students upon approval of the head of school. 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 Geometry, Precalculus, and an additional credit)
- Science (4 credits) - Biology, Chemistry, and two electives
- History (3 credits) – World History, U.S. History, Government (½), and Economics (½)
- Foreign Language (2 credits), the same language
- Advanced Composition (½ credit)
- Speech (½ credit)
- Fine Arts (1 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 by the head of school.)
- All enrolled students take .5 credit hours of Composition annually
- 2½ additional electives

Additionally, students must complete a minimum of 20 hours of pre-approved community service each school year. Students that desire to organize a service project at school must have it approved by the community service coordinator.

All students in ninth grade are required to take either AP Human Geography or World Geography. Each junior is required to complete an internship, which lasts a minimum of 40 hours. The purpose of this program is to help students identify passion areas that they would like to pursue in higher education. Students are responsible for selecting a business in which they will intern and their selection is approved by the dean of the Upper School.

In certain cases, subject to the approval of the head of school, credit for equivalent course work completed elsewhere may be counted toward completion of graduation requirements.

Academic Course Load. All Upper School students must enroll in 7 courses or the equivalent unless the student is a senior and carries three or more Advanced Placement and/or Dual Enrollment courses.

Academic Probation. Students with an unweighted numeric average of less than 70 at any quarter in core courses will be placed on academic probation. This will require attendance at daily tutorials (Monday through Thursday).

Advanced Placement Courses. Valwood encourages all students to pursue a rigorous academic curriculum. Academic history, teacher recommendations and college board "AP potential" are considered when placing students in advanced courses, but any student who desires to take an AP course is typically permitted to do so. Valwood's schedule allows students to take 1 AP course during their freshman year, 2 AP courses during their sophomore year, 3 AP courses during their junior year, & 6 AP courses during their senior year. Freshman, sophomores, & juniors enrolled in AP courses are required to sit for the AP exam; seniors are required to sit for at least 2/3 of their AP exams. Although 15 AP courses are offered, valwood considers 10 AP courses or more (with appropriate honors prerequisites) to be the most rigorous course load.

Core Academic Courses. The academic core consists of all English, Mathematics, Science, Social Science, and Foreign Language courses.

College Guidance Program. In keeping with the school's mission, the director of college guidance will work with all students, school staff, and families as an integral part of the education program. Valwood's College Guidance Program empowers students to make reasoned and informed decisions, to advocate effectively for themselves, follow a schedule and meet deadlines, and employ strong organizational skills throughout the process. We are committed to providing timely information, counseling, and support to help each student develop the necessary skills to complete each phase of the college process successfully.

Course Registration. Course registration occurs each spring. Each parent and student should review the selected program of study carefully before confirming such with the registrar.

College courses taken as dual enrollment through the Georgia Department of Education's program will be entered on a Valwood transcript, but will not count toward a Valwood GPA. College courses that are not approved by the director of college guidance/registrar will neither be included on a Valwood transcript nor count toward a Valwood GPA. Students will be required to request transcripts be sent directly from the dual enrollment college to the admission office of the college(s) to which they are applying.

Drop-Add. Upper School students have until the first mid-quarter (MQ1) to drop or add a course with the completion of a drop/add form that originates in the Registrar's Office.

Online Courses. Students may take courses online through the Georgia Virtual School (GAVS) or other approved, accredited programs. Generally, online courses should supplement the Valwood program, and not replace courses offered at Valwood. Online courses do not count toward the Valwood GPA but are included in the HOPE GPA calculation (core courses only). Students who opt to take a GAVS course in place of a course that is offered by Valwood must pay for the course. If a student wishes to enroll in an AP course not offered by Valwood, the course will be assigned to an academic class period when a grade-appropriate AP course is offered and will count toward the Valwood GPA.

Independent Study. Under the direction of a faculty member, and with the approval of the Upper School dean, students may take a course as an independent study. Such courses meet at least three times per week with tests, homework, exams, etc., and carry the expectation of substantial individual scholarship and motivation. Directed Study courses count towards a student's GPA.

Mentorship. With the support of a faculty member, and with the approval of the Upper School Dean, students may take a mentorship course as an independent study. Such courses meet daily, do not have tests, exams, etc., and carry an expectation of remarkable individual scholarship and motivation. Mentorship courses do not count towards a student's GPA and are listed on the transcript as pass/fail.

Credit Recovery. Valwood will only accept credit recovery when the student successfully completes and passes an online course through an accredited institution pre-approved by Valwood School. Failure to complete the prescribed summer school may result in the student retaking the failed course, or in 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 head of school. Courses taken for credit recovery are at the student's expense.

Transfer Students. Valwood School does not award high school credit for courses taken prior to 9th grade or vocational courses. For students transferring out of Valwood School, the middle school Algebra I course will be listed on the transcript under "Courses Taken for High School Credit" with

zero credits awarded, upon request from the family or receiving institution. No other middle school courses are eligible to be added for potential high school credit.

Grade Point Averages. The following GPAs are calculated for students in the Upper School. Only courses taken at Valwood School count toward the Valwood School GPA.

Weighted Term Average. Overall numeric average of all courses, core, and non-core, calculated each term (quarter and semester) exclusively for the purpose of determining Merit Roll and Head of School's List honors. Advanced courses have quality points (Honors +1 and AP +3) added to the numeric grade earned for the term for the calculation. The unweighted earned grade appears on the Report Card and transcript (semester) and this GPA is not reported on the transcript.

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. No weighting is applied to courses for the purpose of calculating this GPA.

Weighted Core GPA. GPA reflecting the overall average of all core courses taken at Valwood in grades 9-12 as indicated on the scale below.

Weighted Cumulative GPA. GPA reflecting the overall average of all courses, core and non-core, taken at Valwood in grades 9-12 as indicated on the scale below.

Weight. Honors courses are weighted .5, while a weight of 1.0 is added to each Advanced Placement course, per the scale below. During the spring semester of 2020 (COVID-19), S and U were used for grades lower than 80.

NUMERIC GRADE	CP (2019+)	HONORS (2019+)	ADVANCED PLACEMENT (2019+)
90 - 100	4.0	4.5	5.0
85 - 89	3.5	4.0	4.5
80 - 84	3.0	3.5	4.0
75 - 79	2.5	3.0	3.5
70 - 74	2.0	2.5	3.0
65 - 69	1.0	2.0	2.0
<65	0.0	0.0	0.0

Grading Scales. Middle School and Upper School grades are assigned as follows:

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

Valedictorian and Salutatorian/Class Rankings. The weighted core GPA is used to determine the number one (valedictorian) and number two (salutatorian) students of a graduating class. The numeric GPA will be used in the event of a tie.

Students must have attended Valwood for their entire Upper School career to be eligible to be the valedictorian or salutatorian.

When absolutely necessary, the weighted core GPA is used to determine merit based honors, but typically no other rankings are calculated or reported to colleges or other programs.

VALWOOD AWARDS AND HONORS DESCRIPTIONS.

Lower School Awards

Presidential Award for Academic Excellence: Awards are given to students who are graduating from Lower, Middle, or Upper Schools that meet the criteria established annually by the President of the United States. This award recognizes academic success in the classroom.

Presidential Award for Academic Achievement: Awards are given to students who are graduating from Lower, Middle, or Upper Schools that meet the criteria established annually by the President of the United States. This award recognizes students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects (as determined by administration), but do not meet the criteria for the Educational Excellence Award.

Good Citizen of the Year: This award is presented to one student in each 1st-5th grade class 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.

Headmaster's List: At Honors Day, an award is awarded to students in grades 3, 4, and 5 who have earned Headmaster List honors for the first three quarters of the year.

Dean's Merit Roll: Students in grades 3, 4, & 5 who earn all A's and B's in each academic subject for the first three quarters are recognized for their accomplishments.

Speech Award: This award is presented to the first and second place winners of the 5th grade speech contest.

Rosemary Brannen Award: This award is presented to the 5th grader who, throughout their Lower School career, exemplified her dedication to promoting academics, character and service in her classroom and the community. This is the highest Lower School honor awarded.

Middle School Awards

Stacy Coppedge Award: Middle School student who exhibits outstanding qualities of leadership, participation, and athletic achievement.

Outstanding Citizen: Given to one student in each grade who has demonstrated outstanding character, academics, and service.

Perseverance/Achievement Award: Given to one student in each grade who have shown the greatest improvement in academics, effort and attitude, as voted on by Middle School Faculty

National Junior Honor Society. NJHS is one of the nation's premier organizations established to recognize outstanding students in Middle School. 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 who meet the following criteria.

- A student must be at Valwood one semester before he/she is eligible.
- The academic average is 90 or higher
- Complete the student activity form by the set due date

Headmaster's List: This is the most prestigious category and is composed of those students who have a 90 or better in all academic subjects at the end of the quarter.

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

Headmaster's Award: At Honors Day, an award is awarded to each Middle School student who has earned Headmaster List honors for the first three quarters of the year.

Bronze Medal Award: Eighth grade students who have been on the Headmaster's List all four quarters of 6th grade, all four quarters of 7th grade, and the first three quarters of 8th grade.

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

Presidential Award for Academic Excellence: Awards are given to students who are graduating from Lower, Middle, or Upper Schools that meet the criteria established annually by the President of the United States. This award recognizes academic success in the classroom.

Presidential Award for Academic Achievement: Awards are given to students who are graduating from Lower, Middle, or Upper Schools that meet the criteria established annually by the President of the United States. This award recognizes students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects (as determined by administration), but do not meet the criteria for the Educational Excellence Award.

Academic Leaders: The academic achievement award is presented to the two students in each grade who, at the end of the 3rd quarter, have the highest weighted numerical average for the current academic year.

Upper School Awards

National Honor Society. Students are selected to the National Honor Society (NHS) based on scholarship, leadership, service, and character, all of which must be signed 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 a weighted cumulative academic numeric average of 88. Grades will not be rounded up, e.g. an 87.6 will not qualify for selection. Only grades earned at Valwood will be used in grade average computation to determine NHS eligibility.
- 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.

Woodmen of the World American History: Presented to a junior student who excels in the study of American history, demonstrating the highest level of interest and effort.

Yale Book Award: A student finishing his or her junior year who has exemplified outstanding personal character and intellectual promise, as voted on by the Upper School Faculty.

HOBY Award: Given to two sophomores who have exemplified HOBY's mission of leadership, service, and innovation.

Georgia Merit Award: The Georgia Certificate of Merit, awarded by the University of Georgia, recognizes two students with outstanding scholastic achievement throughout the first three years of high school. Recipients are enrolled in a college preparatory curriculum and rank in the top five percent of the junior class, selected based on Valwood's Weighted Core Academic GPA.

Presbyterian College Fellows Award: A scholarship that recognizes high school juniors who have demonstrated potential for future success based on their GPA and standardized test scores.

Wofford Scholars: A program that recognizes high school juniors who have demonstrated potential for future success based on their standardized test scores and are active in leadership or service in school or community.

Headmaster's List: This is the most prestigious category and is composed of those students who have a 90 or better in all academic subjects at the end of the quarter.

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

Headmaster's Award: At Honors Day, an award is awarded to each Upper School student who has earned Headmaster List honors for the first three quarters of the year. In addition, the student must have earned all A's for Semester 1.

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 $1000 tuition grant is awarded to a rising senior who best exemplifies Bill's commitment to academic excellence, extraordinary integrity, natural leadership ability, and a passion for Valwood School.

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

100 Hours of Service: Awarded to Upper School students who have 100 hours or more of documented community service.

Service Project of the Year: Given to one student in recognition of valuable service of an exceptional nature, as determined by administration.

Perseverance/Achievement Award: Given to one student in each grade who have shown the greatest improvement in academics, effort and attitude, as voted on by Upper School Faculty

Outstanding Citizen: Given to one student in each grade who has demonstrated outstanding character, academics, and service.

Academic Leaders: The academic achievement award is presented to the two students in each grade who, at the end of the 3rd quarter, have the highest weighted numerical average for the current academic year (quarters).

Senior Awards

Honor Graduate: All qualifying seniors with an unrounded, weighted cumulative GPA of 4.0 or higher. In addition, the student must have earned no grade lower than a B in all Dual Enrollment courses. Honor Graduates are awarded a gold stole to be worn at commencement.

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

Headmaster's List: Composed of students who have earned a 90 or better weighted average in all academic subjects at the end of the grading period.

Headmaster's Award: Students who have earned Headmaster List honors for the first three quarters of the year: Q1, Q2, Q3, & Q4. In addition, the student must have earned all A's for both Semesters.

Silver Medal Award: Seniors who have been on the Headmaster's List in all four quarters of all four years of Upper School grades (9-12). In addition, the student must have earned all A's each Semester in Upper School.

Gold Medal Award: Seniors who have earned BOTH the Bronze Medal Award and Silver Medal Award (Headmaster's List recipient all quarters of all grades 6-12). In addition, the student must have earned all A's each Semester in Upper School.

Presidential Award for Academic Excellence: Awards are given to students who are graduating from Lower, Middle, or Upper Schools that meet the criteria established annually by the President of the United States. This award recognizes academic success in the classroom.

Presidential Award for Academic Achievement: Awards are given to students who are graduating from Lower, Middle, or Upper Schools that meet the criteria established annually by the President of the United States. This award recognizes students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects (as determined by administration), but do not meet the criteria for the Educational Excellence Award.

Dual Enrollment Cord: All qualifying seniors who have participated in a dual enrollment course or courses while enrolled at Valwood School. College/University colored cords are awarded to be worn at commencement.

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 as voted by Upper School faculty.

Valiant Award: This award is given to the senior who best exemplifies the qualities of school spirit, academic endeavor, and outstanding citizenship as voted by Upper School faculty.

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.

Senior Sportsmanship: 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 as voted by Varsity Head Coaches.

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 as voted by Varsity Head Coaches.

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 as voted by Varsity Head Coaches.

Service Award: Senior who has accumulated the most service hours during their Upper School career.

Examinations. Exams are administered at the end of each semester to Middle and Upper School students.

Middle School: Exams count one-seventh of the semester grade. There are no exemptions from exams. Students in Middle School will take exams in History, Math, English, Science, Spanish, and Composition.

Upper School: Two-hour semester exams are administered at the end of each semester. In the Upper School, exams count one-fifth of the semester grade. Upper School students will take exams in English, Social Studies, Math, Science, Spanish, and any academic elective in which they are enrolled.

Attendance during scheduled exam periods is mandatory. Valwood School will only excuse absences in cases of an illness or family emergency. Exam retakes for pre-approved absences will be determined as needed. Students must take exams within 1 school week of originally scheduled exams. Students out of dress code will not be allowed entry for exams. Students who arrive for semester exams out of dress code will call for the appropriate attire and must be able to start the exam prior to the original exam's end time.

First semester seniors and second-semester juniors may be exempt from a semester exam(s) if he/she has a ninety-five (95) average and no more than five (5) absences for the semester or a 93 average and no more than three (3) absences for a semester.

After School Programs. Valwood offers Extended Day and Homework Hour programs. Fees and information are provided at the time of registration.

ATHLETICS

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. The program is designed to provide positive learning opportunities for each student who participates. 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 the fifth quarter of play in football and basketball and extra innings in baseball or softball, for example, does constitute meaningful competitive participation.

Communication. Coaches will communicate to students and parents using the Valwood Athletics App, 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 will 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.

Late Arrival. If an athletic team arrives back to Valwood's campus after 11:00 pm from a competition, members of said team will be excused from their first period the following day. Members of said team must be on campus the following day by 9:00 am the following day.

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.

Some situations may require a conference between the coach and the parent. 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.

Georgia Independent Athletic Association (GIAA) 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 GIAA requires that each student in grades 8-12 be covered by catastrophic insurance.

GIAA Code of Good Behavior. The following code has been adopted by the GIAA for application at all GIAA-sponsored and sanctioned events:

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 ensure 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 Athletic Association provides the following guidelines to help each school attain these goals, especially with respect to establishing norms of exemplary sportsmanlike behavior during all association events.

- 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.
- 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.
- Every student-athlete, coach, and official is to be treated with honor, dignity, and respect before, during, and after each athletic or literary event.
- 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 the use of profanity or other improper languages, harassment, gestures, or other actions which can cause embarrassment to the school.)
- When the contest is over, it is over. Period. Any complaints must be filed according to the association rules and regulations.
- 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.
- 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.)
- Ultimately, the school head is at all times (home and away) 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."

GIAA Rule for Ejections for Unsportsmanlike Conduct. All coaches, athletes, parents, and fans are subject to the following rule:

"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 a ball field, etc.} and must not be seen or heard during the period of suspension.)"

Per Valwood Board of Trustees policy the person receiving the ejection will pay the fine. Valwood School will not pay the fine.

Athletic and Extracurricular Eligibility. The purpose of these rules is to ensure that Valwood produces students whose character leads them not only to succeed in post-secondary education, but also to serve humanity.

Extra-curricular and Co-curricular activities include any school sponsored or school sanctioned activity or instruction that occurs outside of the scope of ordinary instruction including class-wide activities such as recess and P.E. Hereinafter, Extracurricular and Co-curricular Activities will be referred to as Extras and will apply to all three Divisions of the school. Examples of covered Extras include, but are not limited to athletic teams, clubs, student government bodies, and academic teams. Recess and P.E. are not Extras.

Core subjects are English, Mathematics, Science, Social Science, and Foreign Language.

These standards apply to any student regardless of their place of enrollment in the preceding grading period.

When discussed below, Core subjects are English, Mathematics, Science, Social Science, and Foreign Language.

Eligibility defines whether a student may participate in Extras at the outset of an academic semester. Suspension from participation in Extras shall be imposed on any student who fails to meet the standards for Eligibility. Probation defines when the school shall interrupt a student's unfettered participation in Extras during an academic semester. To be eligible for participation in Extras, a student in grades Four through Twelve must start any academic semester having passed five Core classes in the semester preceding and have an overall adjusted GPA of 70 that semester. Reinstatement defines when a student may return to Eligibility for participation in Extra's. An Honor Violation is an act of cheating, plagiarism, or hooliganism. An Honor Violation shall result in Suspension or Probation as determined by the Headmaster with Reinstatement earned by the terms set by the Headmaster in each individual case, or as otherwise provided herein.
If a student fails to pass five Core classes in the preceding semester or has been suspended for an Honor Violation, such student may achieve Reinstatement, if, at the conclusion of the succeeding quarter, the student has attained passing grades in five Core classes with an overall GPA of 70.

A student who fails to attain passing grades in five Core classes at the end of any Mid-Quarter grading period will be placed on Academic Probation, and the teacher(s) assigning deficient grade(s) will meet jointly with the student and Division Dean to develop a plan for leaving Probation. If, at the conclusion of any Quarter grading period a student has a non-passing grade in a Core subject, the student will be suspended from any participation in Extras until the student has achieved a passing grade in all five Core classes with an overall GPA of 70. In no event shall such suspension last less than one week.

On a case-by-case basis, the headmaster is empowered to impose harsher or lesser penalties than those provided herein, provided that the headmaster shall report any such discretionary action to the Executive Committee of the Board of Trustees for their information.

These provisions shall take effect on the first day of the 2nd Quarter of Fall Semester 2021.

A student must be counted "present" at school or have an excused absence (funeral, doctor's appointment, etc...) 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. To be eligible to participate in weekend athletic/extracurricular 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 if 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 he/she missed Friday because of an excused absence.

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, and Proof of Insurance. GIAA rules require the following:

All GIAA interscholastic schools:

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 GIAA 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.

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 of the importance of maintaining the confidentiality of the information contained on the forms.

THE HONOR SYSTEM

The honor system at Valwood is not a compilation of regulations; rather it is a formal statement of expectation that persons attending Valwood will act honorably. The mission of Valwood School emphasizes academic excellence, character, and a commitment to serve others. In support of that mission, members of the Valwood School community agree when they enroll to abide by the standards expressed in the Valwood Honor Code. By adopting this code, our students and faculty affirm the value of honesty, respect, self-control, safety, fairness, and character.

Honor Code. The honor code at Valwood School is as follows:

> *"As a member of the student body of Valwood School, I pledge to be honest with myself and with others, to refrain from all acts of cheating, lying, and stealing, and to treat others with respect and courtesy."*

The Valwood Honor Code applies on campus and any off-campus school-sponsored trip or event. The following are some common examples of honor code violations:

- Plagiarism
- Cheating
- Turning in another student's work as one's own
- Disrupting the classroom environment
- Defiance of a faculty or staff member
- Bullying or harassment
- Fighting
- Stealing
- Borrowing without permission or going into another student's locker with or without permission
- Vandalism of school or personal property
- Lying
- Violating the school's acceptable computer use policy

Violations of the Honor Code. The Middle and Upper School deans will handle their division's honor code violations.

Reporting Honor Code Violations. Any student, faculty, staff member, or administrator should report alleged honor offenses to the appropriate dean.

Consequences for Honor Code Violations. 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 dealing with issues of honor
- Suspension from school and/or participation in extracurricular or sports events.
- In the case of academic dishonesty, the student may receive a grade of zero on the work in question unless it is redone honestly at the direction of the teacher, after which the student may receive a grade not higher than 64
- Student's position on student government and/or NJHS or NHS will be re-evaluated and possibly revoked
- Leadership positions including athletic positions may be suspended or revoked.

- Dismissal from Valwood School may be recommended to the head of school for repeated or particularly egregious offenses

There are other possible consequences for honor code violations that vary based on the particular circumstances.

SERVICE HOURS

Upper School Service Hours Policy.

- Students must earn at least 20 hours of service each year at Valwood. Earning more is encouraged, but hours do not carry forward. The hours start over at the beginning of each year. Students who do not earn hours in a year must earn those hours the next year before they start earning hours for the current year. Students who earn 100 hours in any one year and are up to date overall are given an award at honors day.
- Some privileges are tied to service hours being current. Current means that last year is up to date and the student has earned 5 hours per quarter of the current school year. For example, to be current at the end of first quarter, a student must have last year's hours completed and have earned 5 hours this year.
- Hours WILL NOT BE ACCEPTED more than one month after their completion. **All summer hours must be turned in by September 1,** and all other hours must be turned in within the month they are done.
- Hours must be detailed. For example, saying that a student did various volunteer activities at church will not count. Students need the date, the hours on that date, the supervisor, the supervisor's email or phone number and the activity turned in. Students do not get hours for things they do as part of school, e.g. fall festival, Lower School field day, seniors with pre-k students at Christmas program. Hours should be emailed to Vallye Blanton at vblanton@valwood.org
- Students do not get hours for performances, school or otherwise. Dance recitals, music recitals, plays, church choirs are not service hours.
- **Students do not get hours for working in a family business even if it is something that they do without pay.** Neither do they get hours for things that are chores at home like taking out the trash.
- Activities that are done at school can get hours if done during a study hall. Students do not get hours when they miss a class to do something unless it is approved prior to the event by the service coordinator and the dean of the Upper School.
- Students can earn hours for bringing in items for collections. Each time we have a collection, we will announce the number of items that need to be brought to earn one hour. There will also be a maximum number of hours that can be earned for each collection. Students cannot earn over half of their hours for collections during the course of the school year. **The only donations that count for hours are those sponsored by the school unless you have prior approval from the service coordinator.**