

The Woodward School
STUDENT AND FAMILY HANDBOOK
2023-2024



THE WOODWARD SCHOOL
1894

The Woodward School

1102 Hancock St.

Quincy, MA 02169

Phone: 617-773-5610

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thewoodwardschool.org

INTRODUCTION

The Woodward School for Girls is an independent, day school providing a college preparatory education for girls in grades 6-12. Woodward students graduate having acquired the skills necessary to be successful in the college classroom and beyond, as thoughtful, lifelong learners and engaged, responsible citizens.

The school presents a college preparatory program with emphasis on academic knowledge and skills, rigorous thought, and intellectual development. The personal development of Woodward students is encouraged through the experience of the academic program, extracurricular activities, and contemplation of character and values in all aspects of life. Woodward endeavors to recognize and foster the unique opportunities presented in an all girls' educational environment for the advancement of young women.

The Woodward School Student and Families Handbook provides general information and guidance about the operational, academic and extracurricular life of The Woodward School. It includes information about Woodward programs, policies, procedures, and expectations, as well as academic requirements and standards designed to preserve a challenging, positive and inclusive learning environment.

All students and parents/guardians are expected to read and be familiar with the contents of this Handbook. We expect all students and parents to accept responsibility for understanding and abiding by the policies and procedures of this handbook.

This Handbook is for informational purposes only. It is not intended to create, nor does it create a contract or part of a contract in any way, including but not limited to, between Woodward School and any parent, guardian or student affiliated with or attending the school.

Woodward reserves the right, in its sole discretion, to add, review and/or delete School policies before, during, and after the school year, and to adapt its instructional procedures from on campus, in person instruction to hybrid and/or remote learning as appropriate and in service to the common goals of the school community and learning environment. Any important and necessary changes that must occur will be specifically communicated to families.

The entire Woodward School Administration, Faculty and Staff welcomes students and families to the 2023 – 2024 academic year.

WOODWARD SCHOOL MISSION STATEMENT

The Woodward School honors and cultivates each student's academic and personal potential to enrich the world with courage and creativity.

COMMUNITY CORE VALUES

With rights comes responsibility. Members of the school community are expected to demonstrate ethical and responsible behavior consistent with its core values. These five core values include generosity, integrity, respect, responsibility, leadership and scholarship and are embedded in our code of conduct. Such conduct is fundamental to a supportive, safe, and orderly school environment and civil society.



THE WOODWARD SCHOOL

An Independent Day School for Girls in Grades 6-12

CORE VALUES

G

ENEROSITY of Spirit



1

I

NTEGRITY of Character



8

R

ESPECT
ESPONSIBILITY to Self & Others



9

L

EADERSHIP through Inspiration



4

S

CHOLARSHIP through active membership in lifelong learning



DIVERSITY, EQUITY AND INCLUSION

The Woodward School strives to promote diversity, equity, and inclusion through action in all aspects of school life, including educational programming, community interactions, intentional decision-making, and anti-bias training.

Woodward honors and embraces all elements of diversity, including race, socioeconomic status, ethnicity, gender, gender identity, sexual orientation, religion, learning style, and family dynamics.

We believe that by incorporating DEI with our core values, we empower our students to realize their true potential, discover their passions, and enrich the world.

MOTTO

Discimus Ut Ducamus; We learn so we may lead

(Pronunciation: DÍŚ – ci - mus ut du - CÁ mus)



THE WOODWARD SCHOOL
1894

Woodward is registered, affiliated with, and accredited by the New England Association of Schools and Colleges (NEASC) and the Association of Independent Schools of New England (AISNE). We belong to the International Coalition of Girls Schools (ICGS) and work closely with them in all aspects of school operations. As an accredited institution, the school is also a member of the National Association of Independent Schools (NAIS). Woodward School does not discriminate based on race, color, age, disability, gender identity, religion, national origin, ancestry, or sexual orientation and is committed to maintaining an environment where all individuals can flourish.

WELCOME FROM THE HEAD OF SCHOOL

Greetings, Woodward Students, Parents, and Guardians,

Welcome to The Woodward School Community. "Community" is an essential concept here, as students come together from many different towns, cities, and countries at Woodward each year to learn as a community. We remain committed to preparing our students for active and respectful citizenship.

We purposefully immerse students in our multicultural environment to help them understand and respect diversity and how to successfully collaborate with people of varied backgrounds and prepare them to thrive as 21st-century students and citizens.

What does it mean to be a citizen of our community? In our case, all of the adults at Woodward are here to support students in becoming successful learners. We are also committed to ensuring that all community members are and feel physically and intellectually safe. To achieve these ends, we have developed specific practices, standards, policies, and expectations to support us in our mission. We expect all who join our community to:

- Adopt our mission and values
- Adhere to specific standards and abide by stated policies
- Work their best in their studies and as community members
- Respect and support other community members

This handbook outlines the standards, practices, and expectations in many aspects of a Woodward student's life. When all community members embrace these guidelines, every student has the chance to be their very best.

I hope you find this guide helpful. There is a lot of information included in this handbook. If you cannot find what you are looking for, please get in touch with us for assistance.

We are looking forward to Woodward's 130th school year. The fantastic class of 2024 is returning to help guide us through this year ahead.

Discimus Ut Ducamus; We learn so we may lead.

Regards,
Alex Magay
Head of School

CONTACT INFORMATION

The Woodward School for Girls

1102 Hancock Street

Quincy, MA 02169

Main Number: 617. 773 .5610

Website: www.thewoodwardschool.org

College Board CEEB Code: 22181

The Following listing presents Administration contact information. Families may reach teachers on email using the first initial and last name @thewoodwardschool.org

<i>Head of School</i>	<i>Alex Magay</i>	<i>617-773-5610 x 200</i>	<i>amagay@thewoodwardschool.org</i>
<i>Main Office Supervisor</i>	<i>Kaylie McDonald</i>	<i>617-773-5610 x210</i>	<i>kmcdonald@thewoodwardschool.org</i>
<i>Business Office/Admissions Associate</i>	<i>Jaime Gordon</i>	<i>617-773-5610 x 223</i>	<i>businessoffice@thewoodwardschool.org</i>
<i>School Registrar</i>	<i>Cheryl Casey</i>	<i>617-773-5610</i>	<i>ccasey@thewoodwardschool.org</i>
<i>College Counseling</i>	<i>Andrea O'Hearn</i>	<i>617-773-5610</i>	<i>aohearn@thewoodwardschool.org</i>
<i>Director of Enrollment</i>	<i>Jennie Donegan</i>	<i>617-773-5610 x 219</i>	<i>Jdonegan@thewoodwardschool.org</i>
<i>School Nurse</i>	<i>Elizabeth Bersell</i>	<i>617-773-5610 x 215</i>	<i>ebersell@thewoodwardschool.org</i>

<i>Athletic Director & Dean of Students</i>	<i>Bob Giordano</i>	<i>617-773-5610 x 220</i>	<u>bgiordano@thewoodwardschool.org</u>
<i>Director of STEM</i>	<i>Jessica McNamara</i>	<i>617-773-5610</i>	<u>jmcnamara@thewoodwardschool.org</u>
<i>Assistant Head of School</i>	<i>Gretchen Petersen</i>	<i>617-773-5610 x225</i>	<u>gpetersen@thewoodwardschool.org</u>
<i>Director of Informational Technology, Summer Institute</i>	<i>Niko Arranz</i>	<i>617-773-5610</i>	<u>narranz@thewoodwardschool.org</u> <u>summerinstitute@thewoodwardschool.org</u>
<i>Artistic Programming Director</i>	<i>Kerry Twomey</i>	<i>617-773-5610</i>	<u>ktwomey@thewoodwardschool.org</u>
<i>IMPACT Learning Coordinator</i>	<i>Stephen Gildea</i>	<i>617-773-5610</i>	<u>sgildea@thewoodwardschool.org</u>

CALENDAR FOR ACADEMIC YEAR 2023-2024

School events will be updated on the school’s website calendar. The school will be closed on the following dates (subject to change as necessary):

2023-2024 Woodward School Calendar



August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August	
25	New Staff Orientation
28-31	All Staff Orientation
31	New Student Orientation 1:00 - 2:30

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January	
1	New Year's Day - No School
9	Grades Close Q2
10	Early Release at 11:30 for Students PD for Faculty/Staff
15	Martin Luther King Jr. Day - No School

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February	
2	Staff PD day - No School for Students
7	Grades Close Progress Reports Q3
14	Science Fair
19-23	February Vacation – No School

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September	
1	No School
4	Labor Day - No School
5	First Day of Classes
	Ice Cream Social – After School
21	Follow your Student’s Schedule Night
22	Blue Hills Field Trip
25	Yom Kippur – No School
30	Golden Gala 6:00PM

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March	
12	Grades Close Q3
14	Founders’ Day & Night
15-18	Founders’ Break - No School
27	Early Release at 11:30 for Students PD for Faculty/Staff
29	Good Friday – No School

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October	
2	Grades Close Progress Reports Q1
9	Indigenous Peoples’ Day – No School
11	PSAT–Grade 11/SAT-grade 12
18	NEASC Foundation Visit
25	Staff PD day - No School for Students
30	John Adams’ Wreath Laying Ceremony
31	Grades Close Q1

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April	
10	SAT School Day – Grade 11 PSAT Grades 8,9,10 Grades Progress Reports Q4
15-19	April Vacation – No School
24	Night of the Arts

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November	
10	Veterans Day Observed - No School
21	Thanksgiving Feast Break Starts at 2:55pm
22-24	Thanksgiving Break - No School

May 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May	
6-8	NEASC Program Visit
15	Athletics Recognition Event
16	Grades Close Q4
17-21	Final Exams
22-31	IMPACT Learning
27	Memorial Day – No School
30	Grad. Rehearsal & Senior Reception

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December	
1	Grades Close Progress Reports Q2
20	Winter Solstice Assembly Early Release at 11:15 AM
21-29	Winter Vacation – No School

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June	
1	Class of 2024 Graduation
3-5	IMPACT Learning
7	Early Release 11:30 IMPACT Learning Symposium Grade 8 Step Up/Recognition Day Last Day of School for Students Teacher Grading/End of Year Meeting
10-11	

DAILY SCHEDULE

The Woodward School Daily Schedule 2023-2024

Monday	Tuesday	Wednesday	Thursday	Friday
Homeroom: 8:05-8:10				
A 8:10-8:55	B 8:10-8:55	C 8:10-8:55	D 8:10-8:55	E 8:10-8:55
B 8:58-9:43	C 8:58-9:43	D 8:58-9:43	E 8:58-9:43	F 8:58-9:43
C 9:46-10:31	D 9:46-10:31	E 9:46-10:31	F 9:46-10:31	A 9:46-10:31
X 10:34-11:19 MS: Clubs US: L&P/IL/H	E 10:34-11:19	F 10:34-11:19	A 10:34-11:19	X 10:34-11:19 MS: Wellness US: L&P/IL/H
Lunch 11:19-11:49				
D 11:52-12:37	F 11:52-12:37	X 11:52-12:37 MS: Health US: Clubs	B 11:52-12:37	B 11:52-12:37
E 12:40-1:25	A 12:40-1:25	A 12:40-1:25	C 12:40-1:25	C 12:40-1:25
F 1:28-2:13	X Theater/Art/Comp 1:28-2:18	B 1:28-2:13	X Theater/Art/Comp 1:28-2:18	D 1:28-2:13
All School 2:16-2:55	2:21-2:55 MS: Engineering, Chorus US: Chorus, Learning Lab	Conference 2:16-2:55	2:21-2:55 MS: Engineering, Chorus US: Chorus, Learning Lab	Clubs 2:26-2:55

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GENERAL INFORMATION

COMMUNICATIONS

The school's website: www.thewoodwardschool.org is the most reliable and up-to-date source of information for families. Information on current and upcoming events, cancellations, course listings, admissions information, sports schedules and directions to games may be accessed through the website.

Communication with students and families happens via community-wide and individual email notices, phone calls, and *Constant Contact* notifications. Woodward also uses an automated *One Call Now* system to contact families in case of school-wide emergencies and to convey other essential information.

FAMILY AND EMERGENCY CONTACT INFORMATION

For general contact and to receive alerts via the automated systems Woodward utilizes for notifications, please be sure that your contact information is kept up to date, by updating your TADS account with any changes in home/business phone, mobile phone, or email. It is each family's responsibility to keep the school fully informed. Please email Jamie Gordon at jgordon@thewoodwardschool.org with any questions.

Before the start of the school year, families are required to provide the school with correct and current contact information, including:

- Address
- Email contacts
- Telephone numbers: home, business and mobiles
- Preferred emergency contact information

SCHOOL CLOSING, WEATHER DELAYS AND SECURITY INCIDENTS

In case of inclement weather, the decision to cancel school will be made by 6:00 AM. Families will receive an automated telephone call and e-mail notice of school cancellation. School cancellations are posted on the following TV stations: WBZ (AM 1030) WBZ-TV (Channel 4), WCVB-TV (Channel 5) and WHDH-TV (Channel 7). A recorded message will be on the school's voicemail system, and an announcement will be posted on the school website.

In cases where school remains open, we expect and urge families to use discretion in traveling, in case of differing and dangerous local weather conditions. No student will be penalized if a family makes a judgment to stay home due to inclement weather.

In the event of a security incident or evacuation, students, faculty and staff will exit the building and report to the Quincy National Guard Armory (100 Hancock Street). Families will be notified via an automated telephone call with information about the event, the pick-up process and classes status for the following days.

SCHOOL BUILDING SECURITY AND SAFETY

Students, teachers, and parents enter the building through the main entrance at 1102 Hancock Street. We ask parents and visitors to ring the bell at the main entrance.

Students are asked to sign in and out if they are leaving the building for any reason other than regular arrival and dismissal. Students may **ONLY** use the front entrance to exit or enter the building.

If students must leave school before the regular departure time, they must have written parental permission to do so and must enter information into a sign-out book at the Main Office, including name, time of departure, destination and with whom. This is necessary for attendance record keeping.

At drop-off and pick-up times, parents/guardians are asked to remain outside or in the main lobby. Parent/Guardian visits to teachers must be by pre-arranged appointment.

Regular safety drills are conducted each year including fire and intruder drills. Parents will be notified via email when these drills occur.

Please refer to Woodward's Crisis Response Plan for more detailed information regarding school security and safety located in the Main Office.

SCHOOL DAY

The school building is officially open for academic business from 7:45 a.m. - 4:45 p.m. Academic classes begin at 8:10 a.m. and end at 2:55 p.m. The first bell rings at 8:05 a.m. indicating time for transit to class. End of the day pick up time is 2:55 for students. not participating in after school programming.

MORNING ARRIVAL TIME

The school building opens at 7:45 a.m. before the start of homeroom at 8:10 a.m. Students entering the building prior to homeroom must report to the student center to study or eat breakfast.

Students who arrive after 8:10 a.m. are tardy and must report to the School's Main Office to check-in for attendance and receive a pass to enter class.

AFTER SCHOOL

Academic Classes are dismissed daily at 2:55 p.m. unless a student is involved in a formal after-school program or extra-help session with a teacher or coach. Students who are engaged in after school activities will be notified of parent pick-up times.

VISITORS TO SCHOOL

Woodward welcomes visitors for educational and appropriate social purposes, with permission in advance. All visitors to the Woodward School, including parents/guardians, must report to the main office upon entry to the school.

No visitor, including parents/guardians, may enter the classroom areas, hallways, offices, or faculty room without receiving permission from the main office.

When visitors sign in, they are required to obtain a visitor pass and identification badge, which must be returned upon departure. Visitors will also be required to sign in and out in the school visitor book.

Students who do not attend Woodward are not permitted to be in the campus buildings during or after school hours without specific permission from the main office.

STUDENT LOCKERS

Each student is assigned a locker for storage of academic and personal materials. The areas around the lockers are a student's responsibility and should be kept clean and orderly. Students should not leave valuable equipment, cash, or other items in their lockers or unattended in their backpacks. Valuable items and cash may be left with the main office for safekeeping.

A student should never enter or search another student's locker. All lockers are ultimately the property of the school and are subject to search by school personnel. For the safety of the community, the school may open and inspect student lockers at any time. Searches and seizures of a student's person, property or locker may be conducted in accordance with recognized legal principles.

Students may decorate the inside and outside of their lockers but may not use any materials that cannot be removed, including stickers or permanent ink. The use of magnets and removable 3M hooks is advised.

SCHOOL LOST AND FOUND

An area for lost and found articles is in the main office. Students and parents are asked to check regularly for items belonging to students. Items that remain unclaimed for 30 days will be removed and donated.

FOOD SERVICE

Woodward students may bring lunch from home to school. As an alternative, students may order lunch every day before first period or through EZ School Apps which offers a safe and secure way to pay for student meals online from any browser using www.ezschoollapps. It also provides a parent and student the opportunity to discuss meal options and then preorder meals online. Please use the following link to access directions to set up EZ school: [Online Lunch Ordering Set Up](#)

Our contracted vendor is independent of the school, Rozafa Mediterranean Bistro, which is located directly across the street from Woodward. All of the food prepared is fresh, healthy food and \$7.00 per meal. Students must pay for their lunches on or before the day of purchase.

MBTA STUDENT PASSES

The MBTA Student Charlie Card Program allows students to obtain Student Charlie Cards at a discounted rate. Student Stored Value Charlie Cards (S-Cards) allow students to travel on local bus, subway, or express bus at a “Pay as You Go” 50% reduced rate. S-Card Passes are not valid on commuter rail. Students can obtain passes through Woodward by contacting the main office. Cards will be empty when distributed, and students will need to add funds to the pass at a kiosk located at a T station.

Student Charlie Cards are for students in Middle or Upper School only and must be issued by a participating school. All Student Charlie Cards expire on August 31st each year and are reissued by schools for the following academic year. Student MBTA cards are authorized under restrictions, policies, and procedures directed by the MBTA.

DRIVING AND PARKING

The Woodward School is located in a busy residential and business area. Hancock Street is the main thoroughfare through the City of Quincy. All Woodward community members are asked to operate automobiles with care and to reduce speed in the vicinity of the school. Drivers should enter the school’s main driveway, which is one way, with great care and reduce to speeds of five (5) MPH or less.

Visitors may park in any open space in the front driveway, on Hancock Street, or on local side streets where parking is permitted as indicated by the signage.

STUDENT DRIVING AND PARKING

Students may drive to and from school, with parent permission. Students who wish to park at school must be aware that there is a limited amount of space available for student parking. Students must register their cars to park in the lot, and will be issued a parking permit, on a first come first serve basis. The cost of the permit is \$100 per year. Students will be restricted to the assigned spaces and may not park in the front driveway. Once students arrive and park, they must enter the school building and may not return to their cars until the end of the school day, without specific permission. No students are allowed to drive other students unless there has been written parental permission submitted to the Assistant Head of School, never during the academic day.

Driving another student without school permission is a major school rule violation.

Please be advised that the school does not assume responsibility for theft or damage to vehicles parked on school grounds.

USE OF THE SCHOOL VAN AND PERSONAL VEHICLES

Student safety is a priority at The Woodward School. Whenever possible, students are transported to school-related activities in authorized vehicles owned by or contracted by The Woodward School. The Woodward van is operated by trained staff. In some instances, transportation via a private vehicle is necessary. Only authorized staff, students or parents are permitted to transport students during the school day or school related events. Please see Woodward's transportation of students' policy for more detailed information, located in the main office.

ATTENDANCE POLICY

Consistent attendance is essential to a student's academic success and community engagement. There is no more powerful predictor of student achievement in both middle and upper school than student attendance. The following policies are meant to underscore and enforce every student's responsibility to be present, both physically and mentally, for all scheduled classes on all school days.

Missed school is missed curriculum. In general, students should not be absent for reasons other than illness, family emergency, or religious observances. Please do not make appointments or holiday plans that include school days.

Students are required to attend and be on time for all classes, meetings and required events.

When a student is absent from school, parents or guardians must call the main office at (617) 773-5610 by 8:00 am.

In the case of an illness requiring a student to be absent for an extended period, parents are asked to contact the school Nurse and student's Advisor to discuss any plans for academic planning.

In the case of absence for another pressing reason (religious observances or college visit), students must inform their Advisor and individual teachers beforehand, and make teacher approved arrangements to complete missed academic work.

Extended absences must be approved by the Head of School. Excessive or extended absence will affect a student's grades, and in certain cases, may require a leave of absence or termination from the program.

Exam Week: Absence during exam week will not be approved except in the case of illness or family emergency. Students will not be permitted to make up a missed exam unless the reasons are documented and approved.

Students who miss class for any reason are required to make up missed work. Students bear the responsibility for obtaining make-up work from teachers or classmates. Failure to make up work may result in class grade reduction or failure. It is recommended that the student meet with teachers for help upon returning to school. Teachers are not responsible for obtaining and organizing missed work for an absent student.

Students are asked to make up missed work. Missed tests or other assessments may be made up with the approval of the class teacher. If an absence is not approved/excused, students will receive a zero for the work due or test missed due to the absence. In cases where work is accepted late despite an unexcused absence, points will be deducted for each day the assignment is late.

Class time participation points are factored into the grade; therefore, frequent absences will have a negative impact on a student's course grade.

Parents / guardians are advised to carefully consider any request for absences from classes. The decision of the school in this regard is final. It is the parent / guardian's responsibility to contact the Assistant Head of School to discuss the reason for any absence prior to an event.

Prior to departure, the student must contact with the Assistant Head of School to discuss their plan. After their return to campus, they will need to make up any missed work that has not been completed and this has been verified by their teachers.

TARDINESS

Students who arrive after 8:10am are considered late and must check-in at the main office to obtain a pass to enter class; three unexcused tardies are equal to one unexcused absence.

ATTENDANCE AND EXTRACURRICULAR ACTIVITIES

Students who are absent from school may not participate in or attend extracurricular activities. Any exceptions to this rule must be approved by the Dean of Students. This includes situations in which a student becomes ill during the day, misses one or more classes, and wishes to attend an extracurricular activity. Students who have excessive tardies or are falling behind in their classes may also be excluded from participating in these activities at the discretion of the Dean of Students.

ATTENDANCE AT SPECIAL EVENTS

From time to time throughout the school year, students may be required to attend special academic or extracurricular events outside of regular school hours, to comport with a program or class requirement. Families will be notified in advance of any such required events. Regular school and class attendance policies will apply to these events.

EARLY DISMISSAL

Requests for unavoidable early dismissals must be submitted in writing or sent via email to the School's Main Office, no later than the morning of the day the dismissal is planned. Please do not communicate via cell phone with your child to make dismissal plans. Students must be dismissed through the main office or the nurse's office.

A student being dismissed must report to the school's main office to sign out at the time of dismissal.

Students are responsible for obtaining the classwork they miss due to dismissal. Assignments due that day must be passed in before the student is dismissed.

EXCUSED/ UNEXCUSED ABSENCE

All absences require a parent/guardian note or sent via email to the main office. Absences are excused with a parent or professional note as listed below:

- Parent/Guardian note for illness lasting one to two days
- Medical/Doctor's note for illness lasting three or more days
- Note from a legal professional
- Religious observance verified by a note from parent/guardian
- College visits, not to exceed four per school year, verified by parent/guardian and educational institution. These visits must be approved at least three business days in advance of the visit.

Students are required to present the note within a week of their absence.

A student arriving after the start of class who does not have a legitimate, acceptable excuse and misses class, will be considered unexcused. Repeat offenders will face additional consequences as decided in the absence and grading section of the Student and Family Handbook.

BEREAVEMENT LEAVE

The Assistant Head of School will grant "bereavement leave" for the passing or significant, hospitalized illness of an immediate family member.

HEALTH RELATED ABSENCE

The Health Office must provide prior approval for excused absences for specific illnesses, procedures, and unavoidable appointments. In both cases, either the Assistant Head of School or the Health Office must be contacted prior to the obligations being missed. After 3 consecutive absences the student must obtain a doctor's note to submit to the Health Office.

SENIOR PRIVILEGES

As a long-standing tradition, senior level students are rewarded for their years of hard work with certain privileges which begin 2nd quarter as outlined below if they have an average in each class of 80 or higher, they do not have unexcused absences or tardies, their discipline record is clear and their ongoing yearbook and college application requirements are up to date:

- If they have a scheduled study, they may leave the building for that period;

- If they have a Period 1 study, they may come in late, on time for the next period;
- If they have a last-period study, they may leave School for the day at the start of that period;
- Only classes registered on their schedule as a study qualify;
- They may leave the building during Lunch;
- They must sign in or out at the main office when they are arriving or leaving School under their Senior Privileges. The sign out sheet is located on the counter of the Main Lobby desk;
- They may only leave the School to drive or ride in a car if they are dismissed for the day. Otherwise, the use of cars is always prohibited. Students who violate this rule will lose their Senior Privileges.
- If they arrive at school in violation of the dress code or unexcused, they will lose their privileges for the day.

ACADEMICS AT WOODWARD

INTRODUCTION

The Woodward School is a college preparatory school, in which the curriculum and graduation requirements are designed for students planning to attend a four-year college and university. The School's Program of Studies provides more detailed information about the Middle and Upper School academic programs.

At Woodward, a student's learning journey is as important as any quantitative outcome. Woodward expects every student to be engaged in the school's program, by preparing and participating strongly in their own education. Academic integrity is at the center of Woodward's philosophy of teaching and learning.

Woodward operates on a two semester, four quarter system. To earn a Woodward diploma, students must take six full time courses in grades 9, 10 and 11 and five full time courses in grade 12 or the equivalent. In addition, students must pass all required courses, complete the Founders' Paper, Impact Learning and Community Service.

Families can find more specific information about courses and prerequisites in Woodward's *Program of Studies* which can be found on our website under the Academics tab then under Curriculum.

GRADUATION REQUIREMENTS

Woodward Upper School students must complete specific course requirements during grades 9-12, plus completion of The Impact Learning Program to graduate with a diploma from The Woodward School for Girls.

Upper School students must carry a minimum of six courses each academic year, except seniors who must carry five courses. Students select a required course from each of the core subject areas, plus an additional elective or combination of electives throughout the year to meet program requirements. Students who wish to exceed the yearly six-course requirement must obtain permission.

Woodward's graduation requirements are designed for students planning to attend a four-year college or university. When choosing courses, students must be mindful of a four-year plan that meets both Woodward's

graduation requirements and college admissions expectations; including admission to specific programs within a university. Accordingly, it is important that students review their one-year plans against their four-year plans, and possible college majors, each year.

In the junior and senior years Honors, and Advanced or AP sections are offered. These courses provide motivated students with an accelerated pace and advanced intellectual challenge. Students must be recommended for Honors, Advanced or AP level work, and must commit to meeting the additional academic expectations for in and out of class work. Teacher recommendations for these placements will be based upon demonstrated achievement and serious commitment to the expectations of the coursework.

Woodward reserves the right to schedule individual students based on graduation requirements, teacher recommendations and assignments, course enrollment numbers and availability, and other reasonable considerations. Courses listed in this Program of Studies that are under-enrolled may not run.

Subject	Required (over 4 Upper School years)
English	4 years
History / Social Studies	3 years (US History Required)
World & Classical Languages	3 years of the same language
Mathematics	4 years (Algebra I, Geometry & Algebra II required; certain Science and Computer Sciences courses may be approved as a 4th year of math)
Sciences	3 years (Biology & Chemistry required)
Computer Sciences	1 year
The Arts	1 year
Founder's Paper	Required (11 th grade History Thesis Paper)
IMPACT Learning	Required
Community Service	Required

GRADING SYSTEM

Woodward uses a letter grading system for the Middle School and a numerical grading system for the Upper School. Quarter grades are issued in October, January, March and June.

Honors and AP courses are weighted in the Cumulative GPA: 5 percentage points are added for Honors classes, 10 for AP classes. Students must take the AP Exam to receive AP course weighting. Pass/Fail courses are not calculated in the GPA. At the end of each marking period, a student earning all A's and B's will achieve Honor Roll status. A student earning all A's will achieve High Honors.

Woodward does not rank students due to our small school size but does select a class valedictorian and salutatorian. This determination is based on a weighted GPA calculation of the five core courses (English, History, Science, Math, and Language) during a student's freshman, sophomore, and junior year and four core classes (English, History, Math, and Science) during their senior year. If a student doubles up in a content area, the higher average is used in the calculation. Students must have attended Woodward for at least two full years and be in good academic and disciplinary standing.

Grades are calculated in the following way:

- Upper School
 - Quarter 1 (Q1) and quarter 2 (Q2) = semester 1 and is worth 40% of the final grade
 - Quarter 3 (Q3) and quarter 4 (Q4) = semester 2 and is worth 40% of the final grade
 - Final exam = 20% of the final grade
- Middle School
 - Quarter 1 (Q1) and quarter 2 (Q2) = semester 1 and is worth 45% of the final grade
 - Quarter 3 (Q3) and quarter 4 (Q4) = semester 2 and is worth 45% of the final grade
 - Final exam = 10% of the final grade

Upper School		Middle School
98-100	Excellence mastery of the material	A+
93-97		A
90-92		A-
87-89	Above-average mastery of the material	B+
83-86		B
80-82		B-
77-79	Average/satisfactory mastery of the material	C+
73-76		C

70-72		C-
65-69	Below-average mastery of the material	D
0-64	Failure to master the material - not passing	F
P/F	Some classes at Woodward may be graded on a Pass/Fail basis and will not be factored into a student's GPA	
I	Incomplete	

PROGRESS REPORTS & REPORT CARDS

Written Progress Reports are provided to all students and parents/guardians at the approximate midpoint of each academic quarter. The school's website will announce Progress Report issue dates. Report Cards are issued at the close of each of the four marking periods. Distribution dates are on the school calendar. Final Exam grades are issued along with Final Report Cards at the end of the school year.

Students will review their report cards through a one-on-one meeting with their Advisors. Students are encouraged to meet with their teachers for more specific insights into their grade determination. Involving students in this process is important for their engagement in learning goals.

TRANSCRIPTS

Students' permanent transcripts carry only final, cumulative grades for the year. When Woodward sends out a transcript before the end of the year, as is the case for seniors applying to college, a cumulative GPA for the prior, concluded year is included, and grades for the year in progress are issued for work done by the end of the most recently completed marking period.

Official transcripts for submission to other schools or colleges must be embossed with the Woodward School seal and sent directly from the school to the requesting institution. This takes place through the School Registrar's office. Woodward acts in compliance with the law, requiring us to provide conduct reports to requesting institutions according to the provisions of *MGL c.71, s.37L*.

Only school administrators/faculty are allowed access to the official information in a student's record. A copy of a student's record or transcript, including conduct reports, may be obtained by a written request, signed by a parent or legal guardian.

INCOMPLETE WORK

The closing date of each quarter is noted on the school Calendar as the final day to turn in assignments. Students who have not completed work on time *may* receive an *Incomplete* designation (I). Incomplete work must be resolved within two weeks after the end of quarter, or the *Incomplete* will automatically revert to the

pending grade, without the completed work. Any case that deviates from this rule must be approved by the class teacher, and Assistant Head of School.

To be eligible for an Incomplete status and process, students must communicate with the class teacher and request an incomplete extension.

FAILING GRADES

Course failure is defined as receiving a numerical grade below 65 for the year. A student who has failed any subject for the year may remediate that course according to specific instruction from the School's Academic Team.

Approved remediation of failing grades in classes that are *required* to earn a Woodward diploma, is generally permitted. A failing grade may be advanced by remediation to a Pass (P) with a numerical maximum of 65 in the final GPA calculation. All remediation plans must be approved in advance by the Assistant Head of School

A failure in a course that is not required to earn a Woodward diploma will be entered into a student's GPA but will not jeopardize eligibility for a diploma.

ATTENDANCE AND GRADING

Unexcused tardies and absences have an effect on student's grades and are calculated in the following way:

- Unexcused absences
 - Students who accumulate 3 unexcused absences in a quarter will have 2 points deducted from each class final term grade
 - Each unexcused absence after the first 3 results in 1 point per absence additionally deducted from the final quarter grade
 - Each quarter, the calculation of unexcused absences restarts at 0
 - Please see our absence policy for more information regarding excused and unexcused absences
- Tardies to school
 - Students must arrive to school and be in their first class by 8:10
 - Any student arriving after 8:10 is considered tardy (either excused or unexcused)
 - 3 unexcused tardies are equal to 1 unexcused absence
- Tardies to class
 - Students must arrive to class on time
 - Any student arriving after the bell rings is considered tardy (either excused or unexcused)
 - 3 unexcused tardies are equal to 1 unexcused absence and will be recorded as above for that particular class

FINAL EXAMS

Final exams or equivalent assignments are administered to students at the conclusion of a course. Absence from an exam, or failure to meet a final assignment deadline without excuse will result in a zero for the exam.

Students must notify the school that they will miss a final exam no later than the morning of the exam, and prior to the start of the test. Students must submit a letter from a physician or provide other evidence of a serious emergency to be excused and allowed to make up an exam. Exam make-up must be scheduled with the class subject teacher.

ADVANCED PLACEMENT COURSES AND TESTING (AP)

Woodward offers Advanced Placement (AP) classes for Upper School students. Advanced Placement is a program run by the College Board to provide students with the rigor of introductory level college coursework, while still in high school. AP courses prepare students for College Board AP Exams in the spring. AP exams test what you learned in each subject matter.

Students may refer to Woodward's *Program of Studies* to see AP class offerings in the Upper School. Students will be given permission to participate in an AP class if they meet the following guidelines:

- Minimum average grade of 85 by Quarter 3 in a prerequisite course
- Teacher recommendation
- Letter of interest in the course
- Students must take the AP exam to receive AP credit/weighting: a student who does not take the exam will receive Honors credit.
- AP contract signed by parents and students attesting to their understanding that significant work and effort is required outside of the class curriculum

Once permission to take the course is granted, students must submit an AP contract signed by them and their parents/guardians to attest to their understanding that significant work and effort is required outside of the class curriculum.

Further, to receive AP credit/weighting, students must take the AP exam; a student who does not take the exam will receive Honors credit. Exams are scheduled over two weeks in May, on dates specified by The College Board. Students at Woodward who complete AP coursework and take the AP exam, earn AP credit weighting of 10 points added to their cumulative, final average in the AP course taken. If a student completes an AP course at Woodward, but does not take the AP Exam, the upward weighting in the course cumulative average is weighted at 5 additional points (Honors weighting).

Students who are enrolled in AP courses at Woodward are registered for AP exams, through the school. The College Board fee to students is about \$100, for *each* exam, but could change each year; accordingly, please be aware that students taking two AP exams face a fee of \$200 and so on up, depending on your AP course load. Families will be billed through TADS in January for the AP Exams fees. Students and families will receive individual notice of their student's AP Exam total fees in advance.

AP exams are scored between 1 and 5. If students pass the exam, they *may* earn college credit or an advanced placement at college. Colleges set their own AP recognition policies; hence, students are directed to visit individual college websites for more information. Students who wish to take an AP Class that is not

offered at Woodward should speak with the Assistant Head of School to discuss options and the required approval process to take an online course, or other independent preparation for an AP exam in the spring.

ONLINE COURSES

Constellation Learning is the online learning platform with whom Woodward affiliates and can supplement Woodward's curriculum offerings. The following policies apply for students taking online courses while enrolled at Woodward:

- Where an in-person course is offered and able to be scheduled at Woodward, online courses may not be substituted and recognized for credit at Woodward.
- If a student is unable to schedule a required course at WSG, she may elect to take that class online (or through another approved method) and WSG will cover the cost of that class; the course, course policies and cost must be reviewed and approved in advance by the Academic Team at Woodward.
- If a student elects to take an online course in addition to their required courses, the student and their family will be responsible for the cost of the course.
- If a student drops/does not complete an online class that Woodward has paid for, the student's family will be responsible for the cost of the dropped course.
- In cases where a student takes an online course for credit at Woodward, with approval, Woodward will accept the grade and credit earned on a student transcript; course requirements, grading policies and grades will be determined by the online provider.

Woodward has an online course coordinator/liaison to facilitate and monitor student progress in conjunction with the online provider.

Please note that online courses follow a different schedule than the Woodward calendar. Students may be required to participate in online classes during school holidays. It is the student's responsibility to follow the schedule of the online platform when taking one of these classes.

ADD/DROP DEADLINES

Deadline to add a class: Students have until Friday of the second full week of a class.

Deadline to drop a class: For both semester-long and yearlong courses, students who wish to drop a class must do so before two full weeks of a quarter have passed. Once the add/drop period is over, a student is committed to completing the course. If the student decides to withdraw from a course later in the year, the transcript will reflect this with a WP (Withdraw Pass) or WF (Withdraw Fail).

STANDARDIZED TESTING (PSAT, SAT, ACT)

Woodward administers the PSAT to all students in grades eight through eleven and provides School Day SAT administrations for Woodward Juniors and/or Seniors only on specific dates to be announced during the year. All other SAT, SAT Subject Tests, and the ACT must be registered for and taken at an official test center outside of the school.

HOMEWORK

Work outside of class is necessary for academic success at a college preparatory school.

Assigned homework is essential to the advancement of a class group and individual student learning. Failure to do assignments not only undermines individual learning, but also reduces the pace and progress of an entire class.

Students should be active in seeking extra help if needed. Homework is calculated as part of a class grade, and consistent completion of homework with good effort will improve a student's quarter grade, as well as mastery of the material.

TEXTBOOKS AND MATERIALS

All students must obtain assigned textbooks and other materials to participate and receive credit in a class. Most required texts are listed by class, with the book's ISBN # and edition.

Books and Materials lists are posted on the Woodward website.

Families are not restricted to any specific website for the purchase of books and materials. Families are encouraged to seek the most economical and convenient source for their schoolbooks.

Students are permitted to download textbooks electronically for use on iPads or other tablets. Some textbooks are not available electronically, and certain books, such as novels for English class are *not* included in this permission.

The school does not sell or rent textbooks as a practice. On occasion, the school will make small bulk purchases and seek reimbursement from students. Woodward does provide certain texts and materials for students to borrow; these will be identified by the class teacher. Students may buy, sell or swap used books through social networking.

Textbooks are updated frequently, making some used books obsolete. Students should carefully check updated booklists noting the book's ISBN and edition before purchasing a used book. The school recognizes the cost of textbooks and other materials and fees, and therefore makes every effort to extend the life of texts and other publications.

SUMMER READING AND MATH ASSIGNMENTS

Students are required to complete summer reading and math assignments that will count for a grade in their upcoming classes. These assignments will be posted on the website.

COMMUNITY SERVICE PROGRAM REQUIREMENTS

Woodward’s service requirement is a fundamental aspect of the school’s mission and program. The school believes that the regular practice of service to others is enriching, enlarging, and sustaining to those who participate and that the experiences and benefits that flow back to our students will direct them toward a lifetime of goodwill and service to others. Woodward students are required to provide a minimum level of service to their school and community, as outlined below. They will be led in service by the adult staff and parents of the Woodward community in ethic and participation.

Student service is directed through the Advisory program. All Woodward students are required to provide some of their service time to the School and School community, in addition to service outside of school. The service requirement for Middle School students may be completed entirely at school, though Middle School students may perform service outside of the school community as well. Students in Grades 9 - 12 are required to complete some of their services outside of Woodward.

Students should present a Woodward Student Service Record Sheet to their Advisors as service is completed. Advisors will track service hours and make a quarterly report of their Advisees’ service hours at Report Card time each semester. Service hours must be completed and turned into Advisors no later than the last day of the school year. Copies of the Record Sheet are always available at school. Students may seek ongoing direction and support concerning service requirements through Class Advisors.

Middle School Service Requirements

Grade 6 5 hours required – a minimum of 2 hours served at Woodward

Grade 7 5 hours required – a minimum of 2 hours served at Woodward

Grade 8 10 hours required – a minimum of 4 hours served at Woodward

Upper School Service Requirements

Grades 9 - 12 15 hours required each year – a minimum of 5 hours served at Woodward

ACADEMIC INTEGRITY – ON CHEATING AND PLAGIARISM

Woodward students are expected to perform their academic work with absolute integrity. Cheating, plagiarism or interfering with the learning time of others are considered serious violations of the School’s Honor Code.

Cheating is the unauthorized use of material, or outside help without the permission of the teacher during a quiz, test, final exam, homework, or other assignment. Copying or getting the answers from another student is cheating. It is cheating to complete another student’s homework, assignments or papers. Allowing another student to copy your homework is not permitted. Cheating is considered a major school rule violation.

Unauthorized talking or collaborating during a quiz or test will be presumed to be cheating. A student who is found with a cell phone or other electronic device that is not off and out of sight during a quiz or test will be

presumed to be cheating. In either case, the quiz or test will be confiscated, and the student will receive a zero for the assignment. More severe consequences may be imposed in repeat cases. Parents/Guardians will be notified, and consequences as severe as suspension or expulsion may result.

Plagiarism is the act of presenting or representing the ideas, words, acts, computer work, or creative work of another person *as if they are one's own ideas or work*. It is plagiarism to use words or ideas taken directly from a book or another source without properly citing the source of the material. It is also plagiarism to take the ideas of another person and present those ideas as your own even if you are not directly quoting from the original source. Additionally, students may not re-use assignments; for example, you may not hand in work that was completed for another class.

Committing plagiarism is not only a reflection of your character, but it also deprives you of the knowledge and the skills you will need as a writer, speaker, and classroom participant. A large part of being a student is learning through experience. If you choose to copy someone's words and ideas, you are hindering your learning and academic advancement. Plagiarism is considered a major rules violation.

Response: Incidents of cheating or plagiarism will be referred to the Dean of Students, Assistant Head of School and Director of STEM who will investigate the specifics of the situation and determine disciplinary consequences.

Students who are found to have cheated or plagiarized will, at a minimum, receive a zero for the assignment and may face disciplinary action, up to and including possible dismissal from the school. Other consequences include requiring a student to step down from a leadership position or class or club officer position; a student may be prohibited from running for leadership positions in the school year that the offense occurred. A member of the National Honor Society may be suspended or dismissed from NHS. Students will not be eligible for academic, character, or other awards within the year that the offense occurred.

ACADEMIC PROBATION & SUPPORT

ACADEMIC PROBATION

Students will be placed on academic probation at any point where a review of grades shows that a student is in danger of failing a class or classes; and/or where the student is in danger of not being promoted to the next grade level.

Advisors and the Assistant Head of School will identify any student placed on Academic Probation and oversee a support and remediation plan. The student will remain in probation status until the next grading period.

Students bear the responsibility for improving their academic performance to a level that warrants removal from academic probation status. This determination will be made on a case-by-case basis by the student's academic team. Parents/guardians will be informed throughout this process.

ACADEMIC SUPPORT

Students who are experiencing academic difficulty in a class are expected to self-advocate and meet with the class teacher for direction and extra help outside of class. Students in need of additional support will be directed through their teachers, Advisor or Assistant Head of School to formulate a support plan for organization, study skills and time management.

Parents/guardians may request a teacher or teaching team conference to discuss a student's progress by contacting the student's class teacher or Advisor.

In certain cases, a student may need tutoring support outside of school. Outside tutors are welcome to come to Woodward for tutoring sessions, with advance permission and arrangements.

Peer tutoring is available for students at Woodward where National Honor Society students may be paired with students needing extra help or support with their schoolwork.

TEACHER CONFERENCES

Parent/Guardian and Teacher Conference dates are announced on the school calendar and website. An invitation for parents/guardians to schedule conferences will be sent home before conference dates, and parents/guardians must schedule individual conferences through an online program that is accessed via a link on the school's website. The link does not become available on the website until approximately ten days before conferences. It is impossible to schedule all parents/guardians on conference dates, but teachers are available for meetings by appointment at any time throughout the school year.

ARRANGING APPOINTMENTS WITH TEACHERS

Parents/Guardians who wish to consult with a member of the faculty should either use the teacher's Woodward School e-mail account or telephone the school, 617-773-5610, to request an appointment. No communications should occur through social media outlets or texting. Every effort will be made to respond to a parent/guardian request within one business day. Issues that cannot be resolved with the teacher should be directed to the Assistant Head of School or the Head of School.

Likewise, we encourage students to take an active role in their learning. If you are in question about your academic grades or wish extra help and support, students may request assistance from their teachers or academic advisor. Faculty members may also make recommendations to students who may benefit from academic support.

LEARNING STYLES, LEARNING DIFFERENCES AND ACCOMMODATIONS

The Woodward School offers a college preparatory program. Individual students with moderate learning differences and non-traditional learning styles may do well at Woodward. Such students may benefit from

Woodward’s small class sizes, the opportunities that exist for individual attention, extra help, and the structured academic environment.

However, it is important to understand that Woodward does not offer a learning differences program, is not structured to be able to implement or accommodate many learning differences supports and cannot be responsible or required to provide most accommodations. Woodward can implement select accommodations for qualified students, including extended time for final examinations.

A primary consideration for Woodward is our ability to serve each student effectively and with integrity, as they access the academic program.

Families are asked to provide the school with any information about a student’s learning differences or non-traditional learning styles at the time of application to the school.

The student’s Academic Team will confer with families seeking accommodations. If the Team determines that accommodations are warranted and can be implemented, a set of recommendations will be documented to put reasonable support plans in place. These will be shared with the teaching team, student and family prior to implementation.

Families who are requesting accommodations for final exams or standardized testing must contact the Assistant Head of School at the start of the academic year.

The school is conscientious in the dissemination of confidential information about an individual student.

COLLEGE COUNSELING

The preparation of Woodward students culminates in the college search and application process. Woodward’s College Counseling Office guides students to develop intention and agency in their high school journey and ultimately, their college search and enrollment decisions. College Counseling at Woodward is personalized, focused on preparing and supporting each student as an individual. That we know our students so well serves us.

Seminars in the ninth and tenth grade years provide students with information about Woodward’s academic program and opportunities, graduation requirements, and college and university requirements. Each student and parent receive an account on our college software program, Naviance. We review each student’s best academic path through high school. We discuss the calendar ahead for standardized testing, how to view these tests, and prepare. We discuss student interests and talents, service, and experiential learning opportunities, and encourage participation and personal development of their passions.

By the midpoint of Junior year, the college search and application process is fully underway. Juniors take the PSAT/NMSQT in October, their last “practice” test, and create their prep plans for the SAT and/or ACT sittings

in the spring. At the same time, Juniors are engaged in a challenging academic year, when they are stretching themselves with classwork and the Founders' Paper, a 10-15 page thesis paper on a topic in U.S History, a graduation requirement at Woodward. Over the winter we confirm the applications timeline and process and begin working on their common application. In the spring, students look at their personal statement topics, and begin drafting this all-important essay, along with one or two supplemental essays. Parent engagement is essential at this stage, and Woodward offers group and individual family meetings to inform, gain insight into each family's outlook, and answer questions.

Woodward's College Board CEEB Code is: 221810.

STUDENT PROGRAMS AND ACTIVITIES

Students are encouraged to engage in extracurricular activities at Woodward. Extracurricular activities and clubs are announced and posted in the first weeks of school, and additional information is provided to students and families at that time.

ATHLETICS

Woodward students compete in the Girls Independent League, which is a division of the New England Preparatory School Athletic Council (NEPSAC). Woodward's varsity program includes Soccer, Basketball, Softball, Cross Country and Volleyball.

Practice and game schedules, sites, directions, game scores, and other information will be provided by the Athletic Department at the start of school and throughout the season, on paper and on the school's website.

Parents'/Guardians' written permission and students' medical information is required to participate in any sports program at The Woodward School. Any student who requires an inhaler or EpiPen, orthopedic support or any other medically necessary equipment, must provide the Health Office with that item and corresponding medical need, for each sport, which will be kept in the team medical kit at practices and games.

Students participating in extracurricular athletics programs are charged a participation fee, which is designated at the start of the school year.

SCHOOL LIFE, COMMUNITY AND STANDARDS

PURPOSE, RESPECT, CIVILITY AND GOODWILL WITHIN OUR COMMUNITY

The purpose of the school's emphasis on scholarship, integrity, virtue, and practices of basic civility is to ensure that The Woodward School community is a welcoming, inclusive and positive learning environment for all to pursue their academic and personal goals.

Unfortunately, unkind or improper behavior can be found in any school and community. Where uncivil or poor behavior is ignored or downplayed, people may suffer torment and harassment from others. This behavior will not be tolerated within the strong community that is Woodward. Every student, family, staff member, and guest are expected to honor and respect every other person within the community, and to treat others with respect, kindness, good etiquette, and goodwill.

COMMUNITY CORE VALUES

With rights comes responsibility. Members of the school community are expected to demonstrate ethical and responsible behavior consistent with its core values. These five core values include generosity, integrity, respect, responsibility, leadership and scholarship and are embedded in our code of conduct. Such conduct is fundamental to a supportive, safe, and orderly school environment and civil society.

WOODWARD CODE OF CONDUCT & STUDENT EXPECTATIONS

The School's Code of Conduct is presented to provide students with a clear understanding of Woodward's expectations for a student's conduct, demeanor, and studious effort at school. Students are required to read and understand the School's Code of Conduct.

The primary purpose of our coming together each day is to learn. Accordingly, the purpose of the School's Code of Conduct is to foster and protect the community learning ethics and environment at Woodward. This is a community responsibility, and all are expected to conduct themselves according to a set of principles based upon respect, responsibility, self-discipline, hard work, integrity, and consideration of others.

The following essential expectations are always in effect at The Woodward School, and other school rules arise from these expectations:

- Members and guests of The Woodward School community are expected to treat one another with respect, consideration, and kindness.
- Honesty is expected in all dealings. Academic honesty is a primary expectation at Woodward.
- Students are expected to make an affirmative commitment to the academic program and to maintain the effort required to be successful in a college preparatory school.
- Everyone is expected to respect and support the learning time and academic work of others; attitudes or conduct which disrupts the learning atmosphere will result in disciplinary action and can result in dismissal from the school.
- Personal and school property must be treated with care, respect, and privacy.

The Woodward School believes in helping students grow and learn from mistakes. If a minor discipline violation occurs, the teacher or Main Office Supervisor must fill out an internal discipline form. The form will be sent to the Dean of Students and will inform the advisor. On the Second occurrence, after the internal discipline form is completed, the Dean of Students will call the parent and will also include the student's advisor. A third offense will result in a 1 -3 day suspension.

OFFENSE TO THE SCHOOL'S CODE OF CONDUCT INITIATES THE DISCIPLINARY PROCESS. THE FOLLOWING ARE CONSIDERED MINOR OFFENSES:

- disrupting the learning time of others
- failure to sign in/out of the building (leaving school without permission)
- cutting class or school
- frequent absence or tardiness
- using a smart device in the school environment without specific permission
- use of inappropriate language
- dress code violations
- missing school commitments of any kind
- presence in an unauthorized area

Within our community, a violation of certain expectations and standards requires a significant response to make sure the student understands the rule's importance. Any major rule violation is a dismissible offense, but certain infractions endanger others, are offensive and damaging to others, and significantly inconvenience others. At a minimum, these infractions will result in probationary status:

OFFENSE TO THE SCHOOL'S CODE OF CONDUCT INITIATES THE DISCIPLINARY PROCESS. THE FOLLOWING ARE CONSIDERED MAJOR OFFENSES:

- repeated minor offenses
- disrespectful behavior toward faculty and staff or other students or insubordination
- bullying, hazing, fighting, cyber bullying, or harassment of other students
- destruction of property
- dishonesty, academic dishonesty, stealing, cheating, or plagiarizing
- using, possessing, or being under the influence of drugs or alcohol in school or at a school-sponsored activity
- riding in an unauthorized vehicle or giving another Woodward student a ride without permission during school hours.
- any use of combustible material lighters, matches, cigarettes, e-cigarettes, etc.
- possession of any kind of weapon
- abuse of technology, making disparaging remarks about others, doing anything intentionally or otherwise to disrupt the network or access someone else's information

- gross disrespect to, lying to, or slander of any adult member of the community
- insubordination 2nd offense, failure to comply with a reasonable request of a staff member

If a Woodward student commits a Major Violation, the Student's parents are contacted immediately, and a meeting is held with the Dean of Students, the Student, and their parents. If the offense was not determined to be a dismissible offense, the student would be placed on specific probation which may affect the student's leadership status in NHS, Athletics and School Field Trips.

The minimum response for a Major Rule Violation:

1. Suspension for 1 -3 days

DISMISSIBLE ACADEMIC OFFENSES

- 3rd Academic Dishonesty
- excessive unexcused absences

At times, a single action or a number of repeated actions, despite corrective attempts, become serious enough to require that a student be separated from the school. They indicate a student's unwillingness or inability to adhere to our community's shared set of values. These are Dismissible Offences.

DISMISSIBLE COMMUNITY OFFENSES

- providing Drugs, or alcohol to another student
- theft of any item of aggregate value of more than \$50 (higher the original replace cost from anyone, anywhere)
- actual or threatened significant physical or emotional assault
- actual or threatened access to other person's data or system
- tampering with firefighting or safety equipment
- possession of any kind of weapon

Woodward students are expected to adhere to the letter and spirit of the School's Code of Conduct. Failure to conduct oneself in accordance with the School's Code of Conduct may result in disciplinary action, including suspension, or dismissal upon review by the Assistant Head of School and Head of School. Although decisions are made on an individual basis, certain offenses will carry more severe penalties. The school is happy to report that it is a rare instance that severe penalties need to be invoked.

This includes off-campus or online behavior that calls into question the student's fitness to continue as a member of the community. The school reserves the right to recount the general circumstances of a transgression and the consequences to the school community, in accordance with the facts, circumstances, and age of the student.

It is essential that all community members are confident they can report cases of offense to the Administration and that all parties will be treated with respect, sensitivity and due process in the reporting and in the investigation of any manner of incident.

All staff, faculty, and administrators have the authority and the obligation to enforce School rules and regulations and to take disciplinary action. The Dean of Students is in charge of student discipline, subject to the final authority of the Head of School.

DRESS CODE

Woodward does not require a uniform. However, students are expected to adhere to dress code policies. Students are asked to dress comfortably, sensibly and professionally for a school day educational environment, with respect and consideration for self, for others in the school community and for the occasions and events that occur throughout the school year.

PLEASE NOTE - DRESS UP DAY DRESS CODE VARIES FROM TYPICAL DRESS CODE:

The First Day of School, Every Monday & other announced days will be DRESS UP DAYS. We ask that all in the community adhere to the Dress Up Day Dress Code (see below). On these days, we will most often be inviting guests and occasionally taking photographs of community members during the academic day.

The Woodward School expects students to adhere to the following Dress Code:

- ***Pants:*** Jeans are allowed on school days but not during dress-up functions; ripped jeans are never allowed in school. No chains, straps, or other materials are permitted to be hanging from pants. Sweatpants or pajama pants are not permitted to be worn at school.
- ***Shirts:*** cannot be sheer or low-cut, the straps of a sleeveless blouse must cover undergarments. No tube tops are allowed, and all shirts must cover the midriff.
- ***Skirts, dresses, and shorts (including tunic length tops)*** must fall to a point halfway between the knee and hip, or mid thigh. Dresses must have shoulder straps.
- ***Written messages*** on clothing that are deemed negative or disrespectful are not permitted on clothing. It is not appropriate to wear clothing that includes any profanity, political messages or images that are drug or alcohol related. The Woodward School administration has the sole discretion to determine whether a clothing item is inappropriate. Students and families should use good judgment in this regard, and we are confident that our community can do this with success.
- ***Sweatshirts*** are permitted on non-dress up days. Hoods are not to be worn at any time. Woodward logo sweatshirts are encouraged/preferred.

- **Hats, caps, hoods, and sunglasses** are not to be worn inside the school. Head
- **Shoes** are always expected to be worn in school. Sandals are permitted; however, they must have a back strap. Flip-flops are not allowed; this is a safety matter on the stairwells. Shoes are expected to be sensible for daily activities at the school.
- **Athletes:** Students athletes are permitted to wear their Woodward School Athletic Uniform to school on game days (EXCLUDING: Dress up days). Should a game day fall on a dress up day, student athletes will be dismissed early from class to change into their athletic uniform.
- **Dress Up Day Dress Code: Every Monday, First Day of School, and other announced Dress-Up Days.** Students are required to wear a dress, skirt, khaki or dress pants. On dress-up days, t-shirts, sweatshirts, sweatpants and jeans of any color may not be worn.

DRESS CODE VIOLATIONS:

The Administration may determine that an outfit is inappropriate and may do so at their discretion. The guidelines are based on an expectation that students will dress in clothing that is appropriate and positive for a professional academic environment.

Students who arrive to school wearing clothing that violates the Dress Code will be sent to the Dean of Students.

- **First & Second Violation:** Student will receive a Dress Code Violation Slip. This form may be sent home to be signed by a parent/guardian and returned to the Dean of Students or the Dean of Students will call the parent/guardian. The form will be kept on file in their school record. In some instances, students may be required to wear Woodward top/sweater from health office for remainder of school day.
- **Third/Subsequent Violations:** Student will report to the Assistant Head of School. Phone call home to discuss consequences of repeated offenses. Consequences may include being denied access to school events and/or suspension.

COMPUTER & INTERNET USE & POLICIES

The Woodward School provides general technology and computer instruction and use, including access to the Internet and a variety of computer programs. The purpose of internet access is to support academic programs and provide students and teachers with access to the resources of the World Wide Web. Student computer and Internet access at Woodward is a privilege, and not a right or entitlement. Students are permitted to use the school's computers and Internet connection for educational and other approved purposes only.

Whether physically on-campus or off-campus, whether linked to the school's network from in school or from a remote location, students are expected to abide by the school's behavioral guidelines. Information stored in School accounts is the property of the school, and students should in no circumstances enter, read, or tamper

with others' email or accounts. A student's failure to adhere to Woodward's computer use policies may result in the loss of computer privileges or other disciplinary consequences, including dismissal from the school. The school reserves the right to review any data, program or email communications used or produced, or any other computer use by students using any aspect of the school's computer system or Internet access.

School-owned equipment and networks, and the use of email, computers and the Internet while on campus are to be used for work that is consonant with the school's purpose.

Students should not have any food or drink around the computers and should not, without permission, open the machines or detach or add peripherals.

The violation of another's electronic privacy or such behavior as cyberbullying will be treated like any other breach of trust, I.e., like cheating or theft. The response to inappropriate use and other misbehavior will vary, depending on the exact nature of the offense. Such offenses will be reviewed by the Dean of Students.

TECHNOLOGY AND DEVICE POLICY

The Student Device Use Policy outlines the guidelines and restrictions for the use of school-issued devices. It is essential for students to understand and adhere to these policies to ensure responsible and appropriate usage. The following policy is designed to provide a strict framework for the use of devices within the school:

Device Check-Out and Personal Use

- All school devices must be signed out by the Director of IT before they can be used.
- School devices are strictly meant for educational purposes, and personal use is prohibited unless explicit written permission is obtained.
- Any damage caused to the device will be the responsibility of the student's family, and appropriate compensation may be required.

Software and Device Usage

- Non-approved software or devices should not be installed or used on school devices.
- Adaptors and other accessories may be borrowed for in-school use and must be returned by the end of the day.
- The borrowed items must be kept in good condition, and any loss or misplacement must be immediately reported to the Director of Technology via the support@thewoodwardschool.org email.

Personal Login Information

- Students are prohibited from storing any personal login information on the school device unless explicitly informed by the Director of Technology.
- Any violation of this policy may result in disciplinary action, including but not limited to device confiscation, loss of device privileges, or academic consequences.=

Chat GPT Usage and Plagiarism

- The use of chat GPT (Artificial Intelligence Chat Platforms) for any homework or classwork is strictly prohibited.
- Using chat GPT for academic assignments may be considered as plagiarism, leading to severe consequences as outlined in the student and family handbook.
- Any work turned in using chat GPT will result in a grade of zero, and appropriate disciplinary action may be taken.
- Please note: Woodward has the capability to authenticate academic student work to ensure its originality.

SOCIAL MEDIA

Social Networking sites and other web platforms may not be accessed during school hours, except only by specific direction from a teacher or other school staff, for educational purposes. Facebook, Instagram, Twitter, VSCO, SnapChat, Messenger, and the like have the ability to capture images and video with audio.

If a student accesses these sites by use of a school computer at any time, or by any other personal electronic device during school hours, the student is in violation of school policy and will face disciplinary consequences.

The Woodward School does not police out-of-school social networking or internet use. However, if postings, photographs or behavior unbecoming to The Woodward School is published by a student or other Woodward community member on a social networking site or other web platforms, the school reserves the right to impose consequences as severe as dismissal from the school community. Specifically, postings or publishing information that is private, hurtful or embarrassing to another student or community member, that violates the letter or spirit of the School's Code of Conduct and core values, or that brings disrepute upon The Woodward School or its community, may result in disciplinary consequences and/or sanctions as serious as dismissal from the school.

USE OF SMART DEVICES & OTHER HANDHELD ELECTRONIC DEVICES AT SCHOOL

A majority of students have a smart device, cell phone, or other handheld computing device at school every day. Smartphones and Cell Phones are handheld computers, and all school computer and technology use policies apply to cell phone and tablet use.

Rules of use are based on responsibility, respect, privacy, ethics, and etiquette. If an electronic device disrupts a school or class activity, it will be confiscated and turned in to the Dean of Students.

If a student is found to be texting during the school day, the student will face disciplinary consequences, and the smart device will be sent to the Dean of Students. Repeated violation of this rule will result in disciplinary action and the student's parent/guardian coming to school to meet with the administration and retrieve the smart device.

Use of certain smart devices are permitted in classrooms only with the specific permission of the classroom teacher, for educational purposes. Students who require a smart device to be on their person aside from personal medical devices, should communicate with Administration / HOS.

Smart device use is specifically prohibited during all other school activities including all school meetings and assemblies, events or performances.

If a student must check or make use of the smart device outside of class, that student must report to the office for specific permission.

A student's failure to adhere to Woodward's technology and computer use policies may result in the loss of technology use privileges or other disciplinary consequences, including dismissal from the school.

The school is not responsible for the security or protection of student valuables, such as smartphones, cell phones, laptops or other technology devices.

PARENT/GUARDIAN AND STUDENT COMMUNICATION DURING THE SCHOOL DAY

Students are in class for purposes of learning and distracting students during class time does not set our students up for success in class. Parents/Guardians should not call their students directly on their smart device nor text them, during school hours as this is disruptive to the learning environment, instead please send them an email. Smart devices are to be off and out of sight during school learning hours. Students will face the same disciplinary consequences for violation of the school's policy, whether it is a family member or friend who is contacting them.

In the event of an emergency, parents/guardians should call the school, 617-773-5610, and speak with the Main Office Supervisor.

We respectfully request that all plans for pick-up or after-school activities be made before the school day, or according to the outlined procedures.

Important messages will be relayed to students by the Main Office Supervisor. Classes will not be interrupted to relay a message except in the case of an emergency.

PHOTOGRAPHING & RECORDING AT SCHOOL

If a student uses a camera, camera phone or other photography device to photograph another student, staff member, or guest at the school, without permission, the student will face serious disciplinary consequences, including dismissal from the school. Students may not record any student or staff member through audio or video recording without that person's permission.

Massachusetts's wiretapping law is often referred to as a "two-party consent" law, making it a crime to secretly record a conversation, whether the conversation is in-person or taking place by telephone or another medium. *MGL c.272, s.99*.

Photographs and video recordings may not be taken in any circumstance without the subject's permission. Publishing, sharing or forwarding photographs or video or audio recordings without consent is not permitted. Sending inappropriate material via images or recordings is a significant offense to the School's Code of Conduct.

Offenses against these prohibitions will result in disciplinary consequences up to and including dismissal from the school.

OTHER IMPORTANT MATTERS OF SCHOOL POLICY AND LAW

HEALTH POLICIES AND REQUIREMENTS AT WOODWARD

SCHOOL HEALTH SERVICES

Woodward is fortunate to have a Nurse's Office and School Nurse, Elizabeth Bersell ebersell@thewoodwardschool.org, on site part time, and on call at other times. Ms. Bersell works in close consultation with the City of Quincy, The MA Department of Public Health and DESE to ensure our school's medical and health-related issues are in compliance with state and local policies and regulations.

Massachusetts General Laws and our school policies require that we have up-to-date health records for all our students. Health records requirements are detailed below.

MEDICAL EXAMINATION AND INFORMATION REQUIREMENTS

All students entering Woodward are required to present the following information to start the school year. Please note that this information will be part of your student's permanent health record. Students who do not provide updated health forms are not permitted to attend school.

Required Information:

- A Completed Student Health Information Form (this is completed through the TADS system when the student is registered for re-enrollment.)
- Record of a current, annual physical examination **completed on or after September 1, 2023**. Subsequent physical exams must be completed every year.

IMMUNIZATION REQUIREMENTS

- All families must provide current and complete immunization information from a physician before the start of each school year.
- Massachusetts school immunization requirements apply to all Massachusetts students enrolled in Kindergarten through Grade 12. Students must be fully immunized against:

Diphtheria, Pertussis, Tetanus (DPT); Polio; Measles, Mumps, Rubella (MMR); Hepatitis B, Varicella, Meningococcal Conjugate, and any other state or federally required immunizations.

- o Medical exemptions (statement from a physician stating that a vaccine is medically contraindicated for a student) must be renewed annually at the start of the school year
- o Religious exemptions (statement from a student, or parent/guardian if the student is <18 years of age, stating that a vaccine is against sincerely held religious beliefs) must be renewed annually at the start of the school year.

- The COVID-19 vaccination and annual Influenza (flu) vaccine are **strongly** encouraged for all students. However, these are not mandated vaccines to attend school and exemptions are not required to be on file.

ILLNESS AT SCHOOL

Over-the-counter medication (for minor ailments) may be administered to a student no more than twice during any school day. If a student has a temperature greater than 100.1 degrees Fahrenheit, the school nurse or a member of school administration will call home for that student to be dismissed. Based on individual observation completed by the school nurse, or other delegated staff, parents may be called to dismiss a student for symptoms of illness other than fever. This may include, but is not limited to, vomiting, diarrhea, COVID-19 or flu symptoms, or other communicable diseases (see below). Students with cough/cold symptoms that are well enough to remain in school will be asked to wear a mask.

Parents are asked to pick up (or coordinate transportation) for sick students within 1-hour of being contacted by the school. Students dismissed for these reasons (other than communicable diseases – see below) may return when symptoms have resolved/improved, and they are fever-free for 24-hours without the use of fever reducing medications. For symptoms such as vomit or diarrhea, symptoms must be resolved for 24-hours before returning to school.

EXCLUDABLE CONDITIONS AND COMMUNICABLE DISEASES

When a child has a contagious disease, parents/guardians must contact a physician and the school for information regarding the specified length of time the student must remain at home. A health care professional must decide when a student may return to school and must provide a note to the school at that time. Absences will only be excused with a note from a healthcare provider. Examples of such infectious diseases include but are not limited to conjunctivitis, impetigo, and pediculosis (lice).

We will continue to follow the CDC guidelines for COVID-19 quarantine (see COVID-19 policy).

INJURY OR MEDICAL EMERGENCIES AT SCHOOL

If your child suffers injury or medical emergency at school, a member of the staff will administer appropriate first aid and obtain further care immediately, and as necessary. Parents/Guardians and other emergency contacts will be notified without delay. An incident form is filled out at the school, and a copy is sent home to the parents/guardians.

MENTAL HEALTH SAFETY & SUPPORT SERVICES

Supporting the mental health of our students is just as important as supporting their physical health. There are, at a minimum, two Woodward Administrators (including the school nurse) trained in Mental Health First Aid from the National Council for Mental Wellbeing. These individuals are specifically trained in assessing for risk or harm and have access to local resources and referrals for students and families. Woodward also conducts an annual Mental Health Emergency training for faculty/staff to ensure the needs of students are met and triaged appropriately.

In the event of a mental health emergency during school hours, school administrators trained in Mental Health First Aid will stay with the student and contact the Massachusetts Behavioral Health Line (rather than 911). This is a 24/7 service that connects students directly with clinical help regardless of insurance. In certain instances, the Mobile Crisis Unit may be dispatched for further evaluation or transportation to the nearest medical facility. In the event of a physical emergency (ie: threatening gestures, outbursts that put members of the community in danger, etc.) 911 will be dispatched immediately. Parents/Guardians and other emergency contacts will be notified without delay. An incident form is filled out at the school, and a copy is sent home to the parents/guardians.

The School Nurse and Assistant Head of School work together with students, parents, and outside professionals to develop accommodation plans and support students who need assistance due to mental health challenges.

MEDICATION POLICY

The Woodward School Health Form will allow school personnel to provide specific over-the-counter treatments for students if parental/guardian permission has been given. Parents must opt in with specific information provided and a signature to activate this.

Under state law, prescription medications given during school hours are required to have a Medication Prescription Plan on file with the health office. Due to our limited school nurse hours, we ask that parents/guardians make every attempt to administer prescription medications at home. Physicians may be able to prescribe a convenient schedule to help with planning. Should your child require prescription medications to be given during school hours, please contact the school nurse via email to establish a Medication Administration Plan.

Students may not carry medications to school, including over-the-counter medicines, unless a self-medication administration plan has been developed with the Health Office. Students may never share medications of any kind. Individuals may have unknown drug allergies and may suffer unintended consequences as a result.

Parents may request a copy of our Policy & Procedures for the Administration of Medications at any time by emailing the school nurse. We will aim to resolve any questions between the school and parents regarding the administration of medications within 10 school days.

ASTHMA PLANS, INHALERS AND EPI-PENS

When prescribed by a doctor, Epi-Pens and inhalers may be carried by a student with parental permission. In addition, a second inhaler or EpiPen must be provided to the main office for emergency purposes. These medications must be accompanied by a doctor's order and plan for use, specifically:

- Documentation of a Current Asthma Action Plan
- Documentation of current Allergic Reaction Plan and/or EpiPen Plan
- Documentation of Medication Administration Plan (if student will be self-administering)

SPECIAL REQUIREMENTS FOR ATHLETES

For students seeking to participate in athletics, an in-person physical exam must be conducted within thirteen months of the start of the sports season.

Students who have not had this *in-person* exam may not be excluded from school but may not participate in competitive athletics.

Athletes must complete and provide:

- **Athletics Participation Permission Form** *electronic version on website
- **Athletics Pre-Participation Head-Injury Concussion Form** *electronic version on website
 - Any student who participates in an extracurricular school activity and their parent/legal guardian must take a DPH-approved annual training which reviews the signs, symptoms, and dangers of sports-related head injuries and the elements of a safe return to play. Details on where to find and attest to this training is located on the Pre-Participation Form
- **In-Record of In-person Physical Exam within 13 months of the start of the season**

CONCUSSION ASSESSMENT AND MANAGEMENT PROTOCOL

Any student who sustains a head injury while participating in a sport/extracurricular activity must be cleared by a medical provider **before** they can return to play. A "Report of Head Injury During Sports Season" Form will be completed by the Coach, Athletic Trainer, EMT or RN present at time of injury. A copy will be provided to the student's parent/guardian along with a "Post-Sports Related Head Injury Medical Clearance and Authorization Form" to be completed by a medical provider and returned to school. Students will NOT be allowed to return to play without accompanying documentation.

HEALTH SCREENINGS

Please note, The Woodward School does **not** provide vision, hearing, body mass index (BMI), postural, or Brief Intervention and Referral to Treatment (SBIRT) health screenings that are mandated in public schools.

We strongly recommend parents/guardians ask about health and vision screenings/vision risk assessments with yearly well child check-ups. Be sure to talk with your child's doctor about any concerns you might have and follow up on any referrals from your child's pediatrician.

HEALTH AND EMERGENCY CONTACT INFORMATION

Please be reminded that it is the obligation of a student's parent/guardian to maintain complete and accurate up-to-date emergency contact information and to update all medical information, for the safety and wellness of an individual student and the school community.

**It is recommended that parents/guardians read and discuss the following section. Education regarding anti-hazing will be provided to students and staff annually.*

FOOD ALLERGY POLICY

The health and safety of our students is a priority at Woodward, and we recognize the increasing prevalence of student allergies and the life-threatening nature of the allergy for many students. In order to reduce the likelihood of an allergic reaction during school or school related activities, the following precautions are in place.

In the Lunchroom:

- Peanut free table in each lunchroom
- No sharing food

Bake Sales:

- Food items must be approved by Assistant Head of School in collaboration with school nurse
- Food items **MUST** be LABELED as “contains nuts” or “may contain nuts”
- There must be **AT LEAST 3 NUT FREE** options at each bake sale (this includes “may be processed on equipment that also processes nuts”)
- There must be a **NUT FREE** table at bake sales

Other Precautions:

- Treats/Snacks provided by teachers must come from a pre-approved safe list
- There are planned community events around holidays such as Halloween and Valentine's Day where there is a nut free table and treats brought in must follow the bake sale guidelines
- **STUDENTS** should not be distributing snacks/candy outside of the planned community event
- Advisors are responsible for navigating food allergies with in their groups for events such as Thanksgiving Feast, Winter Solstice Breakfast & End of Year Breakfast
- **Catering lunches and ice cream socials** are coordinated by the Main Office Supervisor in collaboration with school nurse and Assistant Head of School and will include nut free and dairy free options.

POLICIES ON HAZING, HARASSMENT & BULLYING PREVENTION

HAZING AND MASS GENERAL LAWS CHAPTER 269, SECTION 17-19

The law prohibits hazing of any manner in Massachusetts and is a serious violation of Woodward's Code of Conduct. *The term hazing refers to any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.*

This means any forced or coerced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

People are not allowed to consent to this type of activity, and consent is not a defense to hazing under the law.

In addition to any penalties under the law, students engaged in the act of hazing may be subject to suspension and/or expulsion.

THE WOODWARD SCHOOL BULLYING PREVENTION AND INTERVENTION PLAN/WOODWARD SCHOOL POLICY AND MASSACHUSETTS LAW

The Woodward School Bullying Prevention and Intervention Plan is an integral part of efforts to preserve a positive and inclusive learning environment at Woodward and is published under the guidelines and requirements of *MGL c.71, s.370*. The Woodward School prohibits any and all forms of bullying. Our purpose in publishing this plan is to fulfill the requirements of the law and also The Woodward School's mission to provide an environment that fosters learning, and where students are expected to be thoughtful, compassionate and conscientious members of their communities.

It is recommended that students and parents/guardians read this report about bullying prevention and response together.

The Woodward School promotes a culture of respect and good citizenship, and we expect all members of the school community to participate in fostering and preserving these values. Our primary purpose in gathering each day is to be engaged and inspired by learning through the school's academic program. It is the policy of the school to maintain a culture that discourages and protects against any misconduct that disrupts learning for individuals and the overall school community. Within that policy, The Woodward School is committed to providing students with a safe learning environment that is free of bullying or cyber-bullying, and prompt and careful investigation of all reports and complaints of bullying, cyber-bullying, and retaliation.

The Commonwealth of *MA enacted MGL c.71, s.370* for the purpose of providing schools with a legal prohibition against bullying, and a legal plan to prevent and respond to bullying. It is intended that The Woodward School Bullying Prevention and Intervention Plan, that you are reading now be incorporated into the Woodward School Student & Families Handbook, so that it may be communicated and understood by all members of The Woodward School community. The Head of School is responsible for the implementation of the Plan within the School, and all staff members are expected to understand and implement the Plan.

EXPECTATIONS OF THE WOODWARD SCHOOL CODE OF CONDUCT AND PREVENTION OF BULLYING AND CYBER-BULLYING AT WOODWARD

The Woodward School's Code of Conduct is clear in its expectations for the school community with respect to a community culture of civility and respect for all. It is believed that the culture of respect that has long been fostered at Woodward will be a key component in the successful implementation of a Bullying Prevention and Intervention Plan.

An essential component of a culture of positive school community behavior is that individual members choose to be conscientious, respectful, and purposeful within the community. The School's Mission calls for the development of a Woodward student's intellect and character. The values, rules, and practices of respect and civility that the school reinforces are identified in the School's Code of Conduct. These are also reinforced in all-school meetings, class meetings, classroom curricula, and daily life at Woodward. The Administration and Faculty are responsible for explaining and reinforcing these values while students are at school. All students and students in leadership positions, such as Student Government representatives, team members, and club members, are expected to absorb and model these values.

All students are expected to understand and comply with the rules and spirit of the School's Code of Conduct. Conduct expectations for a Woodward School girl extend outside of the classroom to all areas of the school, to all school activities and functions, and the community beyond.

HARASSMENT

The Woodward School prohibits all forms of harassment, discrimination, and crimes that arise from hatred based on the following protected categories: race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability. For purposes of this section, harassment is defined as acts of disturbing, pestering, or troubling repeatedly. The Woodward School will not tolerate retaliation against persons who make reports or act consistent with this policy. The prohibition against harassment, discrimination, hate crimes, bullying, and retaliation applies to all students on all sites and activities that the school supervises, controls, or where it has jurisdiction under the law, including on school premises and school-sponsored functions, events or activities, including field trips, athletic activities and school-related transportation.

WOODWARD SCHOOL POLICY STATEMENT PROHIBITING BULLYING

Bullying, cyber-bullying and/or harassment of any kind is prohibited anywhere at school or on school grounds, at school-sponsored activities, events, programs and trips, on school buses or other forms of transportation on vehicles owned, leased or used by the school, or through any technology or electronic device owned, leased or used by the school.

Bullying and cyber-bullying is also prohibited at any location, in an activity or at a program that is not school-related or through a vehicle or technological device that is not owned by the school if the bullying creates a hostile environment at school for a targeted student, infringes on the rights of a targeted student at school or

materially or substantially disrupts the learning process or orderly operation of the school. The Woodward School will not tolerate any manner of bullying, cyber-bullying, or harassment. The school will not tolerate any form of retaliation against any person who reports an incident of bullying, either as a target or a witness, or who provides information for an investigation of bullying.

This statement reflects the policy of The Woodward School and is written in compliance with and under the guidelines of *MGL c.71, s.370*.

Legal Definitions Under MASS General Laws Chapter. 71, § 370 (Please be referred to *MGL c.71, s.370*, for more detail. Excerpted legal definitions are noted below.)

Bullying, as defined in *MGL c.71, s.370* is:

the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- I. causes physical or emotional harm to the target or damage to the target's property
- II. places the target in reasonable fear of harm to oneself or of damage to individual property
- III. creates a hostile environment at school for the target
- IV. infringes on the rights of the target at school or
- V. materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying is bullying using technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See *MGL c.71, s.370* for full legal definition of cyber-bullying.

Victim is the statutory term used throughout *MGL c.71, s.370* to describe or identify a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

A **Perpetrator** is the legal term used throughout *MGL c.71, s.370* to describe or identify a student who engages in bullying, cyber-bullying, or retaliation.

Hostile environment, as defined in *MGL c.71, s.370*, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is defined in *MGL c.71, s.370*, as any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, lunch workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, or support staff, as defined in *MGL c.71, s.370*.

REPORTS OF BULLYING, OF CYBER-BULLYING OR OF RETALIATION

Any student, or any parent/guardian of a student, who is the target of bullying or cyber-bullying or who has witnessed an incident of bullying or cyber-bullying or has relevant information about an incident being investigated is asked to report the incident or provide the relevant information promptly, orally or in writing, to any administrator or faculty member of The Woodward School. Any student, or the parent/guardian of any student, who is subject to any retaliation for a report or who knows of another student who has been subject to retaliation is asked to make a prompt report to any of the administration or faculty.

Any member of Woodward’s staff who witnesses or otherwise becomes aware of bullying or cyber-bullying or has relevant information about an incident being investigated, is required to report the incident or provide the relevant information promptly, orally or in writing, to the Dean of Students, Assistant Head of School, Academic Technologies Dean, or Head of School.

Anonymous reports are not encouraged since it is significantly more difficult to determine the facts of an incident if an anonymous report is the source of information. The school cannot take disciplinary action solely based on an anonymous report. Students, parents/guardians may request assistance from a staff member to complete a written report. Students will be provided with practical, developmentally appropriate ways to report and talk about a bullying incident. Parents/Guardians will be promptly notified of reports.

A staff member may not make promises of confidentiality to a student or parent/guardian who informs them of an allegation of bullying, cyber-bullying, or retaliation. Although the School cannot promise strict confidentiality in its investigation of a report, information will only be shared as necessary to conduct a comprehensive investigation, and the school will be scrupulous in sharing information only as needed and in responding to any retaliation as a result.

RESPONDING TO REPORTS OF BULLYING, CYBER-BULLYING AND RETALIATION; PROCESS AND PROCEDURES

Initial Response to Reports

A staff member receiving a report of alleged bullying must share the report with the Head of School, as soon as possible, so that action can be taken to determine that the alleged target is protected, and a level of comfort and safety restored to that individual. This requirement does not limit the authority of the staff member to respond to a disciplinary incident in accordance with the School’s Code of Conduct and related policies. Parents/Guardians will be promptly notified.

Investigating a Report

The School Administration, Head of School or designee, will promptly investigate any and all reports of bullying and retaliation. In so doing, all facts shown, other circumstances, and the ages of the students allegedly involved, will be duly considered. To the extent possible, considering the necessity to perform the investigation, confidentiality will be maintained during the process. Procedures for investigating bullying reports will be consistent with Woodward School policies and procedures for investigating any disciplinary report with due process, careful consideration and clear communication with families.

Notification

Upon a determination that bullying, or retaliation has occurred, the school will promptly notify the parents/guardians of all students involved in the incident and explain the school's response and procedures. This is standard procedure at Woodward. Notice will be consistent with and will more often exceed the provisions of the law. Notification will occur at multiple points of such an incident, as reasonable, from the start and throughout conclusion of the investigation. The goals of notification are to comply with the law, but also to provide maximum communication and transparency, and to reduce the anxiety and concerns associated with any such investigation. Because of legal requirements concerning confidentiality of student records, the school may report or make public, general, but not specific, information concerning the school's disciplinary responses to individual students. There are limited exceptions to this rule under the law.

Notification to Law Enforcement

At any point following the receipt of a report of bullying or retaliation, The Head of School or designated administrator who has a reasonable basis of belief that criminal charges may be taken against an alleged aggressor, will notify local law enforcement. Notice will be consistent with the requirements of the law.

Investigation Determinations and Consequences

The Head of School and appointed school administration will determine the results of the investigation, based upon all the facts and circumstances uncovered, as well as the ages of the students involved. If, after careful investigation and due consideration, it is determined that bullying or retaliation occurred, the Head of School and/or administration will take steps reasonably calculated to prevent another incident and allow the victim of bullying or retaliation to be in school, comfortably participating to receive the benefits of the school's program.

Responses to the incident may include a specific incident response plan, which will be developed and shared with appropriate parties, and/or other consequences as severe as expulsion from the school. In certain cases, the school is required to notify local law enforcement.

The goal of the Woodward School is to maintain a safe environment for reporting student(s) and all students during the investigation of and after any report. In addition to any individual responses to a certain incident, appropriate steps will be taken to make a positive advancement in the general school culture concerning anything that may be revealed by a report.

STUDENT RECORDS

The Woodward School maintains two sets of school records for each student: a permanent record and a temporary record. Please see our Information and Data Management Policy located in the main office for more detailed information.

The permanent record includes:

- Basic identifying information, including a student's name, addresses, and birth date
- Academic transcripts, including grades, graduation date, and grade level achieved

Permanent records are maintained for 60 years after the student has transferred, graduated or otherwise permanently withdrawn from the school. After 60 years, permanent records will be destroyed.

The temporary record may include:

- School Application Information
- Attendance records
- Accident and health reports
- Honors and awards
- School-sponsored activities and athletics
- Intelligence and aptitude scores; achievement test results
- Psychological reports
- Teacher anecdotal records
- Disciplinary information
- Verified reports or information from non-educational persons, agencies, or organizations
- Verified information of clear relevance to the student's education
- Information pertaining to release of record

Temporary records are maintained for seven years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. After seven years, temporary records will be destroyed, unless students and/or parents/guardians request to receive this information. Information in the memory record will generally indicate authorship and date.

School student records are confidential and information from them shall not be released other than as provided by law. The school will comply with an official court order requiring it to permit a Court or an agency directed

by court order, to have access to a student's school records without notice to or the consent of the student's parent(s)/guardian(s), according to the law.

Disclosure of records is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the school has contracted to perform a special task, persons serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The Federal Student Records Act provides that student records and information may be released and disclosed to a parent/guardian or to any party designated as a representative by a parent/guardian. A divorce or a change in custody does not change the right of every parent/guardian to receive a copy of the child's school records. The only basis enough to deny records to a parent/guardian is a court order that specifically states that the parent/guardian may not receive the records. The information contained in school student records shall be kept current, accurate, clear and relevant.

Access to student records:

Student records are protected in a locked filing cabinet or through password protected databases. Upon request, The Woodward School also allows parents or eligible students the opportunity to inspect and review their education records and grants them the right to seek amendment of their education records if the parent or eligible student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy. Any records requests will be provided within 10 business days of the request.

603 CMR 23.00 is promulgated to ensure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.
- (2) If a student is from 14 through 17 years of age or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school principal or superintendent of schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c. 71, section 34E, the parent of a student may inspect the student record regardless of the student's age.
- (4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

The school may disclose directory Information or other information to the public unless a student or family specifically requests otherwise in writing, upon registration, that some or all the information not be released. Directory information for school community members may include Name, Address and phone number, Parents'/Guardians' names, addresses, and phone numbers, email address, grade level, birth date and place, academic awards, degrees, and honors, information related to school-sponsored activities, organizations, and athletics and period of attendance in school.

Photographs of Students: The school may use general photographs of students without accompanying identifying information for school publications, unless parents/guardians specifically opt out of authorizing this. Authorization is provided in the Enrollment Agreement.

THE WOODWARD SCHOOL SONG

*With hearts of joy sing we a song,
Woodward, to thee,
For worthy art thou of acclaim.
For miles around there doth resound
Echoes of thy fame.
Long live thy glorious name!
Long live thy glorious name!*

*Oh Woodward, dear Woodward,
Hail to thee, Oh, Woodward beloved.
Oh Woodward, dear forever,
Thy loyal daughters here
Have listened to thy teachings
For many a joyous year.
Long may you live to guide us
In wisdom's path so true.
We sing the highest praises,
Dear Woodward, to you.*

ADDITIONAL INFORMATION

BOARD OF TRUSTEES

The responsibilities of the Board of Trustees are to uphold the Mission and values of the school, including hiring and evaluating the Head of School, working with the Head to develop and support strategic planning, oversee the financial sustainability of the institution and the provision of resources for the success of the program; planning and supporting the fundraising and development undertaken by the school community. The Board of Trustees delegates the operations of the school to the Head of School.

The volunteer members of the Board include alumnae, parents of alumnae, and local community, business members, and educators who are committed to promoting the growth and development of the school, its mission, and its educational programs. The Board of Trustees meets several times during the school year.

The members of Woodward’s Board of Trustees for the 2022-2023 school year are listed below:

Officers: Chair of the Board: Stephanie Perini-Hegarty, ‘P14, ‘P18

Vice Chair: Portia Blunt

Clerk: Tanesha Wright ‘03

Treasurer: Nicole Morong

Head of School: Alex Magay, ex-officio

Members:

Hilina Ajakaiye

Nina Conroy, ‘76

Michelle Dennis Cote, ‘83

Sara Little, ‘02

Ilana Quirk

Ex-Officio Members

Alex Magay, Head of School

Mayor Thomas P. Koch

Trustee Emeritus

PARENT / GUARDIAN PRACTICES AND COMPORIMENT

Parents/guardians serve as role models not just for their own students but also for all school community members, including other students and parents/guardians, and the faculty and staff. For this reason, we hold high expectations in terms of conduct for our parents/guardians, just as we do for all adult members of our community.

In addition, one of the most important skills that we can impart in our students is the ability and the confidence to advocate for themselves. This is a critical time for our girls for this development, and it starts by pushing the students to address their own issues. When we, as parents/ guardians, step in to "fight their battles for them," we remove the opportunity for the student to practice skills and habits that are no less important than writing or problem-solving. In the same way that we don't expect parents/guardians to write their student's papers, we strongly encourage that students practice their own communication and problem-solving skills. Please keep this in mind.

Accordingly, the following are some basic guidelines and expectations.

The first line of contact for parents/guardians on almost any matter can be your child's advisor or any appropriate administrators listed on the first page of this handbook. Advisors and administrators will endeavor to get back to parents/guardians within 24 business hours of initial contact, but please understand that advisors are also teachers, administrators, and parents as well. If you haven't returned your email within 24 business hours, please feel free to contact that same individual again or try another administrator.

In general, parents/guardians should not directly contact individual teachers or coaches until after speaking with an administrator or the advisor. Teachers and coaches have many students and athletes to support and may not have the opportunity to respond in a consistent, timely manner.

Academic Placement- If parents have concerns regarding their daughter's placement, they can contact the Assistant Head of School. Please note that class sections may not be switched or altered because of parent's/guardian's or student's preferences or disagreements. Developing the skills to learn from a wide range of different teachers, both those we connect with and those we don't, is another critical life skill.

Contact with coaches should be limited; this would include prior to the season, after the season has been completed, and during the season only if it is specifically related to college placement, medical concerns, or similar issues.

- Parents/guardians should never contact the coach during a game, practice, or event to question the coach about their child's play, playing time, or the coach's decisions or strategy.
- If a parent/guardian has a concern, please contact our Athletic Director for assistance.

Sideline behavior is also critical. There can be no criticizing of the officials or coaches, negative comments about the other team, or use of profanity. This is very important modeling. Any parent/guardian found to be in violation of this expectation will be asked to leave the current contest/event. If it occurs a second time, the parent/guardian will not be allowed to attend further games for the balance of the year.

For safety and health reasons, family pets or other animals (with the exception of service animals) are not allowed in any classrooms, athletic or other facilities on campus. Any pets brought to campus should be on leashes at all times.

We encourage parents/guardians to host and entertain their daughter's friends and classmates. However, in doing so, parents/guardians take on significant personal responsibility. They must make sure that any student, including their own, makes safe and appropriate decisions and complies with all applicable laws and regulations.

Please understand that to the extent that a parent/guardian is unable to consistently meet these expectations, the school reserves the right to suspend the student from a specific activity if the parent/guardian's behavior is in any way having a detrimental impact on any member of the community.

The school regularly needs to communicate important information to parents/guardians. Communications may include important updates, schedule changes, and other pertinent information. Email is the principal channel for such updates. Please make sure that you have confirmed your contact information so that the school has the latest general and emergency contact information. This is critical in an urgent situation.

WOODWARD FAMILIES' ASSOCIATION (WFA)

Every parent/guardian is a member of the Woodward Families Association. Their mission is to build a friendly, supportive, and inclusive community by sponsoring a variety of events to enrich the girls' experience at school. The WFA encourages and facilitates communication between parents and the school administration and offers parents the ability to contribute their time and talents through a variety of volunteer opportunities. The WFA also promotes and facilitates constructive change as the school continues to grow.

WFA meetings dates will be sent out shortly after the school year begins and will mostly be evening meetings to accommodate the schedule of more parents. We strongly encourage parents to attend and get involved. At the meetings, there is discussion about matters of interest to the community including community activities, volunteer opportunities, administrative updates, and school news. Detailed minutes will be sent out to the parent community after each meeting.

STUDENT & PARENT/GUARDIAN SIGNATURE SHEET



After reading the Student/Parent Handbook, please sign the appropriate lines below and return the form to Woodward School's Main Office.

We, the parent(s)/guardian(s) of _____ agree to follow and the policies outlined in the student handbook for the current school year. We recognize the right and responsibility to discuss the rules and policies with our child and recognize it is the right and responsibility of the staff and teachers to make the rules and reinforce them.

STUDENT NAME (PRINTED)	STUDENT SIGNATURE	DATE
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GUARDIAN NAME (PRINTED)	GUARDIAN SIGNATURE	DATE
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Please return this signed and dated signature sheet to the Main Office before the start of classes.

Thank you.