DEERFIELD-WINDSOR SCHOOL

Middle School

Student and Parent
HANDBOOK
2026-2027

Deerfield-Windsor Middle School

2500 Nottingham Way
Albany, GA 31707

229-435-1301

www.deerfieldwindsor.com

By signing the Student Handbook acknowledgement form, you agree to abide by the rules and regulations stated herein and by such rules as may be added over time by school administrators.

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

TABLE OF CONTENTS

ABOUT DEERFIELD-WINDSOR SCHOOL 5
MISSION STATEMENT 5
DEERFIELD-WINDSOR SCHOOL ALMA MATER 5

CORE VALUES 6

HONOR SYSTEM 6

ACADEMICS & PROGRAMMING 7
ACADEMIC REQUIREMENTS 7
GRADING SYSTEM 8
SCHEDULE CHANGES 8
GRADING PERIODS, REPORTING PERIODS, EXAMS 8
SUMMER COURSES 9
ACADEMIC PROBATION 9
SUMMER READING PROGRAM 9
TESTING 9

ACADEMIC GRIEVANCES 11
GRIEVANCE POLICY 11
CHALLENGED MATERIAL OR METHODS 11

SCHOLARSHIPS AND AWARDS 11
END OF YEAR AWARDS 12

COUNSELING PROGRAMMING 12
THE MIDDLE SCHOOL EXPERIENCE 12

PARENT INFORMATION 13
CONTACT INFORMATION 13
WHOM TO CONTACT 13-14
CARPOOL DROP OFF/PICK UP 14
ABSENCES AND PROCEDURES 14-16
TARDIES 16

VISITOR AND SAFETY INFORMATION 17
VISITING CAMPUS 17
SAFETY PROCEDURES 17
SURVEILLANCE CAMERAS

MEDIA AND FILM POLICY 17
MEDIA CENTER 17
FILM POLICY STATEMENT 17

STUDENT CONDUCT POLICIES 18
EXPECTATIONS 18
DRESS CODE 18
CLASSROOM CONDUCT 19
ASSEMBLY CONDUCT 19
CAFETERIA CONDUCT 19

STUDENT OFFENSES AND SCHOOL POLICY 19
HALL CONDUCT 19
PUBLIC DISPLAY OF AFFECTION 19
FOOD POLICY 19
LITTERING 20
LOCKERS 20
BULLYING AND HAZING 20
DRUGS/ALCOHOL/TOBACCO/VAPE POLICY 20
WEAPON POLICY 23
STUDENT SEARCH POLICY 23
SOCIAL NETWORKING POLICY 23
CELL PHONES AND ELECTRONIC DEVICES 24
TECHNOLOGY ACCEPTABLE USE POLICY 24
24

CONSEQUENCES 26
LEAVING CAMPUS 26
DEMERITS/DISCIPLINE 27
EXCESSIVE DEMERITS 28
STUDENT SUSPENSION 29
STUDENT DISMISSAL 29

STUDENT ACTIVITIES 29
CLUBS 29
GUIDELINES FOR FUNDRAISING 29

ATHLETICS 30
ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES 30
SPECTATOR DECORUM FOR ALL SPORTS 31
CODE OF GOOD BEHAVIOR 31
GIAA SUDDEN CARDIAC ARREST PREVENTION ACT 32
GIAA CONCUSSION POLICY 32
DWS POST-CONCUSSION RETURN-TO-LEARN PROTOCOL 32

ABOUT DEERFIELD-WINDSOR SCHOOL
MISSION STATEMENT

Deerfield-Windsor School exists to inspire in its students a passion for learning, a commitment to personal integrity, and a dedication to social responsibility.

This mission is executed in the following ways:

- We provide a college preparatory education of unsurpassed quality by providing students with individual attention while sustaining a wide range of academic, athletic, and extracurricular activities.
- We support an excellent, dedicated faculty and ensure that these stewards of Deerfield-Windsor's mission are the ablest leaders and teachers.
- We achieve both the power of unity and the stimulation of diversity by attracting students from among the most accomplished and promising young people from a variety of racial, national, religious, and economic backgrounds.
- We affirm our strong belief in the value of a college preparatory education, by preparing our students for the most demanding universities and by equipping them to assume leadership in our society.
- We foster the intellectual and moral development of our students in every area of the School's program by stressing the fundamental values of integrity, honesty, self-discipline, community responsibility, compassion, love of knowledge, and respect for freedom and law.
- We provide the quality facilities necessary to support the best efforts of teachers and students, as we seek to keep the promises of yesterday while fostering the dreams of tomorrow.

Deerfield-Windsor School Alma Mater

We will cling to Deerfield-Windsor, to memories gathered here.
The friendships made will last the years and enrich our lives.
Alma Mater, Alma Mater, you will always hold us close.
Though the days divide us, we will still be one!

CORE VALUES

The Deerfield-Windsor School family consists of our faculty, students, parents, and grandparents. Our core values are:

HONOR: The DWS family shows honor and treats each other respectfully in all circumstances.

ENCOURAGEMENT: The DWS family recognizes that our words and actions should have a positive impact on the lives of others.

CHARACTER: The DWS family promotes a positive representation of themselves and the school while believing in the education of our students beyond the confines of the classroom.

SERVICE: The DWS family believes that serving others is part of one's positive growth.

HONOR SYSTEM

Deerfield-Windsor operates under an honor system. This statement simply means that the most important form of control exercised in the school on the part of the students will be *self-control*. The school expects all students to represent the truth in their words and deeds, to ensure that whatever work they say is theirs is indeed theirs and no one else's, and to hold inviolate another's property, no matter how small or how large it may be in value.

A student who lies to another person has broken trust with that person but has also broken the collective trust that we hold dear as a school. A school that is full of suspicion and distrust is not a healthy fulfilling environment.

A student who copies another student's homework has cheated him/her-self of a learning experience. Students should do their own homework, and not work in groups unless instructed to do so by the teacher. A student should assume that each homework assignment might be graded.

Due to the open nature of the school environment as well as the relative material well-being of students and faculty alike at DWS, stealing is seen as a most senseless and egregious breach of faith, trust, integrity, and personal responsibility and may be dealt with even more severely than lying or cheating.

The Honor Code expresses the ideal of an agreement that implies faith and trust in each other. It also expresses an attitude against violation of that faith and trust. Each student will be expected to sign the following pledge:

I, _____, pledge on my honor as a Deerfield-Windsor School student not to accept or give any unauthorized help whatsoever in class or out of class in reference to the work required of me. I shall not lie, steal, cheat, use unauthorized resources (A.I., translators, etc.), forge another's name or commit plagiarism in any form.

SIGNED: _____ DATE: _____

Honor Code violations will be reviewed by the MS Director, MS Dean and the teacher involved.

In the case of a first offense, the student in violation of the Honor Code receives a **Warning**, if they accept responsibility for their actions. As this process exists to educate students to make better choices

in the future, a Warning will not go on the student's record; however, the student will typically receive an "unsatisfactory" mark in deportment and a grade reduction on the assignment (0 in the case of a daily grade; major work which includes tests and exams may or may not be resubmitted for a maximum grade of 75. For example, the assignment will be scored by the teacher with 75 as the ceiling.) A Warning is a big break: it does not go on the student's official school record, but retroactively becomes a **First Offense** if the student is later found in violation of the Honor Code for a second time.

A **Second Offense** during a student's enrollment in the Middle School will result in a in a school suspension, an "unsatisfactory" mark in deportment, and resubmission of the work for a greatly reduced grade (0 in the case of a daily grade; major work which includes tests and exams may be resubmitted for a maximum grade of 50). A second offense will eliminate a student from top middle school honors which includes citizenship awards.

A **Third Offense** during a student's enrollment will likely result in dismissal from DWS.

In the case of a non-academic offense such as lying or stealing, consequences will depend on severity of the violation and could result in dismissal. As with all disciplinary matters, the administration may modify the consequences associated with offense if the circumstances warrant. Students guilty of an academic Honor Offense at any level may not be eligible for end of the year awards.

ACADEMICS & PROGRAMMING

ACADEMIC REQUIREMENTS

The curriculum in grades 6-8 emphasizes a balance between essential learning skills and subject-area knowledge. Subject-area content serves as a vehicle through which students develop their capacities to think, read, write, speak, and listen critically, as well as their abilities to manage their time, materials, and ideas. The specific course requirements that must be completed are:

6th Grade	7th Grade	8th Grade
Language Arts	Language Arts	Language Arts
Math	Pre-Algebra*	Algebra*
US History	Civics/Ga Studies	World Geography and Current Issues
Earth Science	Life Science	Physical Science
Spanish	Spanish 1-A	Spanish 1-B
Fine Arts	Fine Arts	Fine Arts
Physical Education	Physical Education	Physical Education
Exploratory Classes**	Exploratory Classes*	Exploratory Classes*

*Accelerated (AC) courses are offered in these subject areas. Placement into AC courses depends on but is not limited to the following:

- Standardized tests scores

- Academic performance in the previous year (aptitude for critical thinking, ability to work independently, and motivation within the class)
- Teacher recommendations

**We offer a wide variety of Exploratory classes that rotate every grading quarter. Letter grades are not given but rather a mark that shows level of participation.

For a more detailed report on course offerings, please refer to our Course Description Catalog.

GRADING SYSTEM AND THE REPORTING OF GRADES

Letter grades with the plus or minus system will be applied and will appear on report cards. While middle school students do not receive a typical GPA by quarter or year, we realize that certain summer or honor programs request a GPA on applications. The quality scale is provided to reference at your convenience.

Grade Scale	Letter	Quality Scale
101 -	A++	4.67
97 – 100	A+	4.33
93 – 96	A	4.00
90 – 92	A-	3.67
87 – 89	B+	3.33
83 – 86	B	3.00
80 – 82	B-	2.67
77 – 79	C+	2.33
73 – 76	C	2.00
70 – 72	C-	1.67
69 and below	F	0.00

SCHEDULE CHANGES

Because class schedules and teacher assignments are determined on the basis of information provided during registration the previous spring, students should carefully consider their choices in registering for the following year. Although student selection of Exploratory courses will be honored to the greatest extent possible, balance in class size and number of requests may preclude granting a choice.

After the first week of the semester, a student who wishes to change a course must make a request in writing to the Middle School Counselor, who will meet with the Middle School Director and the student's teacher to determine whether the proposed change is in the student's best interest. Changes past the first week in the semester are only under extraordinary circumstances. A student may not drop a yearlong course or change course levels after the eighth week of the first semester.

GRADING PERIODS, REPORTING PERIODS, EXAMS

Deerfield-Windsor Middle School operates on a semester system with roughly 18 weeks in each of 2 semesters and a reporting period at the end of each quarter (approximately 9 weeks).

Exams/Quarter tests in each subject are given as follows.

- 6th grade takes cumulative quarter (9 weeks) tests given in October, December, March, and May (each counts as 1 test grade).
- 7th grade takes a cumulative quarter test given in October and February (counts as 1 test grade) and cumulative semester tests in December and May (10% of their grade).
- 8th grade takes cumulative semester exams in December (counts 15% of semester grade) and May

(counts as 20% of semester grade)

SUMMER COURSES

If a student's yearly average in a required course is not passing, the course must be made up . A course may be made up in a summer course of special study as outlined by the faculty and approved by the Head of School or Middle School Director.

ACADEMIC PROBATION

Students who fail two courses, fail one course and earn a C- average in others, or have a dramatic swing in their overall academic performance for a given nine weeks will be placed on Academic Probation the following nine weeks. Academic Probation is a warned status that signifies that the student is not meeting the academic expectations of the school. A plan of consistent follow up with the student's WATCH advisor, parents, and the Middle School administration will be set in place. Weekly meetings with teachers, regular progress checks, and loss of privileges may all result from being placed on Academic Probation. Students who fail more than one course for the year will begin the school year on academic probation. While they may participate in fall sports, a C- or below at the 6th week of the 1st 9 weeks will result in a stop to school extracurriculars for that grading period.

It is important for the Middle School student to understand the importance of being a Student-Athlete; thus, for every class a student fails, (s)he will have to sit out that number of contests of the sport (s)he is currently playing. Once their grades are passing in all academic subjects they may resume play.

SUMMER READING

The Summer Reading program forms an integral part of Deerfield-Windsor School's goal of producing students who will enter college as effective critical thinkers. The primary purpose of summer reading is to allow students to continue to maintain -- or even develop -- their critical thinking skills in regards to English. The leisure of the summer provides an opportunity for students to explore new worlds of learning at greater length than is possible during the school year. This process of discovery develops the qualities and skills necessary to the development of students attending a college-preparatory school: curiosity, willingness to explore the unfamiliar, and to think critically and independently.

Summer reading is an integral part of the superior education Deerfield-Windsor students receive that prepares them for the challenges of college and the world of work. Middle School students have a required summer reading list; evaluation will follow through assignments due at the beginning of each school year.

TESTING

Standardized testing is a necessary tool implemented by schools to assist educators in measuring student achievement and to facilitate curriculum improvements. The CTP-5 is more rigorous than many other tests used in public schools and most local independent schools. The benefit of the rigor is that it allows us to measure our students against others with whom they will be competing for selective college admission and with whom they will attend college. Students will take annual achievement tests in the spring. These tests are used to reflect and adjust curriculum based on student needs. They also aid in teacher recommendations for AC/CP placement in specific courses (Math, English, and Science).

Standardized Testing - Different types of standardized tests have different purposes.

- **Standardized Achievement Tests** - Standardized achievement tests measure how much students have already learned about a school subject. The results from these tests can help teachers develop programs that suit students' achievement levels in each subject area, such as reading, math, language skills, spelling, or science.
  The results from achievement tests help teachers to plan instruction that is appropriate for the

students' levels. Educators most commonly use achievement and tests to

- ○ Evaluate school programs
- ○ Report on students' progress
- ○ Diagnose students' strengths and weaknesses
- ○ Select students for special programs
- ○ Place students in special groups
- ○ Certify student achievement

Standardized tests have limitations. These tests are not perfect measures of what individual students can or cannot do or of everything students learn. Also, a child's scores on a particular test may vary from day to day, depending on whether the child guesses, receives clear directions, follows the directions carefully, takes the test seriously, and/or is comfortable in taking the test.

- **Norm-Referenced Tests** - Norm-referenced tests compare an individual child's performance to that of his or her classmates or some other, larger group. Such a test will tell you how your child compares to similar children on a given set of skills and knowledge, but it does not provide information about what the child does and does not know. Scores on norm-referenced tests indicate the student's ranking relative to that group. Norm-referenced tests may report scores using stanines.

  Stanines - Stanine is short for standard nine. The name comes from the fact that stanine scores range from a low of 1 to a high of 9. For instance, a stanine score of 1, 2, or 3 is below average, 4, 5, or 6 is average, and 7, 8, or 9 is above average.

  If a child achieved a stanine score that was below average in a particular area, the test revealed an area in which the child needs improvement. If the child achieved an average stanine score, the test indicated that he or she performed at about the same level as other students who took the test. If the child achieved a stanine score that is above average, the test results mean that he or she performed better in that area than other students who took the test. You will notice a trend for percentage scores and stanine scores to decrease as the sample of students is more selective and rigorous.

A testing program is only one of several tools you use to evaluate the children's performance. Children are never measured on the basis of one test alone. Teachers combine the results of many methods to gain insights into the skills, abilities, and knowledge of students. These methods may include:

- ➢ Observing students in the classroom
- ➢ Evaluating their day-to-day classwork
- ➢ Grading their homework assignments
- ➢ Meeting with their parents
- ➢ Keeping close track of how students change or grow throughout the year

Summative Assessments - The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark. Summative assessments are often high stakes, which means that they have a high point value. Examples of summative assessments include a midterm exam or a final project. Paper-and-pencil tests give teachers only part of the picture of your child's strengths and weaknesses.

Formative Assessments - Formative assessments are used during learning to evaluate student progress. Formative assessments may be as simple as a thumbs up or down, writing in a journal, or

making a collage or poster to demonstrate understanding.

ACADEMIC GRIEVANCES

GRIEVANCE POLICY

If a student has any issue/problem with a teacher, the student should begin by consulting the teacher. All relevant documentation should be brought to this meeting. If dissatisfied with a grade, for example, bring the graded paper with you. After the initial meeting with the teacher, the student should consult the Middle School Counselor. If still not satisfied, the counselor should arrange to meet with the Directors of Curriculum or Middle School Director.

CHALLENGED MATERIAL OR METHODS

The school annually reviews its curriculum and instruction as part of the overall educational experience. DWS values the diversity among its families and therefore realizes that viewpoints may vary on appropriate materials, methodologies, trips, or other components of the school's curriculum and activities.

If a student, or parent, objects to a component of a class, or student life, the parent should contact the instructor for clarification. If satisfaction is not acquired then the parent should contact the Middle School Director for further inquiries. The school will handle each concern on an individual basis to allow for sensitivity in each situation. However, students are responsible for all grades regarding materials even in the case of an objection by the student or family.

The school does not promote any certain political, religious, or philosophical approach but desires to expose its students to appropriate experiences to be successful after graduation.

SCHOLARSHIPS AND AWARDS

HONOR SCHOLARSHIPS

Deerfield-Windsor School, in order to identify, attract, and reward those students in the greater Albany area who have achieved distinction in academics, demonstrated worthy character traits, and have shown potential for leadership, awards two Honor Scholarships. The Honor Scholarship Program is held annually with the scholarships being awarded following the decision of the Scholarship Committee. The scholarship is renewable for each of the succeeding Middle School years for the sixth-eighth grade student as long as the student maintains commendable academic and deportment records. The specific stipulations with respect to the scholarship are as follows.

- All candidates must submit admission applications including teacher recommendations.
- All candidates must be currently enrolled in the fifth, sixth, or seventh grade at the time the application is made.
- No candidate may be a present or former student of Deerfield-Windsor or a sibling of a former Honor Scholarship recipient.
- All candidates must present themselves for academic testing and personal interviews at the specified date and time.
- The scholarships are awarded on the basis of academic potential, academic achievement, personal qualities, and other areas of talent.
- The scholarships are based on the merit of the students, not the need of the family.
- The scholarships may be renewed annually upon satisfactory progress in all areas of school life. ● The final decision regarding winners is made by a Scholarship Committee.

END OF YEAR AWARDS

President's Education Awards – The President's Education Awards are presented to eighth grade students who have maintained a 3.75 or better grade point average for their three (3) years in Middle School and hold above average scores on nationally standardized tests.

Head of School's Academic Achievement Award – Awards are presented to students in grades 6-8 who have an "A" average in all academic subjects for the year.

A/B Honor Roll Award– Awards are presented to students in grades 6-8 who have earned four "A" averages and one "B" average in academic subjects for the year.

American History Award – Deerfield Windsor School presents an award to a 6th grade scholar for outstanding proficiency in American history.

Hugh B. Haston Citizenship Award – Mr. Haston was the beloved custodian of Deerfield-Windsor for a number of years. In his memory this award is presented annually to a sixth grade student who, like Mr. Haston, is considerate, helpful, kind, friendly, and cooperative.

DWS Good Citizenship Award for 7th and 8th Graders – Each year the school presents a DWS Good Citizenship Award to an eighth grade girl and boy; and one 7th grade student (girl OR boy). These students are chosen by the Middle School faculty for possessing honor, service, courage, leadership, good sportsmanship, and patriotism.

Shining Knight Awards- Shining Knight awards are presented by classroom teachers to students who have a passion and dedication to their course. Like a knight, they rise to challenges, driven not by recognition, but by a deep love for what they do. Their efforts are consistent, courageous, and contagious—inspiring others through their persistence and heart.

COUNSELING PROGRAMMING

The counseling program includes the planning of each student's academic program from year to year, counseling students who have personal and/or academic issues, administering the Middle School's testing program, and overseeing the *W.A.T.C.H advisory program*. The counselor is available for counseling with students and parents and can be reached via email or the main school number. Parents may also request counseling through Deerfield-Windsor's website (Forms and Resources → Quicklinks → MS Request for Counseling Form).

W.A.T.C.H. **(Words, Actions, Thoughts, Character, Habits) ADVISORY PROGRAM**

DWS is dedicated to the idea of mentoring and helping young people navigate the ups and downs of adolescence. An active, comprehensive advisory system ensures that every student meets and interacts with a caring, concerned adult who can help guide a student through his or her time in the Middle School at DWS.

W.A.T.C.H. groups will be small, co-ed, grade-level groups. Groups will meet weekly to promote the development of good relationships that support the students' academic and social well being. An advisor will foster and guide students to achieve their personal and academic goals. The advisory program will focus on character development and creation of community while reinforcing the Mission of Deerfield-Windsor School and our Honor Code.

Role of the advisor - The primary role of the advisor is to maintain relationships with all students in their assigned group. The advisor interacts with parents early in the year and as needed to cultivate a solid foundation for discussion about a student's successes or failures.

How to utilize the advisor

- Point of contact
  - The advisor can be a good contact concerning school-related issues.
  - The advisor can also answer questions concerning student procedures or student discipline.
  - It is important to note that the advisor is *not* in a position to comment on other teachers' policies. The advisor can, however, facilitate a discussion between the student or the parent and another teacher.
- Questions or concerns about the student
  - The advisor may be able to shed light on how a student interacts at school and how that might relate to what parents are seeing at home
  - The advisor may be able to gather information from multiple teachers about academic performance or student conduct.
- Closer interactions with students
  - Should the need arise for guidance concerning a difficult situation; the advisor can be a good person for the student to approach first.
  - Advisors can help to make the student feel a part of the Deerfield-Windsor community through involvement and interaction

THE MIDDLE SCHOOL EXPERIENCE

Each Middle School grade takes an overnight trip in the spring (typically early March) that provides a quality educational experience that aligns with our current curriculum. The destinations will vary in time and distance from year to year.

PARENT INFORMATION

- **CONTACT INFORMATION**

Deerfield-Windsor School assumes that all families, faculty and staff have access to Internet and email. The most efficient way to contact staff at DWS is via email. Likewise, teachers and administrators should be able to contact a family through email. Please make sure that the school has the best and most up-to-date address. If for some reason this is not possible for your family, please provide the best means of contacting you.

- **WHOM TO CONTACT**

Deerfield-Windsor School encourages open and frequent communication between parents and teachers. As noted, email is the most efficient way to make any initial contact. Contact the following concerning:

Classroom matters	– Teacher
Scheduling questions	– Middle School Counselor
Daily schedule / events	– Student Office Administrative Assistant
Absences	– Student Office Administrative Assistant and School Nurse

Discipline questions	– Upper School Dean of Students
Student concerns	– Middle School Dean of Students or Middle School Counselor
Academic questions	– Directors of Curriculum/ Department Head
Athletics	– Middle School Athletic Director
Safe return to activity	– School Trainer
Prolonged medical issues	– School Nurse

CARPOOL DROP-OFF/PICK-UP

Drop off

All middle school students will be dropped off at the entrance to the Henry Gym.

Pick up

- 6th grade - Horseshoe: Drive between the east side of the school and the football stadium
- 7th & 8th grades - Entrance to the Henry Gym

- **ABSENCES**

To gain maximum benefit from the Deerfield-Windsor program, students need to be present. We urge parents not to schedule vacations, family outings, physician/dental appointments during school time unless absolutely necessary. School absences are considered ***Unplanned*** or ***Planned***.

UNPLANNED ABSENCE – An unplanned absence is defined as an absence resulting from illness or death in the family. Students will be able to make up work, and teachers will assist students with missed instruction. The student should meet with each teacher on the first day the student returns to school to get all missed assignments and schedule any missed tests and quizzes. Unless a teacher specifies an extension, a student will be allowed the same number of days to complete the work missed as the number of days absent when the absence is unplanned.

Procedure for Notification of an Unplanned Absence –

- Parents should email the school nurse between 7:45 and 8:45 a.m. the morning of the absence. If the office has not received a call by 9:00 a.m., a call will be placed to the parent. If contact by phone is not made, an explanation for the absence, written by the parent, must be given to the school nurse on the first day the student returns to school; otherwise the absence will be considered unexcused. If unexcused, the procedure on page 22 will be followed. ****NOTE:** If your child is ill, email nurse@deerfieldwindsor.com.

- All homework assignments will be posted on the teacher's Google Classroom site. Requests for other class assignments and handouts should be made when reporting the absence. Assignments may be picked up that day after 3:00 p.m. in the Student Office (located in the Media Center).

- In cases of extended absence, parents should consult the middle school counselor to arrange the best method for the student to make up the missed work.

- A student who becomes too ill to remain at school should report to the school nurse or front office. Parents of the student will be called from the office and necessary transportation arrangements will be made at this time. The student is responsible for obtaining all missed assignments and making arrangements for missed quizzes/tests *prior* to leaving school.

- Any student absent from a morning class or tardy to school due to illness is responsible for meeting with the teacher(s) of the missed class(es) to get/turn in assignments and/or to make up any missed test or quiz. Failure to do so may result in a late penalty for the work when it is completed.

- Students not in attendance for at least three full classes will be counted absent for the day and are not eligible to participate in or attend any extracurricular activities on that day. To be eligible to practice or to compete, the student must also be present in the last class of the day. They may be excused from this rule with a free period, medical excuse, or extenuating circumstance. The School Administration will take extenuating circumstances into consideration in the interpretation of this rule.

PLANNED ABSENCE – A planned absence is defined as any absence the student or parent knew about in advance. Included in this category are school related absences as well as those absences for the convenience of the student and/or family. Students are allowed to make up any missed work if the procedures stated below are followed.

School-Sponsored Events – The student will be able to make up work, and teachers will assist students with missed instruction. The student is responsible for obtaining an advance homework request sheet from the coach/sponsor or the student office and showing this sheet to teachers at least one day prior to the absence. Teachers will write class assignments on the sheet and sign it. All tests and quizzes must be taken prior to the absence unless otherwise noted on the advance homework sheet. All other assignments are due the day following the school related absence.

Other Planned Absences – The student will be able to make up work, but all work (including tests and quizzes) is due *prior* to the absence. The student is responsible for obtaining an advance homework request sheet from the student office and showing this sheet to teachers at least two (2) days prior to the absence. Students will not be penalized if all work is completed prior to the absence. Teachers are not expected to provide extra time to assist students with missed work.

Procedure for Notification of a Planned Absence –

- Prior to any dental/medical appointment, the parent must email the Student Office Administrative Assistant or the student must bring a note from home, signed by a parent, indicating the time and nature of the appointment. Emails or notes should be received in the student office before 8:00 a.m. Any written notes after 8:00 a.m. will require parent's confirmation.

  ****NOTE:** Students must obtain a *Return to School Pass* from the dentist/doctor and return it to the school nurse. Notes must be turned in within 24 hours of the appointment; otherwise the absence will be considered unexcused. If unexcused, the procedure on page 25 will be followed.

- For all other planned absences, the student or parent should speak to the Middle School Director as absence and/or tardy will be considered unexcused. If unexcused, the procedure on page 25 will be followed as early as possible so that an advanced homework sheet may be obtained. This enables the student to begin the completion of any make-up work.

  ****NOTE:** If the student is traveling out of state, please email the travel dates and destination to the debbie.lentz@deerfieldwindsor.com.

Absences are a serious hindrance to the academic welfare of a student. A student who is absent an excessive number of days cannot possibly take full advantage of the academic and extracurricular activities offered during the school year. A student who is absent from school or any class seven (7) school days for other than school related activities during a semester must meet with the Middle School Administration. After ten (10) absences, the student must show unusual circumstances to receive credit for coursework.

- **RETURN TO SCHOOL PROCEDURES FOR ILLNESS-**

Students must remain fever free for 24 hours without fever reducing medication prior to their return to campus. All symptoms must be improving for students to return. Upon return, students must present documentation of their medical absence to the school nurse.

- **UNEXCUSED ABSENCES**

Unexcused absences occur either when a student is absent without permission or when he/she does not follow the procedure for planned absences. Unexcused absences can occur when a student is not in school for the whole day or if he/she is absent from a class during the day without a valid reason. In these cases teachers are not required to allow students to make up the work missed. Students will receive a zero on any work for which the teacher records grades for the classes that the student missed. In the event no grades are taken, the student will receive a daily grade of zero. This zero may not be used as a drop grade.

TARDIES

- **TARDY TO SCHOOL**

A tardy to school is defined as a student who is not in his/her classroom at 8:10 a.m. *A tardy to homeroom is also considered a tardy to school*. Any medical appointment, DMV appointment, or court date will be considered excused, and the *Planned Absence* policy should be followed. Any other tardy to school will be unexcused.

In order to be considered excused, proper documentation from the doctor's office, DMV, or court must be presented to the Student Office Administrative Assistant within twenty-four (24) hours of the appointment. The student is responsible for meeting that day with the teacher(s) of the missed class(es) to get/turn in assignments and/or to make up any missed test or quiz. Failure to do so may result in a zero (0), a late penalty, or a significantly reduced grade when the work is completed.

If the tardy is unexcused, teachers are not required to allow students to make up the work missed.

Note: A student accumulating five (5) unexcused tardies to school in quarter will serve lunch detention. A student accumulating ten (10) unexcused tardies to school in a quarter may serve morning detention or serve a suspension.

Parent Call for Excessive Tardies is assigned for any student accumulating four (4) unexcused tardies to school in a quarter.

- **TARDY TO CLASS**

Tardies to / leaving a class will be handled by the specific teacher according to the classroom policy set forth at the beginning of the year. All policies will be reviewed by the Dean of Discipline and Middle School Director. Excessive tardiness or leaving class will result in demerits and subsequent penalties (i.e. detention) as the demerits accrue.

VISITOR AND SAFETY INFORMATION

- **VISITORS TO CAMPUS**

In an effort to maintain the safety of the school, all visitors must check in at the Main Office (located in the Media Center) in order to let the school know the purpose of the visit and whom they are visiting. Depending on the schedule of the day, visitors may not be allowed access to students during the school

day. All visitors will be required to scan their **driver's license** upon arrival. This step will help us monitor who is on campus at all times and improve overall security.

- **PARENTS VISITING CAMPUS**

In an effort to minimize class distraction and to enhance the learning experience for our students, parents should check in at the Student Office (located in the Media Center) for any assistance in delivering messages or items. Please do not go directly to your child's classroom. ***To maintain a safe and respectful learning environment, individuals who enter school property smelling of marijuana, alcohol, or other strong, offensive, or noxious odors will be asked to leave immediately. This includes parents, guardians, and others picking up students. If impairment is suspected, alternative pickup arrangements or law enforcement may be contacted to ensure student safety.***

- **SAFETY PROCEDURES**

Fire, tornado, and other emergency procedures are reviewed and practiced regularly. For more information about procedures, contact the Administrative Assistant.

- **SURVEILLANCE CAMERAS**

Please be advised that Deerfield-Windsor School is equipped with a video monitoring system to ensure the safety of our community. Video monitoring is taking place throughout the interior of the building, the exterior of the building, and the parking lot.

MEDIA AND FILM POLICY

MEDIA CENTER

Any material leaving the media center must be checked out using the proper process. Books are usually checked out for a two-week period. Each day after that, a student is fined $.50 per day for overdue materials. When a student checks out material from the media center, he/she accepts the responsibility for returning the materials in good condition. If books or other items are lost or damaged, the student will be charged a replacement fee for the item.

FILM POLICY STATEMENT

The faculty of Deerfield-Windsor School believe that film is an important part of the curriculum, both as an aid to the curriculum and as an object of study in itself. We also recognize that film needs to be carefully chosen and deployed since it may contain content that may be deemed unsuitable for students. Our policy on the exhibition of film in the classroom is therefore that

- we will not show anything that we ourselves have not viewed in advance to establish that it is suitable for the class in which it will be used.
- we will use the MPAA ratings as an initial guideline to determine suitability. If most students are older than the rating level indicated by the MPAA, then we will consider the film likely to be suitable for exhibition.
- if a teacher considers a film with a more restrictive rating to contain content that is important for the class (i.e. if the benefits outweigh the risks), s/he will send home a permission slip so that parents can determine whether or not they are willing to allow their child(ren) to see the film. Students whose parents do not give permission will be given an alternate assignment.
- wherever necessary, teachers will skip visual and auditory content deemed unsuitable during the exhibition of the film.

STUDENT CONDUCT POLICIES

Enrollment in Deerfield-Windsor School represents a commitment by its students to be good citizens,

whether at or away from school. Students will benefit from the School's strong reputation and are expected to uphold and advance the School's good name in and out of school. The School recognizes the primary role of the parents in raising their sons and daughters, but the School reserves the right to respond to student conduct that reflects badly on Deerfield-Windsor School or that jeopardizes the safety or well being of other students.

Parents are expected to monitor weekend events occurring away from campus to ensure the well-being of participants. The conduct guidelines of Deerfield-Windsor School have been established in order to provide an intellectual, moral, and social atmosphere in which all students can work efficiently and grow in knowledge and self-discipline. Each student is expected to behave in a mature and responsible manner that reflects favorably upon the student, parents, school, and community. Deerfield-Windsor School has high standards of behavior, and students are expected to maintain these standards at all times. Students at the Middle School level should be developing a sense of responsibility for their own academic and personal lives and an awareness of how their actions affect others, both students and teachers, in their community. The goal of any system of conduct is the development of self-discipline. However, it is necessary to create other systems and structures as self-discipline is developed. This section explains expectations and consequences.

*EXPECTATIONS

- Students are expected to behave courteously to peers and adults at all times.
- Students are expected to be respectful of all teachers, school employees, and other students.
- The School and the home must work together in the development of character and good citizenship.
- The School follows the assertive discipline philosophy: the student knows the rules, understands the consequences for failure to follow the rules, and receives proper warning for inappropriate behavior. Full cooperation is expected from the parents in any disciplinary action.

- **DRESS CODE**

All students are expected to be neat and well-groomed at all times on campus and when representing the school off campus. Clothing should be in good condition without patches or holes where skin is exposed, tears or excessive fraying or distressing and be free of writing, messages or advertisements (only DWS and college outerwear permitted). Military uniforms, hunting attire, extreme clothing or hair styles/color, athletic shorts or sweatpants, joggers, visible tattoos and body piercings (which include but are not limited to excessive ear piercings or nose piercings) are prohibited. Hats or hoods may not be worn inside the building. Rubber shoes are prohibited (Crocs, rubber slides, flip flops). No undergarment should be visible.

Special Dress Days will occur throughout the year and will be announced at least a week in advance. Unless denoted as a *Special Dress Day* (picture day, Grandparents Day, Honors Day, etc.), every school day is a *Spirit Day*, and students may wear a Deerfield-Windsor t-shirt or a college t-shirt (no fraternity or sorority shirts). Game jerseys may be worn on game days in season as permitted by the Dean of Students. If a student is not in spirit attire, the dress guidelines below must be followed.

BOYS will wear collared shirts, college t-shirts (no fraternity or sorority) or DWS t-shirts that are tucked-in and neat pants or appropriate length shorts. The length of shorts should extend to the student's fingertips when their arms are relaxed at their sides. Hair will be neat (bottom of the collar, neatly groomed, and out of the student's face), and boys will be clean-shaven with sideburns extending no further than the earlobe. No visible piercings (clear place holders may be used).

GIRLS may wear dresses, skirts and shorts that are of appropriate length. The length of hemlines of skirts and shorts should extend to the student's fingertips when their arms are relaxed at their sides. Clothing will not be excessively tight or revealing: low cut necklines, bare backs, show midriffs (no crop tops), too short. Exercise

attire including leggings are prohibited except in P.E. courses. Shoulders will be covered to the width of a dollar bill.

The MS Dean of Students (or administrator of same gender) is the final judge of attire and grooming. Ultimately, the purpose of the dress code is to keep students from being a distraction to themselves, their peers and their teachers. Those in violation will receive 4 demerits and remedy the infraction.

SPECIAL CIRCUMSTANCES – If for medical reasons a student cannot abide by any of the guidelines in this handbook, physician verification is required. Verification must be provided to the MS Dean of Students and be updated each year.

- **CLASSROOM CONDUCT**

At the end of each grading period, students will be given a Satisfactory or Unsatisfactory mark in conduct in each class. Students with an Unsatisfactory mark ("U") in two (2) or more classes will not be eligible for end of semester honor lists.

- **CONDUCT AT ASSEMBLIES**

During the school year, Deerfield-Windsor students will be exposed to a variety of assembly programs, some of educational value and some merely for entertainment. As a matter of courtesy, students should exhibit their best manners during any program. Assembly participants deserve special consideration for taking their time to meet and share ideas and talents with our young people.

- **CAFETERIA CONDUCT**

Students are expected to display proper manners in the cafeteria at all times. Each student is responsible for clearing his/her place at the lunch table after eating. Students should not expect to make purchases if their lunch account is in arrears.

STUDENT OFFENSES

- **HALL CONDUCT**

No cell phones, eating, drinking, or disruptive behavior is permitted in the halls.

- **PUBLIC DISPLAY OF AFFECTION**

Inappropriate public display of affection is not allowed at school. PDA is subject to demerits.

- **FOOD POLICY**

Deerfield-Windsor is equipped with an up-to-date cafeteria that provides a nutritious food service for students, and the school provides the best service possible for the most reasonable prices. Students, however, may bring lunches prepared at home. Food purchased from outside sources will not be allowed onto the campus for lunch.

No food or drink should be taken out of the cafeteria during lunch or at breaks. Students, however, may bring breakfast to school from outside sources provided it is eaten in the cafeteria.

Other than bottled water, food and drinks are NOT to be taken by students to classrooms, Media Center, or the gyms. Empty water bottles should always be placed in the recycling bins.

- **LITTERING**

Deerfield-Windsor is proud of its campus and does not appreciate littering. Trash cans are available at various locations on campus and in the building. It is the responsibility of each student not to litter.

Students are encouraged to pick up paper and deposit it in the nearest trash can, when necessary.

- **LOCKERS**

Lockers are issued for the year to students for their convenience. Students are responsible for taking proper care of their lockers. Students are encouraged not to leave valuables in their lockers.

Students should not go into another's locker. The school provides locks for student use upon request. Only school issued locks may be used on lockers. Lockers are subject to inspection by the administration at any time. Locks and lockers are school property on loan to the student. Painting, decorating, or otherwise defacing lockers is not permitted.

BULLYING AND HAZING

Bullying or hazing of any sort is not acceptable behavior. Students who attempt to intimidate or degrade other students will be subject to disciplinary action. Bullying means an intentional electronic, written, verbal, or physical series of acts directed at another student or students, which occurs in a school setting or where the behavior directly impacts the school setting, that is severe, persistent or pervasive, and has the effect of doing any of the following:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.
- Bullying, as defined in this policy, includes cyberbullying.

Reporting & Discipline of Bullying

Students who have been bullied should promptly report such incidents to the teacher, counselor, or administrator. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality of all parties will be maintained, consistent with the legal and investigative obligations. Retaliation that occurs as a result of good faith reports of bullying will not be tolerated.

A student who violates this policy will be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include, but not be limited to:

- Counseling within the school.
- Parental conference.
- Loss of school privileges.
- Exclusion from school-sponsored activities.
- Detention
- Suspension
- Expulsion
- Counseling/therapy outside of school

DRUGS, ALCOHOL, AND TOBACCO/VAPING PRODUCTS

PURPOSE OF POLICY – The school's policy on the use, possession, or distribution of illegal drugs (including misuse/abuse of prescription or over-the-counter drugs), alcohol, and tobacco/vaping products is intended to define our position on the use, possession, and distribution of such substances. It also defines the process by which the school proceeds in counseling, investigating, and disciplining those students involved in such matters. While broad guidelines for punishment are listed, the School does not explicitly define all potential consequences. No policy can justly address the many variables involved in these types of disciplinary cases. As with all disciplinary matters, the Head of School makes the final determination of consequences.

SCHOOL'S POSITION – Because of the overwhelming evidence indicating the health risks of substance use and because the obtaining and using of such substances are illegal for our students, DWS has a firm position in opposition to the use of drugs, alcohol, tobacco and vaping products by our students. Students are urged to avoid the use of any of these substances at all times. It is against the law in Georgia for persons under 21 years of age to purchase, possess, transport, or consume any alcoholic beverages, including wine and beer.

While in school, on campus at any time, at school events (on or off campus), while dressed in clothing that denotes you are a student of Deerfield-Windsor School, or if pictured on any electronic or public forum, students will face serious disciplinary action including possible dismissal for possession, distribution (whether in exchange for funds or not), or use of alcohol, tobacco/vaping products, drugs, or drug paraphernalia. Inappropriate use of prescription medication or over-the-counter drugs may also warrant disciplinary action. The school believes that parents should be at home when their children entertain, be available during a party, and be aware of its progress until it ends.

ROLE OF COUNSELING – Believing that students often need guidance and support in order to remove themselves from dangerous situations involving illegal substances, the school allows students to "self report" without fear of recrimination. Any student who is NOT in the process of an alcohol or drug related disciplinary offense or who has NOT already been accused of use, possession, or distribution of illegal drugs or alcohol, may speak at any time to a counselor, advisor or other school employee on campus and not incur the punishments listed below. The information will be confidential, but the counselor will notify the parents of the conversation, suggest a full alcohol and drug screening, and document the recommendation. The results of the initial voluntary screening do *not* have to be shared with the school. After a period of one month, the student may be subject to ongoing testing during the remainder of time at school. Any subsequent positive tests will place the student on "Warned Status" and subject the student to the following procedures.

ALCOHOL AND DRUG DISCIPLINARY PROCEDURES

- The possession, use, or distribution of alcoholic beverages or illicit drugs including off the DWS campus is strictly forbidden.
- Possessing (including in a vehicle), being under the influence of, using, or providing such substances at school functions or on school trips, no matter the location, is strictly forbidden.
- A conviction in a court of law involving such substances will result in the application of the DWS policy in accordance with the offense.
- A student suspected of being under the influence may be required to submit to testing immediately.*****
- The school reserves the right to discipline, and to dismiss, any student whose use of alcoholic beverages or drugs reflects in any negative way on the school no matter where or when such use should occur. Reports to the school from parents, police, public establishments such as restaurants and hotels, and officials from other schools concerning behavior involving the use of alcohol reflect negatively on the school, and students will be disciplined accordingly.

- The school believes that serving alcoholic beverages to guests under the age of 21 years, or allowing such guests to consume alcoholic beverages in one's home, is irresponsible and may create a liability in the case of an accident or injury involving such guests or others. Because consumption of alcohol by those
  under age 21 and serving alcohol to those under age 21 is illegal, DWS unequivocally condemns this practice. Families who sponsor student gatherings where alcohol is provided or permitted may be separated from the school.

- The possession or use of tobacco/vaping products on the DWS campus or at school activities is strictly forbidden.

CONSEQUENCES

- A student in possession, who uses, distributes, or tests positive* for illicit drugs or alcohol will be given disciplinary consequences of **at least one day of suspension** and additional penalties which may include further suspension (in-school or out-of-school), removal from extracurricular activities for a period to be determined by the Head of School, and other restrictions and loss of privileges. The type, amount, and intent will be considered in determining consequences. This will jeopardize his/her participation in extracurricular activities. That student may be removed from participation in such activity for a period of time which may include the remainder of the season. This penalty is in addition to other disciplinary measures taken. This rule applies whether or not school is in session (e.g. during spring break) and whether or not the incident occurs on campus. They will remain on "Warned Status" for the remainder of the student's time at Deerfield- Windsor. They will choose a counselor from among the members of the DWS faculty to whom the student will report on a regular basis. They will be expected to complete a counseling program with the DWS counselor. The student is subject to random, unannounced testing*, with or without grounds for suspicion. The student may have privileges, including senior privileges, withdrawn.

- A student guilty of a **SECOND** drug or alcohol violation should expect to be placed on a disciplinary contract for the remainder of the year.
- A conviction in a court of law for dealing or distributing illegal drugs will result in dismissal.

***DRUG TESTING PROCEDURE** – As a condition of enrollment or continued enrollment at Deerfield-Windsor, the school may require a student to undergo testing in the form of urinalysis or other detection procedures at the discretion of school officials if there is a reasonable suspicion of violating drug and alcohol policy of the school. The school also reserves the right to randomly test students throughout the school year.

The following circumstances could constitute reasonable suspicion:
- *Uncharacteristic* physical appearance on campus or at school sponsored activities.
- *Uncharacteristic* behavior such as sleeping, aggressiveness, radical mood swings, slurring of speech or consistently failing to comply with school rules on campus or at school sponsored activities.
- *Uncharacteristic* pattern of deteriorating academic performance.

Should a test for illegal drugs/alcohol be warranted, the Head of School or other designated school official will:

- Notify the parent or guardian;
- Require the student to be tested at a certified laboratory that day under the supervision of a school official;
- Make every effort to return the student to the normal school environment until the test results are received. The results will be reported directly to the school. The entire process will be kept as confidential as possible.

All information received through substance abuse testing is confidential but may be used as evidence when the information is relevant to the student's academic, athletic, or extra-curricular activities.

CONSENT STATEMENT:

I have read the Deerfield-Windsor School policy on alcohol, drugs, tobacco, vaping products, and drug testing. I understand that the school takes most seriously the possession, use, and distribution of illegal drugs as well as the use of alcohol and tobacco/vaping products by its students. I recognize that involvement with these substances could lead to serious consequences including dismissal from school.

Acknowledgement of reading and understanding this policy will be signed by the student and parents during the first week of school.

- **WEAPONS POLICY:** Students and guests should not be in possession of any type of firearms or knives on campus. Possession includes cars, lockers, and book bags. Violation of this policy will result in disciplinary action, which may include suspension or expulsion. Deerfield-Windsor School is committed to maintaining a safe and productive learning environment and workplace free from violence and the use of weapons on school property. For this reason, the possession or use of weapons on school property is strictly forbidden by all persons entering school property.

Deerfield-Windsor School hereby notifies all students, parents, school employees, including contract and temporary employees, visitors and customers on school property that such persons are hereby excluded from school property in the event they have a weapon, as defined below, on their person or within a container which is being brought onto school property. A license to carry a weapon on school property does not supersede this policy; however, this policy does not apply to those carrying a weapon as part of their official job duties, such as law enforcement officials.

As used herein, “School property” is defined as all owned or leased buildings and surrounding areas such as sidewalks, driveways and parking lots under the school’s ownership or control, and to all school owned or leased vehicles. “Weapon” means any firearm, whether loaded or unloaded an weapon designed or intended to propel a missile of any kind, swords, spears, explosives, knives with a blade longer than two (2) inches, any form or type of razor blade, swinging action nun- chucks and similar weapons and any other weapon that might be considered dangerous or that could cause harm or otherwise described in O.C.G.A. §16-11-127.1(4).

Deerfield-Windsor reserves the right at any time and at its sole discretion to search all school owned or leased vehicles and all packages, containers, purses, lockers, desks and person entering school property for the purpose determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to properly permit a search under this policy will be subject to discipline up to and including termination.

- **STUDENT SEARCH POLICY**

To maintain a safe and secure learning environment, the school reserves the right to conduct searches of students and their property when there is reasonable suspicion that a school rule or law has been violated.

- **SOCIAL NETWORKING POLICY**

In the rapidly changing world of technology and online communication, there are incredible potentials for positive interaction and contributions to a broader range of people; in addition, there are increasing opportunities for all people, but particularly adolescents, to do tremendous harm to themselves and others with these new formats. It is clear that due to the nature of technology, this policy will be an always-evolving one.

Definition: Social network in terms of this policy refers to any number of means of sharing information over the web with a wide array of people including Facebook, Snapchat, Twitter, YouTube, Flickr, Instagram,Tik-tok, wikis, blogs, or any of the many peer-to-peer interacting sites available. In addition, material shared via a cell phone, smart watch or other electronic device is subject to this policy.

Basic Guidelines:

Social media is a part of the life of DWS students; however, while on campus social networking is prohibited

in our educational environment.

- While students have some ability to limit exposure to the full range of internet users, social networking sites must be considered public, not private space.
- Students are responsible for the content of any material that they post to a “public” (social media / networking) site or pass on to others.
- DWS students are expected to adhere to the guidelines for acceptable behavior on campus and the guidelines that relate to acceptable behavior off campus as articulated in the current handbook.
- Parents should be aware of the information posted to their students’ personal sites.
- The school does not actively seek out information on student social media sites (see “Acceptable Use Policy” on next page).
- If the school becomes aware, however, of illegal, obscene, hateful, or dangerous material, it reserves the right to discipline students for the material posted.
- Posting such material originally or passing it to others is an offense in and of itself separate from the types of behavior described above.

CELL PHONES, SMART WATCHES & OTHER ELECTRONIC DEVICES

During the school day, students are not allowed to use cell phones, smart watches, and other devices on school property, to include halls and restrooms. These devices will not be used by students during the school day. The devices will be **collected** to reduce the temptation of checking them.Students guilty of a violation will receive six demerits. Students should urge parents and friends to not put them at risk by calling or texting during the school day.

Cell Phone Use: Students will not be permitted to use their cell phones during school hours. This includes classrooms, hallways, the cafeteria, gyms and all other areas of the school.

Storage: Students will be required to turn in their cell phones with their homeroom teacher each morning. Phones need to be silenced for the duration of the school day. At the end of the school day each child may retrieve their cell phone from their homeroom teacher pick up location.

Emergencies: In the event of an emergency, students will be able to use the school's office phones. Parents can also contact the school office if they need to reach their child during the day.

Consequences: If a student is found using a cell phone during the school day, the phone will be confiscated and held in the office until the end of the day and demerits will be given following the Student Handbook guidelines. Repeated offenses will result in further disciplinary action.

***2nd offense:** $50.00

***Additional offenses:** $25.00 increase

The school is not responsible for lost or missing electronic devices.

DEERFIELD-WINDSOR SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY

All students have access to email, the Internet, and other information resources through technology tools on Deerfield-Windsor School’s campus. Access to these resources is a privilege, not a right. It is the responsibility of the student to make appropriate use of such resources to support learning. Inappropriate use may result in suspension of privileges, Honor Committee action, or legal action.

Teachers use email and Google Classroom to post student assignments and other class materials. In addition, the school administration, club advisors, and others use email to communicate important information to students. Students are expected to check their email accounts *at least* daily.

1:1 Chromebook Program:

Deerfield-Windsor School uses a 1:1 chromebook program for middle school students. This initiative seeks to provide learning opportunities to our students beyond the normal school day through the use of the chromebook. Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the

Parent-Student School Handbook and Technology Acceptable Use Agreement. The only approved technology for student use during the school day is the school-issued Chromebook. Personal electronic devices such as phones, tablets, and smartwatches are not to be used during the school day.

This Technology Acceptable Use Policy applies to all electronic devices used to access our network or used on our campus, whether or not these are owned by Deerfield-Windsor School.

Appropriate use:

● Use of computers, software, and other information resources to support learning, complete school assignments, and gain a better understanding of information technologies and these applications.

● Use of technology to collaborate with students and faculty in academic and extracurricular school functions.

● Use of file servers to store school-related files.

● Use of the Internet to perform research related to academic and extracurricular school functions, and to communicate with scholars, students, and specialists outside of campus to improve knowledge and advance academic work.

Inappropriate use:

*Inappropriate use is any use not specified in “appropriate use” above. Examples include but are not limited to:

● Accessing the account or password of another, or in any way invading her/his privacy.

● Misrepresenting your age, name, school affiliation, or other personal information in order to gain access to age-restricted online services (e.g., Facebook, Instagram, etc);

● Unauthorized use of Artificial Intelligence (ex. Chatgpt) without authorization from a teacher.

● Unauthorized sharing of virtual learning class codes or meeting details with students not enrolled in the course;

● Misrepresenting the school or yourself in any form of electronic communication;

● Deliberately deleting information (e.g. computer files or email) in order to conceal or camouflage inappropriate computer use;

● Failing to properly protect equipment loaned to the student by the school from damage or theft;

● Unauthorized recording of meetings or classes; plagiarizing any material using information technology

● Conducting any form of illegal activity using information technologies;

● Violating copyright or any contractual agreement between the school and any other entity;

● Using information technologies for communications that are judged to be obscene, libelous or slanderous, invade the rights of others, incites students to violence, or contribute to the substantial disruption of the orderly operation of the school. This includes email, messaging, personal websites, blogs, and other forms of electronic written communication directed at the community, even if the messages originate off campus;

● Using information technology to store, transmit, or duplicate copyrighted material;

● Installing on school computers any software not approved by the technology department;

● Using information technology for financial or commercial activities not specifically authorized by the school or its agents;

● Deliberately degrading or disrupting the performance of any information technology device or system; ● Unauthorized use or modification, in any form, of electronic data created by another user;

● Gaining unauthorized access to data, services, or networks;

● Using information technologies to receive, store, generate, or distribute spurious or objectionable information of any kind, including chain letters;

● Posting anonymous messages;
● Distributing, forwarding, or posting personal communications of another without the author's consent;
● Using information technologies for anything deemed to be wasteful of school resources. School resources include such things as consumable supplies such as paper, toner, ink, or limited resources including network bandwidth and server storage;
● Recording or photographing classroom presentations or campus events without the teacher's permission.

Inappropriate use is also defined as that which might either intentionally or unintentionally compromises the privacy and safety of students, including:

● Posting of personal contact information about yourself or others on the Internet, including address, telephone number, school or work address.
● Agreeing to physically meet someone you have contacted, or who has contacted you online without parental consent.
● Not promptly disclosing to a teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
● Using full names, student email addresses or likenesses of students in any form of electronic communication without express parental and teacher permission.
● Use of information technologies and resources is at your own risk. The school will not be held responsible for damages resulting from loss of information through the use of its network.

There is no guarantee of privacy associated with your use of Deerfield-Windsor School technology resources. School administrators, faculty, or members of the technology department, with or without warning, may access your email or accounts at any time.

Acknowledgement of reading and understanding this policy will be made by the student and parents during the first week of school.

CONSEQUENCES

The School employs a range of disciplinary actions including verbal and written warnings, demerits, detentions, suspension, and dismissal. Students may be placed on *Warned Status*, which is a notice that any future offenses may lead to further disciplinary action up to and including dismissal.

The following are deemed serious enough that a student involved may be suspended, placed on *Warned Status*, or dismissed from Deerfield-Windsor School. This is not intended to be an exhaustive list. As with all disciplinary decisions, the Head of School makes the final determination.

● Jeopardizing the safety or well-being of a member of the community
● Bullying or harassment of any type
● Possession, use, or distribution of drugs, drug paraphernalia, or alcohol at school, on the campus, or at a school event on or off-campus
● Possession or use of firearms, knives, or other dangerous weapons on campus or at school events
● Sexual impropriety or sexual harassment
● Presence in an unauthorized area of the School including the School parking lot during the school day
● Leaving school without permission
● Creating a fire hazard or tampering with fire or other safety equipment
● Insubordination or disrespectful behavior
● Behavior which discredits Deerfield-Windsor School
● An accumulation of minor disciplinary infractions
● Destruction of personal or school property
● Theft of personal or school property
● Violating the *Technology Acceptable Use Policy*

- **LEAVING CAMPUS**

Under no circumstances may any Middle School student leave campus without first receiving permission from Administration. The student must check out before leaving school and sign in upon returning to school with the Administrative Assistant in the Media Center. Students leaving during the school day may be picked up in front of the Media Center.

- **DEMERITS/DISCIPLINE**

Teachers will determine the classroom rules and may employ different strategies to include changing seating arrangements and issuing lunch detention. A teacher who deems it necessary to report a student for a general rule violation should use a demerit slip and should inform the student as soon as possible. The slip, with a full description and explanation of the incident and recommended demerits, is then turned in to the MS Dean of Students who approves the number of demerits the student will receive.

If a student receives eight (8) demerits in a quarter, the MS Dean of Students will notify the student's parents. Also, the student will be assigned a detention if (s)he accumulates twelve (12) demerits in a semester. Every eight (8) demerits thereafter will result in an additional detention. Students receiving detention will lose school privileges at the dean's discretion.

Students who accumulate as many as thirty (30) demerits during the school year will be placed on Demerit Restriction the following year.

A student on Demerit Restriction should understand that the school expects his/her conduct to show significant improvement. If the student continues to display the type of conduct that placed him/her on demerit restrictions, he/she will receive appropriate disciplinary action. This could lead to being placed on Warned Status and in extreme cases, this action could be dismissal.

There is no place in the Deerfield-Windsor School's rigorous program for misbehavior that compromises the rights of other students to learn. Teachers do not have time for students who resist their instructional efforts or those who attempt to disrupt the orderly procedures of the class. Students who persist in activities of this nature are subject to dismissal.

Students are expected to be familiar with the absent and tardy policies, general regulations, etc. Judgment will be exercised by faculty and administration in the handling of discipline systems. Additional violations or combinations of violations can result in loss of privileges (including school trips), detention, suspension, or dismissal.

NOTE: It is not possible to anticipate, nor is it feasible to list all the infractions of discipline that may occur. The following is a guideline for the administration of discipline, <u>but it is not to be considered definitive.</u>

<u># of Demerits</u>

Cell phone violation - - - - - - - - 6

Digital Device violation (using Chromebooks or other digital devices for gaming or nonacademic purpose during instruction during class) - - - - - - - - 4–8

****Dress code violation - - - - - - - - 4

Eating in class, gyms, hallways, or media center - - - - 4

Purchasing items from vending machines during school hours - - 4

Any action putting DWS in a negative light (social media posts; PDA; etc.) - - - 4–12

Defacing school property - - - - - - - 6–12

Disrespect or discourtesy to a teacher - - - - - 6–12
Hazing/Harassment - - - - - - - - 6–12
Profanity - - - - - - - - - 6–12
* Late to class - - - - - - - - 4
***Fighting - - - - - - - - - 12
**Unexcused absence from class/Leaving campus without permission - - - - - 12

NOTE:
*See Tardies
**Once a student receives 12 demerits it is an automatic morning detention.
***Middle School students may be subject to suspension of at least 1 day.
Dress Code Violations: Students who exceed 3 dress code violations in one quarter may be asked to wear formal attire (suit and tie/collared shirt) to school for an assigned amount of days.

- **EXCESSIVE DEMERITS**

Morning detention is held four times a year at the end of each quarter. However, there may be circumstances that warrant an added detention during a semester. The Middle School Dean of Students will notify the student and parents in advance when detention is assigned. Students receiving detention may lose school privileges at the Dean's discretion.

Lunch Detention for Excessive Demerits is assigned for any student with a total of eight (8) demerits given in a class. Teachers may assign detention for two infractions or a single infraction that constitutes 8 demerits. Parents will be notified of a detention prior to being served.

Morning Detention for Excessive Demerits is assigned for any student with a total of twelve (12) demerits during the school year. For every additional eight (8) demerits thereafter, the student is assigned an additional detention. In other words, the student serves a detention for a total of twenty (20) demerits, then again for twenty-eight (28) demerits, etc.

NOTE: Demerits are cumulative throughout the year, i.e. the demerit count does not revert to zero at any point in the year.

Saturday Detention- Saturday detention is determined by the Middle School Dean. This will be issued to students who have repeated offenses for demerits or tardies who have already served a morning detention. Students will meet at the upper school from 8:00-12:00 on a scheduled Saturday. The Middle School Dean of Students will notify the student and parents in advance when detention is assigned. Students receiving detention may lose school privileges at the Dean's discretion.

- **STUDENT SUSPENSIONS**

If a student is suspended from school, the student will be expected to turn in all work missed on the first day back to school. The student will also be expected to take all missed quizzes or tests missed on the first day back to school, and the student should promptly make necessary arrangements with teachers. The student is ineligible for extra-curricular participation on the days of the suspension and will receive an Unsatisfactory on their conduct grade. A student who receives a suspension will be deducted .5 of a point on their semester average for all classes prior to the exam. This applies to in school suspension as well.

- **STUDENT DISMISSAL**

A student may be dismissed from DWS if he/she is not considered to be taking advantage of the opportunities of the school or is considered to undermine the mission of the school. Students' academic

and behavioral developments are regularly reviewed and poor performances may be cause for dismissal, denial for re-enrollment, or placement of probationary status. A student may be dismissed for a third honor violation, second stealing offense, significant infractions of alcohol or drug policies, conduct that is determined to be counterproductive to the mission of the school, violation of probationary requirements or other situations considered unacceptable by school administration.

STUDENT ACTIVITIES

- **CLUBS**

Junior Beta Club – Students in grades six, seven, and eight are eligible for membership in the Junior Beta Club, which is an academic honor society stressing scholarship, character, leadership, and responsibility A student must earn a 4.0 GPA or higher per semester and may not have an "unsatisfactory" mark in conduct in two more or classes to maintain active membership. Probation occurs if the standards mentioned are not met. Active membership is reinstated after one semester if the student has met eligibility requirements.

Recognizing the differences in maturity of students, a member who incurs an honor violation is expelled from active membership for one year. If a student makes his grades for one semester after this time, the violation will be erased and the student may be reinstated into active membership.

If two violations of the honor code are recorded at any time during grades 6-8, a student may not re-enter the Junior Beta Club or receive an invitation to membership.

Clubs may include:

- Junior Spanish Club
- Girl Talk
- FCA
- Junior Thespian
- Chess Club
- Outdoor Adventure Club
- Rock It Club (Music)
- Art Club
- Academic Bowl
- MathCounts

GUIDELINES FOR FUNDRAISING

Deerfield-Windsor School encourages and supports philanthropy through a wide variety of charitable efforts. We believe students gain valuable leadership experience and skills by initiating and taking action to perform service projects that involve fundraising or the collection of goods.

To ensure projects are executed in a manner consistent with Deerfield-Windsor School's fundraising policies, any project that includes asking DWS students, parents, alumni, or faculty and staff for contributions must be approved by the Advancement Department. Each project must meet the following criteria:

- The project must consist of DWS students who are doing the project as part of the DWS curriculum. Eligible organizations that may propose fundraising/collection projects include Deerfield-Windsor based clubs, advisories, grade levels, academic classes, or the student council.
- Projects must be proposed only by students, who must complete the application form themselves.
- Each project must have a faculty sponsor who agrees to fulfill all responsibilities required of the sponsor, as listed on the application.
- Approval forms must be submitted at least three weeks prior to the start date of the proposed project.
- Projects submitted by individual students or parents for individual gain or personal appeal will not be accepted.

Students wishing to propose a fundraising/collection project should submit the completed application form to the

Upper School Director who then communicates with the Advancement Department.

ATHLETICS

Participating in athletics, whether on an intramural or on an interscholastic level, can provide an important part of a student's total education. Teamwork, sacrifice, and dedication to a goal can teach lessons rarely learned in the classroom. Deerfield-Windsor hopes to provide an opportunity for all students who want to participate and enjoy the benefits of competition. We attempt to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities. We will be guided by the Code of Good Behavior.

The Middle School team sports include the following:

Archery 6/7/8
Baseball 7/8
Basketball 6/7/8
Basketball Cheer 7/8
Basketball Dance 7/8
Clay Target 6/7/8
Cross Country 6/7/8
Football 5/6 & 7/8
Football Cheer 7/8
Football Dance 7/8
Golf 6/7/8
Soccer 6/7/8
Softball 6/7/8
Track 6/7/8
Wrestling 6/7/8

*ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Fall – To be eligible for fall extracurricular activities a student must pass five (5) classes for the prior spring semester or for the year. Students failing to pass the required five (5) subjects for the semester or year may become eligible at the end of the first quarter if they passed at least three (3) subjects and if they are passing all current subjects.

Spring – To be eligible for spring extracurricular activities a student must pass five (5) classes for the prior fall semester. Students failing to pass five (5) subjects for the fall semester may become eligible at the end of the third quarter if they are passing all current subjects.

It is important for the Middle School student to understand the importance of being a Student-Athlete; thus, for every class a student fails 9 weeks/semester, (s)he will have to sit out that number of contests of the sport (s)he is currently playing.

***Note:** *A student on Academic Probation may be ineligible for participation in extracurricular activities. Any student failing more than one academic class may be pulled from activities. They may return to play when they are back within eligibility standards.*

*SPECTATOR DECORUM FOR ALL SPORTS

Deerfield-Windsor School has established the following regulations concerning student and adult spectator decorum. Any athletic competition may be suspended when the conduct of its teams, students, or fans is

unsportsmanlike, resulting in actions which are detrimental to individuals, schools, and the public welfare and are prejudicial to the purpose of competition. This provision has been invoked in situations involving crowd control problems on the part of visiting schools as well.

The following regulations will be strictly enforced at all sporting events, whether home or away:

- Vulgar, unsportsmanlike, rude language or cheers will not be tolerated.
- Signs must show good taste. Signs on poles or sticks are not permitted.
- Law enforcement officers and school administrators have the authority to remove or arrest any spectator whose conduct is detrimental to the activity taking place.

ANY STUDENT VIOLATING ANY OF THESE REGULATIONS AT HOME OR AWAY EVENTS MAY NOT BE PERMITTED TO ATTEND FUTURE EVENTS FOR A SPECIFIED TIME.

*CODE OF GOOD BEHAVIOR

While the preponderant majority of schools, and all associated with each school, clearly and consistently exhibit appropriate sportsmanship year-in and year-out, it is incumbent upon each to continue to ensure that all are aware and attempt to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities. Toward that end-goal, the following guidelines enable schools to attain these goals, especially with respect to establishing norms of exemplary sportsmanlike behavior during all competitive events:

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

GIAA SUDDEN CARDIAC ARREST PREVENTION ACT

SB 60, Jeremy Nelson and Nick Blakely Sudden Cardiac Arrest Prevention Act: In accordance with Georgia law: (1) Each school must distribute to every athlete and his/her parent/guardian an information sheet that includes: the Early Warning Signs, How to Recognize Sudden Cardiac Arrest, and Learn HandsOnly CPR

outlined in this by-law. This sheet must be signed by the parent/guardian of each athlete, each athlete and a copy kept on file at the school. (2) Each school must hold an informational meeting twice per year regarding the symptoms and warning signs of sudden cardiac arrest. At such informational meetings, an information sheet on sudden cardiac arrest symptoms and warning signs shall be provided to each student's parent or guardian. In addition to students, parents or guardians, coaches, and other school officials, such informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

GIAA CONCUSSION POLICY

GHSA Concussion Policy: In accordance with Georgia law and national playing rules published by the NFHS, any athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include: licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician's assistant, or certified athletic trainer who has received training in concussion evaluation and management).

(1) No athlete is allowed to return to a game or practice on the same day that a concussion (1) has been diagnosed OR (2) cannot be ruled out.
(2) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.
(3) It is mandatory that every coach in each GIAA sport (including Community Coaches, Student Teachers, and Interns) participate in a free, online course on concussion management prepared by the NFHS and available at www.nfhslearn.com at least every two years.
(4) Each school will be responsible for monitoring the participation of its coaches in the concussion management course, and shall keep a record of those who participate.
(5) Each school must distribute to every athlete and his/her parent/guardian an information sheet that includes: the dangers of concussion injuries, the signs/symptoms of concussion, and the concussion management protocol outlined in this by-law. This sheet must be signed by the parent/guardian of each athlete and a copy kept on file at the school.

***DWS POST-CONCUSSION RETURN-TO-LEARN PROTOCOL**

Deerfield-Windsor School seeks to provide a safe return to activity for all students. Our Return-to-Learn protocol serves as a tool to effectively and consistently manage this return to activity. It is important to note that our concussion management team does not provide medical advice to students or families. However, we will work closely with doctors and health care providers to ensure the best and most comprehensive care for our students. This document serves as our school's Return-to-Learn guidelines; it does not preclude advice from your child's doctor.

Points to remember:

- Every brain is different.
- Every concussion is different.
- The location of the trauma seems to make a difference in the symptoms and recovery.
- Pre-existing concussions make it harder to recover.
- ADHD, dyslexia and other learning differences may complicate recovery.

Cognitive demands can worsen symptoms of concussion and will delay recovery. To that end, this protocol is built to front-load recovery time as much as possible. Our goal is to balance the need for rest with the need to keep up with content.

Post-Concussion Stages With Student And Teacher Perspective And Actions

Stage 1	Student Perspective and Actions	Teacher Perspective and Actions
Up to 48 hours after injury and possibly longer: ● No cognitive effort ● No screens ● No social activities ● No loud noises Some students may attend class with the exception of PE/Strength & Conditioning and possibly band/chorus.	REST!! This is the most critical part of recovery. This rest period can completely change concussion outcome. Do not push through symptoms while recovering. During this stage, ● Avoid screens ● No loud music ● Avoid use of headphones ● Avoid bright lights ● No parties ● No reading cognitively demanding material ● Avoid physical activity	● You will get an email from the Concussion Team notifying you of the concussion. ● You might consider labeling a file folder with the student's name and begin collecting handouts, quizzes, tests, copies of notes, etc. The recovery process could take 3 days - 3 months. ● Expect the student to return to your classroom with no work done. The student will return unable to take any assessments of any kind. ● Allow the student to go to a designated area to rest if the classroom lights are bothering their eyes.

Stage 2	Student Perspective and Actions	Teacher Perspective and Actions
Student will attend class the full day with accommodations. Note taking may begin in one or two classes when the symptom level score is less than ten (<10). The student cannot make up old work and keep up with new work at the same time. Therefore, the emphasis at this point is on in-school learning. Homework may still be eliminated in the beginning of this stage and remains reduced for much of this stage.	Begin note taking in 1 or 2 classes. On the first day, do not do additional work at home. If headache free at the end of the 2nd full day, follow the "20 on/30 off" homework protocol. ● Reading/Problem solving for 20 minutes ● Rest for 30 minutes ● Reading/Problem solving for another 20 minutes (assuming no symptoms the first time around; if symptoms: STOP) ● Continue this 20 minutes on/30 minutes off as long as there are no symptoms. Communicate with counselor, teachers and advisor concerning academic expectations!! Begin creation of short-term and long-term work plan.	If you have assignments that are "bonus" learning or not critical for future learning in your class or next year's coursework, consider waiving them. Protocol for this stage includes no quizzes or assessments and minimal to no homework expectations Provide alternate methods for a student to demonstrate mastery when possible. The following may help the student in the classroom. ● Dim lights (or allow the student to go to a designated area if the lights are bothering their eyes) ● Allow student to sit in front of room ● Give frequent breaks; allow student to excuse him/herself from class as needed ● Provide class notes or assign a peer to take notes ● Allow class recordings and encourage audio learning systems ● Encourage student to print online notes/slides/assignments ● Present material in multiple modalities Begin creation of short-term and long-term plan with advisor and grade level team. Upon request, the Media Center and/or Learning Support Center will help the student find audio learning systems, including texts.

Stage 3	Student Perspective and Actions	Teacher Perspective and Actions
Student is feeling better. Cognitive stamina may still be somewhat limited, but student is up showing improvements and may be consistently symptom free. We will begin to add quizzes/tests in a limited fashion (no more that 1/day) when the symptom score is 0. You MUST be in good communication with every teacher about your status. Let teachers know what still bothers you, what helps, what you find easy to do, etc. ● Remember to take breaks. ● Pace yourself. ● Stop working BEFORE symptoms flare up.	Continue to communicate closely with counselor, teachers and advisor concerning your make-up work plan!! With the help of the counselor, teachers and advisor, implement the plan for making up work. The concussion team will approve adding some assessments back into the schedule. Start with quizzes or heavily modified tests	*When possible*, consider alternative assessment methods. ● Allow fact sheets/calculators ● Allow open notes/open book quizzes/tests ● Give a few pages of a test at a time ● Give assessment orally ● Consider giving a student quizzes to do as open book homework assignments and for use in studying for a test Continue to work closely with the grade level teachers and the student's advisor to implement a plan for making up work and assessments.

Stage 4	Student Perspective and Actions	Teacher Perspective and Actions
Student has no more cognitive restrictions. Pacing and stress management are key at this point. The student is fully cleared by physician to resume all academics.	Good and open communication with counselor, teachers, advisor, trainers, and coaches about your recovery is a MUST. You are going to be making hard choices in this stage because there is most likely a lot of work to make up. You may need to make choices about out-of-school activities, extra-curricular activities, and social events (i.e., making the choice NOT to do "all" of those activities until your school work is caught up).	Moving to this stage does not mean a student is fully caught up. It means a student has been cleared to begin all make up work without the need for accommodations due to the neurobiological symptoms of the concussion. Clarify with the student what, if any, areas of content the student is excused from having to learn. Confirm with the student, advisor, and grade-level team which missing assignments are excused versus expected to be completed. NOTE: The student may continue to experience depression, anxiety, and increased stress levels for many weeks to come.

DATE: August 7, 2026

TO: All Middle Students and Parents

FROM: John Garrett Abernathy, Head of School

This is to confirm that we have read the following on the DWS website:

- The Student Handbook in its entirety, including the following -
  - The explanation of the Honor System/Code
  - Dress Code Policy
  - All policies related to Excused/Unexcused Absences and Tardies
  - Policy on Drugs, Alcohol & Tobacco/Vaping
  - Technology Acceptable Use Policy
  - Concussion Management and Return to Play Policy

We understand the information contained within it and agree to support these guidelines.

_____

Name of Student (please print) Grade for 2026-2027

_____

Signature of Student

_____

Signature of Parent

This form should be printed and returned to the school by Friday, August 14.