DEERFIELD-WINDSOR SCHOOL

Upper School

Student and Parent
HANDBOOK
2021-2022



Deerfield-Windsor Upper School
Nottingham Campus

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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.

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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!

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 himself 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 may 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, forge another's name or commit plagiarism in any form.
>
> SIGNED: _____ DATE: _____

The Honor Committee, composed of 3 faculty members and 8 students (4 juniors and 4 seniors chosen by the faculty and their classmates), reviews cases dealing with lying and cheating.

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 may be resubmitted for a maximum grade of 70). 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 Upper School will result in a three-day 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 may be resubmitted for a maximum grade of 50).

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 the severity of the violation and could result in dismissal. As with all disciplinary matters, the administration may modify the consequences associated with the offense if the circumstances warrant. Students guilty of an Honor Offense may not be eligible for end of the year awards.

ACADEMICS & PROGRAMMING

GRADUATION REQUIREMENTS

A minimum of twenty-two (22) units is required for graduation from Deerfield-Windsor School; a unit is the equivalent of one academic year of study in a subject. The specific course requirements that must be completed are:

● English	4.0	units
● Mathematics	4.0	units including Algebra I and II, Geometry, *or* more advanced
● Social Studies	3.0	units including World History, U. S. History, and AP Government or Government & Economics
● Science	4.0	units including Physics, Biology, and Chemistry
● World Language	2.0	units (in the same language)
● Physical Education	1.0	unit
● Fine Arts	0.5	unit
Total required	**18.5**	**units**
● Electives	3.5	units
TOTAL	**22.0 ***	**units**

In addition, 55 volunteer hours are required. (See Noble Knights in Service program on page 8.)

Students are required to take six (6) subjects each semester, five (5) of which must be core academic courses. One exception to the course requirements is a senior taking four (4) AP classes. That student may replace the sixth course with a study hall. The other five (5) classes must be core academic classes.

GRADE LEVEL CLASSIFICATION

In order to be considered a member of a designated class, a student must have accumulated the following number of Carnegie Units:

Class	Number of Units
Sophomore	5.0
Junior	11.0
Senior	16.0
Graduation	22.0

GRADING SYSTEM AND THE REPORTING OF GRADES

Letter grades with the plus/minus system will be applied and will appear on the report cards.

CLASS RANK

DWS does not publish class rank and only calculates class rank for scholarships, specific senior honors, or outside groups. The class rank is determined by calculating the grade point average using the 4.0 scale for each class completed in the high school career. Classes not calculated are physical education, study hall, and office assistants. (See page 11 for valedictorian/salutatorian calculations.) An additional quality point (1.0) is awarded for completion of an advanced placement course, and an additional half quality point (0.5) is awarded for completion of an accelerated or advanced course.

The following is the grade scale used for the conversion when calculating the DWS GPA.

Grade Scale	Letter	Quality Scale	AC/Adv. Quality Scale	AP Quality Scale
101 -	A++	4.67	5.17	5.67
97 – 100	A+	4.33	4.83	5.33
93 – 96	A	4.00	4.50	5.00
90 – 92	A-	3.67	4.17	4.67
87 – 89	B+	3.33	3.83	4.33
83 – 86	B	3.00	3.50	4.00
80 – 82	B-	2.67	3.17	3.67
77 – 79	C+	2.33	2.83	3.33
73 – 76	C	2.00	2.50	3.00
70 – 72	C-	1.67	2.17	2.67
69 and below	F	0.00	0.00	0.00

Accelerated and Advanced courses will receive a weight of three points on the semester average. For example a grade of 87 will convert to 90 when the semester average is recorded. The following courses are accelerated or advanced.

English I/AC	Geometry 9/AC	Chemistry /AC	Advanced Spanish IV
English II/AC	Algebra II 10/AC	Biology /AC	Advanced Calculus
English III/AC	Pre-Calculus 11/AC	Spanish III/AC	Advanced Chemistry

Advanced Placement (AP)* courses will receive a weight of five points on the semester average. For example, a grade of 85 will convert to a 90 when the semester average is recorded. The following courses are AP.

AP English Language & Composition	AP United States Government & Politics	AP Spanish Language
AP English Literature & Composition	AP United States History	AP Calculus /AB & BC
AP Biology	AP European History	AP Drawing/ 2D & 3D Art
AP Physics		AP Studio Art

*Students enrolled in these courses are required to take the corresponding Advanced Placement exam in May. The cost of each exam is approximately $90. Unless instructed to do otherwise, parents will be billed for the exams.

Placement into accelerated, advanced and AP courses depends on departmental requirements.

- In math, eligibility is based on PSAT scores/CTP5 scores, academic performance the previous year, and mathematics faculty evaluation.
- In humanities, eligibility is based on PSAT scores/CTP5 scores, a writing evaluation, academic performance the previous year, and humanities faculty evaluation.
- In science, eligibility is based on academic performance the previous year, math background, and science faculty evaluation.
- In Spanish, eligibility is based on standardized test scores, academic performance in the previous year, and Spanish faculty evaluation.

- It is important to understand that a student may not choose to be in an accelerated course; the student must meet the criteria set forth by the department concerned.
- If the placement of a student is questioned, the advisor, Upper School Counselor, Department Head, and Upper School Director will work with the student and parents to resolve the placement.

ADVANCED PLACEMENT

The Advanced Placement (AP) Program is a cooperative educational endeavor of the College Board. Based on the fact that many young people can complete college-level studies while still in high school, it represents a desire of schools and colleges to foster such experiences.

The program is national in scope and serves three groups: students who wish to pursue college-level work while still in high school, schools that desire to offer such opportunities, and colleges that encourage and recognize such achievement. The high schools provide supplemental instruction in certain courses offered based on course descriptions provided by the College Board.

The College Board offers standardized examinations in the various subject areas and colleges award credit on the basis of student scores on these examinations. To ensure the highest standards, the College Board requires all schools that offer Advanced Placement classes to meet certain criteria outlined by the College Board. This process includes submitting and receiving College Board approval of the course syllabus, assignment examples, assessment summary, classroom activity descriptions, and pacing for the course.

DUAL ENROLLMENT PROGRAM through Georgia Southwestern University (GSW)

Qualified high-school seniors may enroll in college classes if the following criteria are met.

- A student participating in the Dual Enrollment program must
  - Have a minimum SAT score of 970 with at least 440 in math or minimum ACT composite of 20 with at least 17 English and 17 math,
  - Have a minimum GPA of 3.0 (academic courses only)*,
  - Be a senior at DWS in the year of enrollment.

    *NOTE: These criteria are set by GAFutures and GSW, not DWS.
- A course taken through Dual Enrollment cannot replace a required course for graduation at DWS.
- The schedule of any course taken must be compatible with the student's schedule of classes at DWS.
- A course taken through Dual Enrollment cannot duplicate a course offered at DWS. Questions concerning duplication should be directed to the administration for a ruling.
- The counselor, prior to opening day registration at DWS, must approve all candidates for Dual Enrollment. It is in the best interest of the student to plan ahead and look at scheduling possibilities.

Qualified seniors who enroll in the program may also receive college credit at GSW through some DWS AP classes. For example, if a student takes AP Biology, s/he will earn a 4-hour credit at the end of the second semester. Current eligible DWS classes are AP Biology (4 hours), AP English Literature (3 hours), AP Calculus AB (4 hours), and AP Spanish (3 hours).

Interested students must apply through the Georgia Futures website (GAFutures.org) and complete the GSW application. The requirements for this program fall under the Dual Enrollment guidelines. For questions, contact the college counselor.

Advanced Placement courses and certain advanced courses offered at Deerfield-Windsor School give students the opportunity to attain college credit and/or placement through testing. Those students who are ambitious and who work hard can save time and tuition costs at the college level. DWS is committed to excellence in college preparation for its students.

TESTING
The PSAT will be given to all students in grades 9-11 on Wednesday, October 13, 2021.

The SAT will be offered on our campus to seniors on Thursday, October 28, 2021 and to juniors on Wednesday, March 2, 2022 and Wednesday, April 13, 2022. The ACT will be offered to both juniors and seniors on our campus on Tuesday, October 5, 2021 and to juniors on Tuesday, March 8, 2022. Both the ACT and SAT on campus testing is optional. Additional information for the SAT and the ACT is available in the college counseling office. All SAT and ACT dates are posted on the 2021-2022 school calendar on our website.

COLLEGE COUNSELING
The Office of College Counseling believes that the most important purpose of a college search is to help students and their families define and find the school that matches their needs.

A number of college admissions counselors visit our campus during the year to meet with interested students. These dates and times will be announced often preceding the visit. It is the student's responsibility to attend these sessions and obtain the desired information.

The Deerfield-Windsor School College Guidebook may be found on the school website.

COUNSELING PROGRAM
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, overseeing the *KnightLife* advisory program, and supervising service days and volunteer programs. 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 → US Request for Counseling Form).

SCHEDULE CHANGES
Because class schedule 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 electives will be honored to the greatest extent possible, balance in class size and number of requests may preclude granting a first choice in all instances.

With the permission of the Upper School Counselor, students who wish to drop/add an elective course may do so during the first week of school if room is available in the requested course. All changes must be completed by noon on August 20, 2021 for first semester and noon on January 12, 2022 for second semester.

After the first week of the semester, a student who wishes to change a course must make a request in writing to the Upper School Counselor, who will meet with the Upper School Director and the student's teacher to determine whether the proposed change is in the student's best interest. Changes are made this late in the semester 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 Upper School operates on a semester system with roughly 18 weeks in each of 2 semesters with a midterm grade check.

Comprehensive exams are given in each subject at the end of each semester. Exams count 25% of the semester grade in AP, Adv, and AC courses and 20% in all other courses.

UPPER SCHOOL EXAM POLICY

There is great value in the use of a final assessment in determining the extent of comprehension and abilities of the essential skills needed for continued learning. Thus, all students are required to take a final exam in each class. Exemptions may be granted to seniors and AP students and only in the second semester. (See guidelines for seniors below.)

The exam dates and schedule are posted on the school calendar. Because the exam dates are published well in advance, exams are only rescheduled with compelling justification such as student illness or family emergency. In such circumstances, a request must be made to the Upper School Director. If approved, the exam will be rescheduled after exam week.

The exam policy for second semester seniors is as follows.

- Seniors may only exempt exams in any courses in which they have an average of 80 or better.
- Students who have 7 or more class absences in the second semester for other than school related activities may not exempt the exam in that class.
- Students who have 10 or more tardies to school in the second semester may not exempt ANY exam that semester except in the case of an extreme documented medical condition.

TRANSFER CREDITS

A student who transfers to DWS from an institution not accredited by The Southern Association of Independent Schools or its regional counterpart must take a mastery test for all courses that are graduation requirements. The test will be graded on a pass or fail basis, and neither the test nor previous grades will count towards the student's grade point average. A student receiving credit from an institution accredited by SAIS or SACS, or their regional counterparts, will receive the numeric grade earned in that class and will count towards the student's grade point average.

SUMMER COURSES

If a student's final average in a required course is not passing, the course must be retaken to earn credit. A course credit may be earned in a summer course of special study as outlined by the faculty and approved by the Head of School or Upper School Director. Any summer work must have the approval of the Head of School or Upper School Director to obtain credit toward graduation. No new course may be taken in summer school for credit toward graduation.

An Upper School student may not take more than one summer school course to make-up a failing grade in a particular discipline in order to be eligible for graduation. In other words, a student can only make up English once or Spanish once. Any exceptions to this policy are at the discretion of the administration.

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 semester will be placed on Academic Probation the following semester. Academic Probation is a warned status that signifies the student is not meeting the academic expectations of the school. A plan of consistent follow up with the student's advisor, parents, and counselor will be set in place. Weekly meetings with teachers, regular progress checks, and loss of privileges (including but not limited to participation in extracurricular activities) may all result from being placed on Academic Probation.

NOBLE KNIGHTS IN SERVICE TOGETHER

DWS believes that a part of becoming a mature adult involves developing responsibility, commitment, and a sense of community. The purpose of the Noble Knights Volunteer Service Program is to foster these valuable qualities as a part of each student's preparation for college. This program aligns with the DWS Mission and Statement of Philosophy. Service is defined as work done for and benefit conferred on another - an act of kindness.

Each student entering tenth grade is encouraged to design his or her personal plan of volunteer service to complete the graduation requirement of fifty-five (55) hours. Students may choose to work individually or collectively through clubs and advisory classes.

Students are provided information through the counselor's office about opportunities at organizations already established as qualifying locations. To determine if a particular site or agency will qualify for this program, check with the counselor. Volunteering is not necessarily the same as serving the community. Simply working without payment does not qualify. Students may not serve within a family member's employment, business or source of income. The program is intended to reach above and beyond any normal church commitments. Also, fundraising to earn community service will be limited to time spent in service as opposed to the amount of money raised. Students are to address agreements with an organization as a work contract.

All hours of volunteer service are subject to approval of the Volunteer Service Committee, chaired by the Upper School counselor, and become part of a student's final transcript.

Program Requirements are:

- In three (3) years of Upper School, each student must accumulate fifty-five (55) hours.
- Students in grades 10 and 11 must complete twenty (20) hours each year and seniors must complete fifteen (15) hours of service.
- Students may work ahead, but not fall behind the yearly requirements. *Students who do not meet yearly expectations will not be eligible for Junior or Senior privileges.*
- Hours must be submitted on Volunteer Service forms (found on the DWS website under *Forms and Resources)* and signed by the supervisor or sponsor.

SUMMER READING PROGRAM

The Summer Reading Program forms an integral part of Deerfield-Windsor School's goal of producing students who will enter college as effective critical readers who are able to comprehend complex texts drawn from a range of genres and disciplines. The primary purpose of Summer Reading is to allow students to continue to maintain -- or even develop -- their critical literacy skills. The leisure of the summer provides an opportunity for students to explore new worlds of reading at greater length than is possible during the school year. At its best, summer reading opens new worlds to students, stimulates their imaginations, and allows them to discover places, subjects and ideas that are new to them. 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 expansion of their horizons as well as their vocabulary.

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. Upper School students have a required summer reading list; evaluation will follow through an assignment early in the school year.

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, the parent should then contact the Department Head for further inquiries. If still not satisfied, the next point of contact is the Upper School Director. 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.

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. That means R for Juniors. 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.

GRIEVANCE POLICY

If a student has any issue/problem with a teacher, the student should begin by consulting the teacher. Office hours are a perfect time. If not satisfied with the results of this meeting, the student should arrange to meet with the Department Head. All relevant documentation should be brought to this meeting. If dissatisfied with a grade, for example, bring the graded paper with you. If still not satisfied, the student should arrange to meet with the Upper School Director. Again, all documentation should be brought.

After the initial meeting with the teacher, the student should consult her/his *KNIGHTLIFE* leader.

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, s/he 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.

KNIGHTLIFE 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 at DWS. The advisor also provides parents with a broader picture of a student – how the student is doing in all of his or her classes.

KnightLife groups will be small coed, grade-level groups. Groups will meet once a week. Those meetings might include the following: announcements, check-in time with each student, current events – national / world / DWS – or other topics relevant to the life of the student. Counselors provide support in choosing relevant topics.

Role of the advisor - The primary role of the advisor is to keep a closer eye on a small number of students rather than trying to maintain relationships with all students in all classes. The advisor interacts with parents early in the year and as needed to cultivate a good base of discussion about a student's successes or failures throughout the year.

How to utilize the advisor

- *Point of Contact*
  - The advisor is a good point of contact concerning school-related issues.
  - The advisor can 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.

AWARDS & SCHOLARSHIPS

SENIOR TOP HONORS

Valedictorian, Salutatorian and Four-Year Honor Graduates are considered to be honors. Each graduating class has a Valedictorian and Salutatorian to be determined by the highest and second highest quality weighted GPA. Electives will not be used in calculations to determine the two top honors. If two or more students tie for Valedictorian or Salutatorian, the class has co-valedictorians and/or salutatorians.

To be in contention for top honors at graduation, a student must have been a student at DWS for at least three (3) years or six (6) semesters.

A senior will be designated a Four-Year Honor Graduate if s/he has been a student at DWS for at least three (3) years or six (6) semesters of high school and has a cumulative quality weighted GPA of 3.67 or better. (This cumulative GPA is calculated on DWS courses only).

OUTSTANDING NOBLE KNIGHT IN SERVICE

A senior documenting 300 or more volunteer service hours during the high school years will be designated as an Outstanding Noble Knight In Service. All service hours must be approved by the DWS Volunteer Service Committee.

SCHOLARSHIPS

Honor Scholarships – 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, Deerfield-Windsor School awards two Honor Scholarships. The Honor Scholarship Program is held annually, usually in February, with the scholarships being awarded following the decision of the Scholarship Committee.

The scholarship is renewable for each of the succeeding two (2) or three (3) years for the tenth or ninth grade student as long as the students maintain commendable academic and deportment records. The specific stipulations with respect to the scholarship are:

- All candidates must submit admission applications including teacher recommendations.
- All candidates must be currently enrolled in 8th, 9th, or 10th 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 needs of the family.
- The scholarships are for the 9th, 10th, or 11th grade but may be renewed annually upon satisfactory progress in all areas of school life.
- The final decision regarding winners is made by the Scholarship Committee.

The Cannon Family Scholarship – Two (2) Cannon Family Scholarships are awarded yearly to students who have been enrolled at Deerfield-Windsor for at least one (1) full year. These one-half tuition scholarships are based upon academic achievement, leadership and potential. These scholarships are awarded following the decision of the Scholarship Committee.

Charles William Fussell Scholarship – Charles Fussell graduated from Deerfield-Windsor in 1981. He died at a very young age in 2003. Friends and family have established this scholarship to be given each year to a rising eleventh grade student who exemplifies many of Charles' qualities and characteristics.

Ken Allen Rodgers Scholarship – Ken Allen Rodgers graduated from Deerfield in 1976. He died while attending college. To perpetuate his memory, his friends give a scholarship to a rising Deerfield-Windsor senior who exemplifies Ken's spirit and personality. Through this yearly award, the spirit, energy, and friendliness that Ken reflected will not be forgotten but will be perpetually renewed by the examples of the recipients of this scholarship.

Graham P. Lowe Scholarship – Graham Lowe was the first Headmaster of Deerfield School and has continued his involvement with Deerfield-Windsor since that time. Former students and friends have established this scholarship in his honor. The scholarship will be awarded to a rising junior or senior who is significantly involved in at least one school activity and who maintains a satisfactory grade point average.

END OF YEAR HONORS AND AWARDS

President's Education Award – The President's Education Awards are made to seniors who have maintained a 3.67 grade-point average or better for their four (4) years in Upper School.

Head of School Award – Awards are presented to students who have a *final* course grade of *A* in all academic subjects.

DAR Youth Citizenship Medal – DAR presents a Youth Citizenship Medal to a member of each class 9 -11. The criteria are as follows: Honor, service, courage, leadership, good sportsmanship, and patriotism.

DAR Good Citizen – DAR presents a Good Citizen Award to a member of the senior class. The criteria are as follows: Honor, service, courage, leadership, good sportsmanship, and patriotism.

Ronald H. Griffeth Performing Arts Award – The Ronald H. Griffeth Performing Arts Award is given to a Deerfield-Windsor student who has exceptional talent and commitment to the performing arts while maintaining the highest level of academic success. The qualifications are as follows.

- The student must be involved with three** of the following during his/her high school career.
    - Cast member in 1-Act Play
    - Cast member in spring musical
    - Chorus
    - Speaker at region debate tournament
    - Participant in a performing arts area at region literary

      **Two of these must be accomplished during senior year
- Recipient must exhibit leadership and citizenship.
- The recipient is the student in this group with the highest GPA.

Susan B. Farkas Award – The Susan B. Farkas Award is given in loving memory for the number of years she served as the chair of the performing arts department. The Susan B. Farkas Award is given to a Deerfield-Windsor graduating senior who has exemplified the commitment to excellence in performing arts that Mrs. Farkas dedicated her life. This selection, made by the literary committee, is presented to the senior who has had a leading role in at least two productions and who has demonstrated leadership, scholastic success, and a love for the performing arts.

Dr. Charles Edward Hawkins III Art Award - Established in 2010 to honor Dr. Hawkins, a former Middle/Upper School Director, this award is presented to the student artist whose work is chosen in a competition open to all Deerfield-Windsor Upper School students. The piece, identified as the award-winning work, will become part of Deerfield-Windsor School's collection and be displayed appropriately on the campus.

GRADUATION AWARDS

Senior Awards for Outstanding Academic Achievement – Each year a graduating senior is recognized for outstanding achievement in the following five subject areas: English, Mathematics, Science, Social Studies, and Spanish. These awards are based on the students' performance throughout their high school careers.

Senior Award for Outstanding Art Achievement – Each year a graduating senior is recognized for outstanding achievement in Art. This award is based on the student's cumulative performance throughout the four years in high school.

Graham Lowe Award – Since the first Deerfield School graduation in 1969, the Graham Lowe Award has been presented to an outstanding graduate in each class. The basis for the selection of the recipient of this award is academic record, character, leadership, and extracurricular activities.

Russell L. Grace, Jr. Service Award – The Russell L. Grace, Jr. Service Award is presented to a member of the graduating senior class who contributed to all areas of school life, including extracurricular activities, spirit, and his/her participation in school events, and has shown a genuine interest in DWS.

William Thomas Henry, Sr. ***Knight of Valor*** **Award** – The W. T. Henry *Knight of Valor* is awarded to a graduating senior who has been enrolled in DWS all four years of high school and exhibits the spirit and characteristics of Mr. W.T. Henry, Headmaster from 1989 – 2009. A man of integrity and character, Mr. Henry gained respect and influenced others through his commitment to personal responsibility, his sense of justice, his heart of compassion, and his dedication to moral instruction. The *Knight of Valor* is bestowed to one who reflects the positive attitude, moral fortitude, and sense of dignity found in Mr. Henry's legacy.

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. The first point of contact is below.

Classroom matters	– Teacher
Scheduling questions	– Upper School Counselor
Daily schedule / events	– Student Office Administrative Assistant
Absences, missed assignments	– Student Office Administrative Assistant
Discipline questions	– Upper School Dean of Students
Student concerns	– Upper School Dean of Students or Upper School Counselor
Academic questions	– Department Head
College counseling	– College Counselor
Athletics	– Athletic Director

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 during Office Hours 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 Student Office Administrative Assistant between 7:45 and 8:45 a.m. the morning of the absence. If the office has not received a communication by 9:00 a.m., the parent will be contacted by phone call or email. If verification is not received, the absence will be considered unexcused, and the procedure on page 21 will be followed.

  ****NOTE:** If your child is ill, email the school nurse at schoolnurse@deerfieldwindsor.com.

- Homework assignments will be posted on the teacher's Google Classroom site. If possible, the student should email his/her teachers to request any additional class work or handout.

- In cases of extended absence, parents should consult the Upper School Director 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 Student 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. Failure to do so may result in a zero (0), a late penalty, or a significantly reduced grade when the work is completed.

- Any student absent from a morning class or tardy to school due to illness is responsible for meeting that day with the teacher(s) of the missed class(es) to get 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.

PLANNED ABSENCE – A planned absence is defined as any absence the student or parent knows 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 three (3) days 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.

College Visits – 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 College Counselor or the Student Office and showing this sheet to teachers at least three (3) days prior to the absence. Teachers will write class assignments on the sheet and sign it. All tests, quizzes, and assignments must be taken/completed prior to the absence unless otherwise noted on the advance homework sheet.

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 three (3) 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 *college visit*, notify the College Counselor and the Student Office Administrative Assistant. ****NOTE:** Students must obtain a *College Visit Form* from the college or university. This form must be signed by the college/university representative and returned to the Student Office Administrative Assistant the first day back at school. In addition, the student must follow-up with the College Counselor either in person or through a summary email.

- Prior to any *dental/medical or DMV 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 8:15 a.m. Any written notes after 8:15 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 Student Office Administrative Assistant. Notes must be turned in within 24 hours of the appointment; otherwise the absence and/or tardy will be considered unexcused. If unexcused, the procedure on page 21 will be followed.

- For *all other planned absences*, the student or parent should speak to the Upper School Director as early as possible but **at least one week prior** to the planned absence so that an advanced homework sheet may be obtained. This enables the student to begin the completion of any make-up work.

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. The School Administration will take extenuating circumstances into consideration in the interpretation of this rule.

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 Upper School Student Dean, Counselor, and Director. After ten (10) absences, the student must show unusual circumstances to receive credit for course work.

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. For the safety and peace of mind of students and faculty, visitors will wear a small "visitor" placard. Depending on the schedule of the day, visitors may not be allowed access to students during the school day.

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 Main Office (located in the Media Center) for any assistance in delivering messages or items. Please do not go directly to your child's classroom .

SAFETY PROCEDURES

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

RECORDING VIRTUAL CLASSES

Please be advised that Deerfield-Windsor School and DWS faculty are equipped to record virtual classes and meetings. Classes and meetings may be recorded at the discretion of administration, teachers or meeting organizers.

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.

PROXIMITY CARDS

All Upper School students will be issued proximity cards that allow access to designated exterior doors. Proximity cards are the property of Deerfield-Windsor School and are a primary means of maintaining a secure campus environment. These may not be transferred to another person or possessed by another person. In order to ensure the safety of our campus, lost/stolen cards must be reported to the Technology Department immediately, and a new card will be issued for a fee of $10.00. If the card is not reported lost/stolen or cards are not turned in at the end of the year, the student will be charged a replacement fee of $25.00.

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. Students at the Upper 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.

CONSEQUENCES

The School employs a range of disciplinary actions including verbal and written warnings, demerits, detentions, in-school suspension, work sessions, 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.

STUDENT OFFENSES

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 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*

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.
  - 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.
  - will remain on "Warned Status" for the remainder of the student's time at Deerfield-Windsor School.
  - will choose a counselor from among the members of the DWS faculty to whom the student will report on a regular basis.
  - will be expected to complete a counseling program with the DWS counselor
  - is subject to random, unannounced testing*, with or without grounds for suspicion.
  - A student guilty of a **SECOND** drug or alcohol violation should expect to be dismissed from school immediately.
- 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 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.

DEMERITS

A teacher who deems it necessary to report a student for a general rule violation should complete and have the student sign a demerit slip. This slip, with a full description and explanation of the incident and recommended demerits, is then given to the Upper School Dean of Students who approves the number of demerits the student will receive.

If a student receives twelve (12) demerits during the school year, the Upper School Dean of Students will notify the student's parents and will assign the student a detention. 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 forty (40) demerits during the school year will be placed on Demerit Restrictions for the following year. Sophomores/juniors who accumulate thirty (30) or more demerits during the school year will automatically lose their junior/senior privileges for the first quarter of the following year.

A student on Demerit Restriction should understand that the school expects a significant improvement in conduct. If the student continues to display the type of conduct that placed him/her on demerit restriction, appropriate disciplinary action will occur. The student may be placed on Warned Status, or in extreme cases, dismissed.

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 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, but it is not to be considered definitive.

	# of Demerits
	Cell phone violation - 4
	Dress code violation - 4
	Eating in class, gyms, hallways, or media center - 4
*	Late to class - 4
	Defacing school property - 5 – 12
	Disrespect or discourtesy to a teacher - 5 – 12
	Hazing/Harassment - 5 – 12
	Profanity - 5 – 12
***	Fighting - 12
**	Unexcused absence from class/Leaving campus without permission - 12

NOTE:

* See tardy policies (next page).

** 12 demerits is an automatic morning detention.

*** Upper School students may be subject to suspension of at least 1 day.

TARDY TO SCHOOL

A tardy to school is defined as a student who is not in his/her classroom at 8:15 a.m. *A tardy to first period is also considered a tardy to school*. Any medical appointment, DMV appointment, or court date will be considered excused, and the *Planned Absence* policy (page 15) 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 four (4) unexcused tardies to school in a quarter will serve detention.
A student accumulating ten (10) unexcused tardies to school in a quarter may be suspended.

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 appropriate department head and Upper School Director. Excessive tardiness or leaving class will result in demerits and subsequent penalties (i.e. detention, loss of privileges) as the demerits accrue.

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. (See page 15.) Unexcused absences can occur when a student is not in school for the whole day or if s/he 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 missed work. 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.

STUDENT SUSPENSIONS

If a student is suspended from school, the student will be expected to turn in all work missed and take all missed quizzes or tests 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.

CLASSROOM CONDUCT

At the end of each semester, students will be given a class conduct mark of Satisfactory or Unsatisfactory.

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.

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 WILL NOT BE PERMITTED TO ATTEND FUTURE EVENTS FOR A SPECIFIED TIME.

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, 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 pants, visible tattoos and body piercings (which include but are not limited to excessive ear piercings or nose piercings) are prohibited. Hats may not be worn inside the building. Flip-flops are prohibited – Chacos are permissible. 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, etc.), every school day is a *Spirit Day*, and students may wear a Deerfield-Windsor t-shirt. The only exception to the DWS t-shirt is for second semester seniors, who may wear t-shirts with a college logo. Game jerseys may be worn on game days. If a student is not in spirit attire, the dress guidelines below must be followed.

BOYS will wear collared shirts or DWS t-shirts that are tucked-in and neat pants or appropriate length shorts. Hair will be neat (cut above the brow, collar and earlobe), and boys will be clean-shaven with sideburns extending no further than the earlobe.

GIRLS may wear dresses, skirts and shorts that are of appropriate length. Clothing will not be excessively tight or revealing: low cut necklines, bare backs, bare midriffs, too short. Exercise attire including leggings are prohibited. Shoulders will be covered.

The Upper School Dean of Students 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 must remedy the infraction.

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

PARKING & DRIVING

All students who drive to school must park in a designated space in the Nottingham Way parking lot. Spaces are reserved for seniors and visitors during the school day. Cars are not to be parked on any driveway at any time.

All student-driven vehicles must be registered with the Student Office. Speeding and reckless driving on the campus will not be tolerated. No one is to be in the parking lot except when arriving or departing. Students are not to loiter in any parking lot during the school day, including all flex times.

Drop off and pick up for students who do not drive are in the Nottingham Way parking lot.

LEAVING CAMPUS

Under no circumstances may any student (except seniors who maintain their off-campus privileges) leave campus without first receiving permission from administration and/or the Administrative Assistant. The student must sign out before leaving and sign in upon returning with the Administrative Assistant in the Media Center.

JUNIOR & SENIOR PRIVILEGES

A privilege is something that must be earned; it is not a guaranteed right. Privileges are given to those who are responsible and are willing to work for the extra benefits that they will receive. Privileges are not guaranteed from year to year. If the system does not prove to be effective, it can be discontinued at the discretion of the administration.

Junior Privileges

Juniors who meet the stated conditions will not be required to attend their assigned study hall but may go to designated areas on campus. Juniors may NOT leave campus or go to either gym during school hours. Privileges will be reassessed at the midterm and end of each semester; however, privileges will be restricted as soon as a junior fails to meet the requirements. Juniors with restricted privileges will not be permitted to leave study hall while restrictions are in force.

Criteria for junior privileges are as follows.

- Have no failing grade at progress checks or the preceding semester;
- Have fewer than 10 demerits during a semester;
- Have no more than three (3) unexcused tardies to school during a quarter;
- Have at least 20 volunteer hours completed by the first day of school.

Infractions which could cause loss of junior privileges are as follows.

- Loitering in the hallways during class hours
- Going to the gym during school hours
- Noisy and unruly behavior
- Improper driving and parking
- Missing assemblies or pep rallies
- Leaving campus without permission/unexcused absence from class – loss of privileges for at least a nine-week period
- Suspension - loss of privileges for an indefinite period

NOTE: The above first offenses (other than leaving campus and suspension) will result in a three-day loss of privileges, second offense one-week loss, and third offense for at least a nine-week period.

Senior Privileges

Seniors who meet the stated conditions will receive open campus privileges, i.e. seniors may leave campus during free periods or lunch. Privileges will be reassessed at the midterm and end of each semester; however, privileges will be restricted as soon as a senior fails to meet the requirements. Seniors with restricted privileges will be assigned to study halls during their free period and will not be permitted to leave campus during lunch while the restrictions are in force. The administration reserves the right to enact some but not all of these consequences depending on the situation.

Criteria for senior privileges are as follows.

- Have no failing grade at progress checks or the preceding semester;
- Have fewer than 10 demerits during a semester;
- Have no more than three (3) unexcused tardies to school during a quarter;
- Have at least 40 volunteer hours completed by the first day of school;
- Have at least 55 volunteer hours completed by the first day of the second semester.

Infractions which could cause loss of senior privileges are as follows.

- Loitering in the hallways during class hours
- Going to the gym during school hours
- Noisy and unruly behavior
- Bringing lunch to other students
- Taking underclassmen off campus during school
- Improper driving and parking
- Tardy after being off campus
- Evidence of smoking/vaping while off campus
- Missing assemblies or pep rallies
- Leaving campus without permission/unexcused absence from class – loss of privileges for at least a nine-week period
- Suspension - loss of privileges for an indefinite period

NOTE: The above first offenses (other than leaving campus and suspension) will result in a three-day loss of privileges, second offense one-week loss, and third offense for a nine-week period.

STUDENT LOUNGE

All seniors with privileges may use the student lounge before school, during flex times, during lunch, and during free periods. The lounge must be kept neat and clean. Misuse of this facility will result in the loss of lounge privileges.

FOOD POLICY

Deerfield-Windsor School 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. Seniors (with privileges) that leave campus to purchase outside food for lunch must consume it before returning to campus or at the picnic tables*. However, students may bring breakfast to school from outside sources provided it is eaten in the cafeteria.

No food or drink should be taken out of the cafeteria during lunch or breaks unless special permission is given by the Upper School Dean of Students. Other than bottled water, food and drinks are NOT to be taken by students to classrooms or the gyms. Empty water bottles should always be placed in the recycling bins.

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

HALL CONDUCT
No eating, drinking, or disruptive behavior is permitted in the halls.

PUBLIC DISPLAY OF AFFECTION
Inappropriate public display of affection is not allowed at school.

LITTERING
Deerfield-Windsor School 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.

WEAPONS: Firearms and Knives
Students and visitors should not be in possession of any type of firearm or knife on campus. Possession includes cars, lockers, and book bags. Violation of this policy will result in disciplinary action, which may include suspension or expulsion. (See Weapon Policy on page 37.)

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 or parents wishing to decorate lockers must have items approved by the Upper School Dean of Students.

Students should not go into another 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.

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.

CELL PHONES, SMART WATCHES, PORTABLE MEDIA PLAYERS & OTHER ELECTRONIC DEVICES
During the school day, cell phones, smart watches, and other devices should be turned off unless in a “free zone” or if given permission by a teacher to use in class for instructional purposes. Misuse of a cell phone, smartwatch, portable media player or other electronic devices will result in its confiscation. The device will be returned to the student at the end of the school day.

Students guilty of a violation will receive four demerits. Please urge your parents and friends to not put you at risk by calling or texting you during the school day.

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

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, TikTok, Instagram, 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.
- While students have some ability to limit exposure to the full range of internet users, social networking sites must be considered public, not private spaces.
- 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* below.)
- 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.

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, coaches, and others use email and Google Classroom to communicate important information to students. Students are expected to check their email accounts and Google Classroom *at least* daily. Notifications for Google Classroom will be sent to the student's email account.

This 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 includes

- Use of computers, software, and other information resources to support learning, complete school assignments, and/or 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 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., Snapchat, Instagram, etc);
- 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, email) to conceal or camouflage inappropriate 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, incite 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/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;
- Distributing, forwarding, or posting personal communications that reflect negatively on the school;
- 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, photographing and/or posting online classroom presentations or campus events without the teacher’s permission.

Inappropriate use is also defined as that which might either intentionally or unintentionally compromise 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 signed by the student and parents during the first week of school.

STUDENT DISMISSAL

A student may be dismissed from Deerfield-Windsor School if s/he is not considered to be taking advantage of the opportunities of the school or is considered to undermine the mission of the school. A student's 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
Including Guidelines For Fundraising

ART CLUB strives to use visual art to better the DWS community. The club works to show that art can be used to express compassion and fulfillment.

BETA CLUB bases its membership on academic achievement, responsibility, leadership and good character. A student must earn an A- or higher in every class and may not have an "unsatisfactory" mark in conduct in two or more classes to maintain active membership. An honor violation or serious disciplinary infraction at any time in the high school years may result in permanent dismissal from the club. However, 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 meets grade and conduct requirements the semester after the probation year, the violation may be erased, and the student may be reinstated into active membership.

A student who is a rising ninth grader and Junior Beta Club active member or who is a transfer from another recognized Beta Club or National Honor Society school chapter will be accepted as a member of the Beta Club. A transfer member must notify the Beta Club sponsor at the time of his/her enrollment.

- **Beta Club Graduate**: A student is recognized as a Beta Club Graduate if s/he has been an active member for six of the eight semesters.

KEY CLUB, a student organization of Kiwanis International, functions both as a social and a service club. Membership is open to all students in grades 9-12. Members perform service projects financed by dues and fundraising projects. The objectives of the club are to teach good citizenship and leadership.

SCIENCE CLUB is open to students in grades 9-12. Functioning both as a social and a service club, the membership performs service projects and takes an educational trip during the summer.

STUDENT COUNCIL encourages students to participate in student government as volunteers. The student body elects an executive council comprised of a president, vice-president, secretary, treasurer, and representatives from each grade level as well as members-at-large.

THESPIAN SOCIETY, a student organization of the International Thespian Society, functions both as a social and a service club. Membership is open to students in grades 9-12 who are interested in drama. The membership performs service projects financed by fundraising projects.

YEARBOOK *EXCALIBUR* LITERARY course introduces the theory and practice of journalism including writing, design and photojournalism. The primary purpose of this course is to produce a quality yearbook employing the current standards of high school journalism. The secondary goal is to document the school's population in events and activities throughout a calendar year.

Staff members are responsible for all of the writing, photography, design planning and layouts for the *Excalibur* yearbook. Staff members have the opportunity to attend workshops and learn the proper methods for developing the necessary skills for this publication. While working on this publication, staff members will, hopefully, develop a sense of personal pride and responsibility and will learn skills such as time management and perseverance that will aid in future careers. This course is one year and may not be withdrawn from at mid-year without prior approval by the teacher. With reapplication students may take it every year.

YEARBOOK *EXCALIBUR* BUSINESS course introduces students to the business aspect of the yearbook. Staff members develop skills in advertising layouts, design, and time management, including selling and designing advertising, maintaining complete and accurate financial records, and designing Senior Tributes and portrait pages. This course is one semester (fall); with reapplication students may take it every year.

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.

ATHLETIC AND ACADEMIC COMPETITION

ATHLETIC COMPETITION

Participating in athletics, whether on an intramural or on an interscholastic level, can provide an important part of the student's total education. Teamwork, sacrifice, and dedication to a goal can teach lessons rarely learned in the classroom. Deerfield-Windsor School 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 and the GHSA Code of Behavior.

The Upper School team sports include the following.

Varsity Archery	
Varsity Baseball	JV Baseball
Varsity Basketball	JV Basketball
Varsity Basketball Cheer	JV Cheer
Varsity Basketball Danceline	JV Football
Varsity Clay Target Sports	
Varsity Cross Country	
Varsity Football	
Varsity Football Cheer	
Varsity Football Danceline	
Varsity Golf	
Varsity Soccer	JV Soccer
Varsity Softball	JV Softball
Varsity Swimming	
Varsity Tennis	
Varsity Track	
Varsity Wrestling	

SPORTS AWARDS

The following three awards are presented at the Spring Sports Assembly.

The C. Z. "Bobo" Webb Memorial Award (Scholar-Athlete Award) – The Deerfield-Windsor Booster Club annually presents a Scholar-Athlete Award to a graduating senior in memory of "Bobo" Webb. This award is in recognition of Mr. Webb's enthusiasm and great love, devotion, and contributions to Deerfield-Windsor School. The qualifications are as follows.

- Six (6) athletic letters in a GHSA sponsored varsity sport
- Two (2) of these letters must be earned during the senior year
- Recipient must exhibit leadership and citizenship
- The recipient is the student in this group with the highest GPA

Deerfield-Windsor School Athlete of the Year – The Deerfield-Windsor School Athlete of the Year shall be that senior boy or girl selected by the coaches as the one who, barring injury, has participated in three (3) GHSA sponsored varsity sports, excelled to achieve recognition beyond team membership, demonstrated a spirit of cooperation and leadership, and who has proven himself or herself to be scholastically conscientious and socially responsible.

Byers Morris DWS Service Award – The Byers Morris DWS Service Award is presented to a student who shows exemplary service to the Deerfield-Windsor School Athletic Program. This student exhibits the spirit and characteristics of Byers Morris by going above and beyond the call of duty to the athletic department.

ACADEMIC COMPETITION

Just as athletic competition hones the physical skills, academic competition sharpens the intellectual skills. Deerfield-Windsor School commits itself to the support of academic competition.

- Literary competition includes One-Act Play and various essay, oratorical, and vocal music events.
- A Math Team represents Deerfield-Windsor School in competition.
- An Academic Bowl Team represents Deerfield-Windsor School in state and national competitions.
- A Robotics Team represents Deerfield-Windsor School in local and state competitions.
- A Mock Trial Team represents Deerfield-Windsor School in local and state competitions.

ACADEMIC ELIGIBILITY FOR COMPETITIVE EXTRACURRICULAR ACTIVITIES* (per GHSA guidelines)

- **Fall** – To be eligible for competitive fall extracurricular activities, a student must pass five (5) classes for the prior year. (Only classes taken in the spring semester may be used for eligibility purposes.) The end of course grade is the grade used for eligibility.
- **Spring** – To be eligible for competitive spring extracurricular activities a student must pass five (5) classes for the prior fall semester.

ACADEMIC ELIGIBILITY FOR NONCOMPETITIVE EXTRACURRICULAR ACTIVITIES*

- **Fall** – To be eligible for noncompetitive fall extracurricular activities a student must pass five (5) classes for the prior spring semester or for the year.
- **Spring** – To be eligible for noncompetitive spring extracurricular activities a student must pass five (5) classes for the prior fall semester. Students failing to pass the required 5 subjects for the fall semester may become eligible at the end of the next quarter (midterm) if they are passing all current subjects.

***Note:** *A student on Academic Probation may be ineligible for participation in extracurricular activities.* (See page 7.)

CODE OF GOOD BEHAVIOR

While the preponderant majority of schools, and all associated with each school, clearly and consistently exhibit appropriate sportsmanship, 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.
- Students and all other fans (especially parents) should be informed of behavior that 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. 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 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 manner becoming a host or guest at any event.

GHSA CODE OF BEHAVIOR

Member schools are required to conduct all relationships with other schools in a spirit of good sportsmanship.

- It shall be the responsibility of a member school to use every means at its disposal to impress upon faculty, students, team members, coaches, and spectators the values of sportsmanship in preparation for the management of interscholastic contests. Contest officials have the authority to have any and all individuals removed from the confines of the contest whose behavior has become a distraction and/or hindrance to the administration of the event. This may include, but is not limited to, verbal and visual gestures.
- The Executive Director shall have the authority to assess penalties against schools and/or coaches for conduct unbecoming a professional educator or coach committed by coaches or other school personnel at GHSA events. Penalties against schools may include fines, probation or suspensions; and penalties against coaches and other school personnel may include suspension from GHSA events.
- It shall be the responsibility of the home or host school to take the following precautions at all interscholastic athletic events: (1) Take proper steps and precautions to insure crowd and spectator control, including having an administrator (or designee) from the host school to function as "Game Manager" at all GHSA sanctioned events. EXCEPTIONS: Golf and Tennis. (2) Take steps to insure the comfort and security of all players, coaches, and officials. (3) Have in place sufficient security personnel to handle any crowd-control problems that might reasonably be expected. (4) Security escorts must be provided to game officials by the host school at all GHSA sanctioned contests, before, during and following the contest - including to their vehicles. (5) Provide a safe and secure changing area for contest officials, free from traffic by school staff, students and spectators.
- Each school must develop a plan to handle fight situations that may occur during an athletic contest. (1) Attention must be given to keeping substitutes in the bench areas throughout the fight, and to keeping spectators away from the competitive area. (2) Schools whose substitutes leave the bench area to go to the area of a fight will be fined by the GHSA Executive Director. (3) All players who are involved in a fight and any substitutes who leave the bench area during a fight or potential fight and are ejected from the current contest, will be subject to the sit-out rule. (4) The GHSA office may review film to determine participants in a fight situation, or to determine athletes leaving their bench to go to a fight, or to verify the correct number worn by a player in either of these situations. Note: penalties may then be levied, modified or changed based on this film review.
- Players and coaches are expected to exhibit good sportsmanship before, during and after a contest, even if the game officials do not have jurisdiction. Behaviors such as taunting, fighting, etc., are forbidden.
- No coach may remove his/her team from competition before the end of the contest unless it is done in accordance with the playing rules of that sport.

NOTE: The above is a brief overview of the GHSA Code of Behavior. See GHSA Handbook under Quicklinks on the DWS website for all codes and rules.

GHSA 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.

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 GHSA 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.

The four (4) post-concussion stages with student and teacher perspectives and actions follow.

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 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 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.

Weapon Policy

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, 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 nunchucks 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 of 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.