



THE

WESTFIELD

SCHOOL

Lower School Student & Parent Handbook *2026-2027*

The Westfield School reserves the right to change any procedure and policy or rules and regulation with or without notice. The school will attempt to keep all affected parties informed of all changes as soon as possible. However, some changes may be made immediately due to unforeseen circumstances. The Westfield School reserves the right to discipline or dismiss any student who exerts an undesirable influence in the school or who cannot adjust to the environment, supervision, or rules and regulations.

ACADEMIC PROGRAM for LOWER SCHOOL

Students in Pre-Kindergarten through Grade 5 begin building an academic foundation for a college preparatory curriculum. In addition to this, there is an inclusion of Christian teaching through Bible lessons. Teachers carefully plan the instruction to provide a nurturing and loving environment in which the young child can mature as a whole person and as a student. Curriculum materials are selected from various publishers, to give a well-balanced and thorough preparation at each grade level.

Curricular Emphasis

Pre-Kindergarten & Kindergarten

Reading Readiness/Reading	Social Studies
Math Readiness/Mathematics	Geography
Science	Citizenship & Socialization
Penmanship & Writing	

Grades 1-5

English/Language Arts		Penmanship
Reading	Science	Citizenship & Socialization
Mathematics	Social Studies	

Enrichment & Physical Education Programs

It is the philosophy of The Westfield School that a well-educated child is one who is exposed to a variety of worthwhile activities and introduced to areas of interest that he might not discover for himself. The Enrichment Program for Pre-Kindergarten through Grade 5 gives each child exposure to, and instruction in the fine arts, technology, foreign language, physical health and education, library skills, all valuable tools for life-long learning.

Enrichment and PE Grading Scale for Lower School Students

ME = Meets Expectations MP = Making Progress NP = Needs Progress

Pre-Kindergarten & Kindergarten

Students in these grades attend different enrichments each week. The following Enrichments are emphasized at this level:		
Music	Physical Education	
Technology	Library	

Grades 1-2

Students in these grades attend different enrichments each week. The following Enrichments are emphasized at this level:		
Art	Music	
Technology	Library	Physical Education

Grades 3-5

Students in these grades attend different enrichments each week. The following Enrichments are emphasized at this level:		
Art	Music	
Technology	Library	Physical Education

Students in grades 4th and 5th also attend Choral Music class 1 day per week.

Spanish

Spanish is instructed daily to students in Pre-Kindergarten through 5th grade.

Grade Reporting

Electronic grade reports will be provided for all Lower School students at the end of each quarter grading period. Weekly grade reports for third, fourth and fifth grade students are available to parents through the school’s website via Veracross portal. Neither the report card nor a transcript will be released at the end of a semester or at the end of the school year until all accounts are cleared, including past due tuition, library fees, lunchroom fees, business fees, lost or damaged textbooks, and any other outstanding obligation.

Pre-Kindergarten and Kindergarten Grading Scale

ME = Meets Expectations MP = Making Progress NP = Needs Progress

Grades 1 - 5 Grading Scale

A+ = 97 - 100 B+ = 87 - 89 C+ = 77 - 79
A = 93-96 B = 83 - 86 C = 73 - 76
A- = 90 - 92 B- = 80-82 C- =70-72
Any grade below 70 constitutes failing F.

Homework and Outside Assignments

Regularly scheduled evening and weekend homework assignments are an extension of the learning process. All teachers are expected to make regular homework assignments and to assess the performance of those assignments through regular evaluation of the quality of work done. Assignments will be meaningful, regular, and of reasonable length.

Student Recognition

The Lower School holds an annual Awards Assembly for students in Grades 4-5. High Honor is awarded to students making all A’s in each subject per quarter. Honor Roll is awarded to students making an overall A average per quarter.

The Westfield Honor System

The Westfield School is committed to creating a Christian environment that encourages intellectual and spiritual growth in each of its students. This can occur through independent thinking and the free exchange of ideas by every member of the community. Each student should challenge himself/herself to grow in personal knowledge and character. The school community is based on the strengths of its members as each person functions on his/her willingness to pool personal resources with those of the wider community. Since no one individual has all the skills and ideas essential to our community, sharing is important.

The spirit of sharing is quickly undermined when one takes credit for the work and ideas of another. Our community learns from the faculty, our books, technological resources, and each other. In this atmosphere of mutual trust and sharing, a student’s work must be his/her own. This principle applies to quizzes, tests, exams, essays, term papers, special projects, homework assignments, etc. The Honor Code is a standard that sets The Westfield School apart from many other schools. It is a standard by which our lives are judged, our respect is earned and our work validated. When a student pledges his/her honor on any assignment, this word is a guarantee of the originality and integrity of the work. Our school family and the system of honor upon which it is based remain strong and most effective when every person in the school community believes in and lives by these enduring principles.

The mission of the Honor Code of The Westfield School is to support the college preparatory education in a Christian environment, to promote honesty and trust among students and between students and faculty, to protect the integrity of the academic program, and to uphold the standards of excellence of The Westfield School.

When a violation of the Honor Code occurs, the entire school community suffers because the fundamental principles of relating to each other have been damaged. It is a rare privilege to study in an environment of trust and mutual respect. Therefore, each student at The Westfield School is expected to uphold the Honor Code so that all may benefit from an environment that is positive and conducive to learning.

Honor Code

A student of The Westfield School is expected to be a person of integrity and to uphold the Honor Code.
A Westfield student will not lie and will not tolerate those who lie.
A Westfield student will not steal and will not tolerate those who steal.
A Westfield student will not cheat and will not tolerate those who cheat.

Promotion Policy

Promotion to the next grade requires successful completion of all academic courses (English, math, social studies, and science) and compliance with Westfield’s attendance policy. Students who fail a year long course while enrolled at Westfield will have their academic record reviewed and a course of action will be recommended.

Standardized Testing

The Iowa Test of Basic Skills (ITBS) is administered annually to students in Grades 3, 4 and 5.

Withdrawal & Transfer

Withdrawal or transfer notice must be initiated by contact with the Lower School Director. No transcript will be released until all financial obligations are cleared with the Business Office. Transcripts will be mailed to another school only upon written request from the parent/guardian.

Release of Report Cards and Transcripts

Neither the report card nor a transcript will be released at the end of a semester or at the end of the school year until all accounts are cleared, including past due tuition, library fees, lunchroom debts, lost or damaged textbooks, past due bus fees, and any other outstanding obligation. Report cards are issues at the end of each quarter via Veracross

Quarter Dates:

- 1st Quarter: August 6, 2026 -October 8, 2026
- 2nd Quarter: October 14, 2026 -December 18, 2026
- 3rd Quarter: January 5, 2027 – March 12, 2027
- 4th Quarter: March 15, 2027 -May 20, 2027

SPECIAL PROGRAMS for LOWER SCHOOL

Each grade level in the Lower School participates in programs and special events which allow the children to have the experience of speaking in front of their peers, their parents and grandparents. Following are a few of the special programs designed for lower school students:

Pre-Kindergarten: A Super Summer Send-off at the end of the school year invites parents, grandparents, and friends to be entertained and amazed by all that students have learned during the school year.

Kindergarten: Kindergarten Graduation, an annual tradition, provides an opportunity for students to celebrate all that they have learned in preparation for First Grade. Each “graduate” wears a cap and gown and receives a Kindergarten diploma.

Grade 1: A highlight of First Grade is the annual celebration of the First Thanksgiving, when parents are invited to experience the re-enactment of the Pilgrims and Indians.

Grade 2: Everyone looks forward to the time when the second graders, in penguin costumes, sing and tell the story of *Mr. Popper’s Penguins*.

Grade 3: Third grade learns about entrepreneurship as they become producers of goods and services. They exchange currency for their products or services on Market Day.

Grades 4: Fourth grade learns about Why America is Free. They perform a Patriots Day program and spend the day experiencing what it was like to live in colonial times.

Grade 5: The fifth grades’ Crossing the Quad Ceremony celebrates the end of Lower School and an introduction to Middle School.

Grade Pre-K -- Grade 5 combine efforts and talents each year to present a major production to entertain their parents, grandparents, and friends at the annual Grandparents’ Day extravaganza.

LOWER SCHOOL SCHEDULE

Grades PK - 5: 8 a.m. - 2:50 p.m.
After School Program: 2:50 p.m. - 6 p.m. (Grades Pre-K - 5)

Lower School Daily Schedule

7:40 a.m.	Faculty Arrival Time
7:45 a.m.	Students May Arrive
7:57 a.m.	Notification Bell
8:00 a.m.	School Begins
2:50 p.m.	Dismissal of Students
3:00 - 3:30 p.m.	All teachers are available in classrooms for After School Tutorial
3:45 p.m.	Faculty Dismissal, Monday – Thursday
3:30 p.m.	Faculty Dismissal, Friday
7:40 a.m. – 4:00 p.m.	Administrators and Administrative Assistants

Before and After School Supervision

The school and classrooms are open at 7:45 a.m. for student arrival. The school does not provide supervision for students arriving before 7:45 a.m. Lower School students should not remain on campus after 3:10 p.m. unless they are involved in a school sponsored activity. Students remaining at school after 3:10 p.m. will be taken to the After School Program (ASP) and their parents will be billed the daily rate for this service.

GENERAL INFORMATION

Emergency Drills

Fire, tornado, and lock down drills will be conducted periodically. Students are expected to proceed silently and quickly and to follow the teacher’s directions.

Field Trips

Students are encouraged to participate in field trips planned and organized by the classroom teacher. The participating student will be provided a “Parent Field Trip Permission Form” that must be signed and returned in order for the student to participate. Parents who participate in field trips are not to bring siblings along. Parents who accompany a field trip group may be asked to assist the teacher in charge, with chaperone duties associated with the field trip. Siblings may not participate in class field trips.

First Aid

Any accident or incident requiring medical attention for a student should be reported immediately to the Middle School office. Minor first aid may be administered.

Illness at School

The School will notify parents if a child becomes seriously ill at school, especially if a child exhibits symptoms of a fever, nausea, or diarrhea. Students with such symptoms should not return to school until they have fully recovered and are symptom-free for 24 hours without medication.

Immunization

The state of Georgia requires that every student enrolled at The Westfield School provide a certificate of immunization. Students will not be allowed to attend school until this form is on file at the school. Please refer to Admissions/Enrollment requirements for further instruction.

Lost & Found

Any article found will be turned in to the Lost and Found area of Lower School located in the Lower School office. Articles of clothing not claimed at the end of each semester will be donated to a charitable organization.

Class Parties

All class parties held on campus are to be approved by the teacher of the class. Materials for the parties may be brought to the classroom before school, but will be distributed at the time and in the manner of the classroom teacher’s choice. Invitations to parties to be held off campus are not to be distributed at school unless all children in a class are invited.

Questions and Concerns

If you have a question or concern about your child, please contact the classroom teacher. The classroom teacher is your first contact. The preferred method of contact is by email. All staff email addresses are firstinitial+lastname@westfieldschool.org All teachers and administrators may be contacted by email or at the school's main phone number (478-987-0547).

Updating Information

It is important to the safety and well-being of your child for the Lower School office to have the most up to date information for contacting you in case of an emergency. Any changes in home, business, cell, and other emergency addresses or phone numbers should be updated by the parent on Veracross.

POLICIES

Attendance Policy

Regular school attendance and punctuality are essential to a student's academic progress at The Westfield School. The practice of regular and consistent attendance with attention to being on time and prepared for class at every grade level establishes patterns and attitudes that will become positive, lifelong habits. Absences for other than illness or emergency are to be avoided. Parents are encouraged to schedule vacations, trips and activities so that students do not miss scheduled class time. In addition, parents are also encouraged to make every effort to arrange medical, dental and orthodontist appointments for students after the school day or on days when students do not have school. While teachers can arrange for students to make up written work that has been missed during an absence, the time and classroom participation missed with an absence or tardy cannot be fully recreated. **Parents must call by 9 a.m. if student will be absent.**

Absences

1. Repeated absences - The Westfield School's academic rigor requires that each student be present daily. If a student is absent more than 9 days per semester or 18 days for the year, they are subject to repeating the grade level. Parents receive regular updates on absence totals.
2. Lesson plans and assignments will be posted on Veracross. Students should complete the assignments missed while absent from school in a timely manner.
3. Absences during the school day -- Absences for any part of a day should occur infrequently and only in the event of compelling circumstances. A parent or designated representative of a parent must sign the child in or out of the Administration Building when coming to school after 8:00 a.m. or leaving school before the regular dismissal time (2:50 p.m.) The students will be escorted to the Administration Building.
4. Illness -- Please do not send your child to school when he or she has a fever or a rash of unknown origin. Illnesses are spread rapidly among students. Parents will be called in the case of illness or injury at school. If you are asked to pick up your child, please come to the Administration.
5. Non-Illness -- Absences during the day and for trips are strongly discouraged. Appointments with dentists and doctors should be made for after school hours or during vacation days. The person who comes to pick up the student must sign him or her out in the Administration Building. Emergency absence requests, other than medical, will be handled on an individual basis with the Lower School Director.

Tardies

A Westfield student is expected to be punctual to school and class. If a student is tardy, the parent is required to sign the child in at the Middle School office. Parents will be notified if tardiness is habitual. The Westfield School takes seriously our endeavor to provide a quality-based education. Tardiness interrupts instructional time. Please make a commitment to be on time to school.

Behavioral Policy

The Westfield School seeks to educate its students toward living moral, virtuous lives, by cultivating in them habits of everyday living that are characterized by honesty, integrity, generosity, and concern for the well-being of others. With this as our goal, we encourage parents to work in concert with the school to provide appropriate and consistent limits. These expectations provide an atmosphere conducive to education, help keep children safe, and instill in them the qualities of self-discipline and personal responsibility that mark the lives of successful adults. Because we believe that our students represent the school, even when not directly involved in a school-sponsored event, we encourage students to exercise good citizenship and integrity at all times. The school will respond with the appropriate disciplinary measures when misconduct occurs at a school event on or off campus. A student enrolled at The Westfield School is expected to abide by the following guidelines:

- **Participate fully in the learning process.** Students need to report to school and class on time, attend all scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for assistance when needed.
- **Avoid behavior that impairs his/her or another student's educational achievement.** Students should know and avoid the behaviors prohibited by our school, take care of books and other instructional materials, and cooperate with others.
- **Show respect for the knowledge and authority of teachers, administrators, and other school personnel.** Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.
- **Recognize and respect the rights of other students and adults.** All students should show concern for and encouragement of the educational achievements and activity participation of others. Students should conduct themselves in a manner that would be a credit to their school, family, and themselves.
- **Promote personal and school pride.** All students should demonstrate a high degree of respect for themselves, their school, and their peers.
- **Support through actions and speech the Christian mission of the school.**

Harassment and Bullying -- The act of intimidating others physically, verbally, written, electronically transmitted, or violating the property of others will not be tolerated.

Vandalism -- Destroying, mutilating, or defacing objects or materials belonging to The Westfield School, school personnel, or other persons will not be tolerated. Students will be held monetarily responsible, punished and may be dismissed from school.

School Bus Transportation

Students of any grade riding a school bus to or from school or any school-sponsored event are expected to comply with all school rules set forth in the Westfield Transportation Agreement and this Handbook and must abide by the following rules:

1. Show respect for and cooperate with the driver.
2. Keep hands, arms, and feet clear of aisles and windows at all times.
3. Refrain from throwing objects, either inside the bus or out the window.
4. Walk to, from and near the bus - no running.
5. No eating, drinking or chewing gum on the bus.
6. Keep the bus clean and free from trash.
7. Remain seated and facing forward at all times.

Failure to comply with these rules will result in no longer being able to be transported on the bus.

Field Trip Transportation

The following guidelines will be followed for the transportation of students to and from school-sponsored extracurricular events and activities:

1. Students transported on a bus to an event whose parent transports them home from the event must submit a permission note from the parent.
2. Parents who assume responsibility of driving students to an event may transport other students if a parental permission note from the student's parent is provided to the school. Parents driving must have completed the proper form, which will be kept on file with the classroom teacher.

Visitors and Parents Signing In

Visitors and parents are, in the interest of safety, required to sign in at the Administration Building and receive a Visitors' Pass anytime they are in the building during school hours. Upon leaving, visitors should return to the Administration Building to return the Visitors' Pass before exiting the building. Students are not permitted to have visitors during the school day without the prior approval of the Lower School Director.

Cell Phones and Other Personal Electronic Devices

No cell phones or other personal electronic devices may be used by students on campus during the school day. Texting or receiving texts during school hours is not allowed. Parents who need to send a message to their student during the school day should call the School Office (478-987-0547) to leave a message.

Toys

No toys are allowed at school unless the teacher has given prior approval.

Pets

For the protection and safety of our students, employees and families, pets are not allowed on campus.

LOWER SCHOOL DRESS CODE

BOYS DRESS CODE

- Collared or crew neck shirts
- Shirts must be tucked in
- Slacks and Jeans without holes or frays, neat, clean and hemmed
- Belt must be worn with shorts or pants that have belt loops
- Shorts no shorter than 3 inches above knee
- Shoes or boots with enclosed toes and heels
- Sandals and Crocs must be worn with a heel strap

BOY'S HAIR

Hair should not be below the bottom of the ear, not below the eyebrow nor extend below the top of the collar.

GIRLS DRESS CODE

- Collared or crew neck shirts
- Tops with modest necklines
- Shirts/tops or dresses with other necklines or shoulder baring or back baring designs must have a crew neck or collared shirt worn under the shirt or dress
- Shirts may be worn untucked if designed to be worn untucked and if it is of sufficient length to cover midriff and waist at all times
- Slacks and Jeans without holes or frays, neat, clean and hemmed
- Dresses, skirts, shorts and skorts must be appropriate length
- Leggings may only be worn with a dress
- Sandals and Crocs must be worn with a heel strap

ITEMS NOT ALLOWED FOR BOYS OR GIRLS

- T-shirts
- Pictures, emblems or lettering on clothes
- Logos larger than a 2-inch square
- Sleeveless shirts and undershirts as a shirt
- Shirts, sweatshirts or hoodies with writing
- Athletic shirts, shorts or sweat pants
- Camouflage clothing
- Shoes or boots with more than a 1-inch heel
- Shoes with wheels
- Boots worn with shorts
- Flip Flops
- Any sandal without a heel strap

- Toe shoes
- Cold shoulder shirts
- Fad haircuts or hair colors

FRIDAY SPIRIT DAYS

Students may wear Westfield game jerseys, cheer uniforms, or Westfield t-shirts on Fridays only.

OUTER WEAR FOR BOYS AND GIRLS

- Jackets, coats, sweaters, sweatshirts, or hoodies with appropriate logos/wording or those with pre-approved Westfield logos may be worn.
- Patterned or multi-colored outer wear is approved.
- Westfield approved items from Lands’ End (with or without the Westfield monogram) and our online Spirit Shop/Graphic Guys may be worn.

*Camouflage items are not allowed.

UNIFORM WEAR

Uniform clothing is not required for Lower School students (Pre-K - 5th Grade). However, students in Lower School may purchase and wear to school any of the items on the approved lists for The Westfield School through Lands’ End and our online Spirit Shop (Graphic Guys).

- Lands’ End uniform clothing may be ordered online at <http://www.landsend.com>. Use the “School” tab and search “The Westfield School.”
- Our online Spirit Shop offers required dress uniform clothing through Graphic Guys at <https://westfieldschool.itemorder.com/sale>

PROGRAMS AND SERVICES

Program Mission Statement

The academic mission of The Westfield School is at the college preparatory level. The academic program at Westfield is designed for students of average and above average ability. On occasion, however, students currently enrolled in Westfield experience difficulty maintaining success in the academic program of the school. Academic Support services augment the instructional program of the school by providing support for those students currently enrolled who are not demonstrating success in the academic program.

Goals

1. provide support for the student who is experiencing difficulties in the academic program of the school
2. provide resources and professional support for faculty who work with students who are experiencing difficulties in the classroom
3. provide support for parents through increased communication and networking

Range of Support Available

The Academic Support Center offers the following support programs:

1. tutorial and reinforcement of basic academic skills
2. referral for testing and evaluation
3. study skills training
4. learning strategies training
5. assistance in locating professional tutoring services

Learning Center

Services are open to all students with priority given to students whose school record includes documentation of needed accommodations for learning. Students must be referred by teachers or by medical documentation to receive these services. For more information, contact Anne Moore, Director, or Amy Lauritsen, Coordinator.

Library

Lower School students may check out books and other library materials on a daily basis from the Library/Media Center located in the Lower School Building. All students are expected to pay for lost or damaged books or materials. Library book returns or replacements must be cleared before grades and/or transcripts are released.

After School Program (ASP)

The Westfield School After School Program licensed for Westfield Pre-K through Grade 5 students. Lexie Martin serves as the Director of Auxiliary Services from 2:50 p.m. - 6 p.m. ASP is offered on Westfield school days only.

Should after care be needed, even on one unexpected occasion, we cannot care for your child unless the proper, current paper work is completed and on file. Parents must complete an application form to use the program daily as well as on a drop-in basis. Forms are available on the school website. For more information, contact lmartin@westfieldschool.org or call 478-987-0547.

Westfield Dining Services

Food service for Westfield students, employees and guests is provided daily at lunch and also for morning and afternoon breaks. In cooperation with FLIK, a food service management company, Westfield Dining Services offers a daily variety of authentically prepared, popular, fresh menu selections that are tasty and appealing. The goal of the program is to offer enhanced nutritional selections that contribute to the overall education experience through a quality dining experience.

Menus and food service contract options are available for viewing on the school website. Students not on a meal plan or not purchasing a daily meal ticket may bring a lunch from home if they prefer not to use the Westfield Dining Services. Parents are encouraged to join students for lunch and may charge a daily ticket to their account. **Parents are asked to refrain from bringing food to school or having food delivered for students during the school day.**

The Westfield School
STUDENT AND PARENT HANDBOOK
2026-2027

School Address

2005 U.S. Highway 41 South, Perry, GA 31069-2233

Web Site Address

www.westfieldschool.org

Phone Number

478-987-0547

Fax Number

478-987-7379

Accreditation

The Westfield School holds dual accreditation from The Southern Association of Independent Schools and
The Southern Association of Colleges and Schools (SAIS-SACS)

Memberships

Georgia Independent School Association (*GISA*)
Southern Association of Independent Schools (*SAIS*)
College Entrance Examination Board (*CEEB*)
Educational Research Bureau (*ERB*)

Non-Discrimination Statement

The Westfield School is an independent, non-denominational, coeducational, college-preparatory day school for students in grades pre-kindergarten through twelve. Westfield School admits students of any race, sex, color, national or ethnic origin to all the rights, privileges, programs, and other activities generally accorded or made available to students at the school. The school does not discriminate on the basis of its educational policies, admission policies and practices, scholarship and loan programs, or athletic and other school-administered programs.

The Westfield School is a tobacco-free campus.

The use of any tobacco products on The Westfield School campus is prohibited for students, employees, parents, and visitors.

ABOUT THE WESTFIELD SCHOOL

Mission Statement

The mission of The Westfield School is to provide a premier college preparatory education in a Christian environment.

The Westfield School Core Beliefs

We believe that developing a passion for learning creates independent, critical thinkers prepared for the demands of college and university.

We believe that a dedicated faculty, who inspire, challenge and teach are the key to a student's life long learning.

We believe that participation in athletics, fine arts and interscholastic programs is essential to the development of students' mind, body and spirit.

We believe that embracing community service, compassion for others and the development of leaders provides students the foundation to have a vital role in the future of their world.

We believe in instilling values of integrity, honor, and respect within a Christian environment, reinforced through a partnership of family and school.

And because we believe in these things, we are Westfield.

Philosophy

The Westfield School is an independent school for students in grades pre-kindergarten through twelve, which seeks to provide foundations for a satisfying and productive life for each of its students.

Academically, Westfield encourages excellence for all students. In addition to laying the proper foundations for success at the college level, Westfield seeks to encourage each child to meet challenging standards in accordance with his or her individual ability. The school's learning environment emphasizes development of both the necessary skills and enthusiasm for life-long learning. As a non-denominational school, Westfield encourages a foundation of Christian ethics, principles, and values, and fosters the Christian lifestyle for all students.

Socially, Westfield strives to lay the foundation for the development of productive citizens through extracurricular involvement of its students. These efforts manifest themselves in a variety of areas:

- Athletic participation fosters the enjoyment of competition, fair play, and team spirit.
- Extracurricular experiences develop a sense of participation in academic and literary pursuits to make students more well-rounded citizens.
- Community participation develops a sense of commitment to the community outside the school and to a sense of national and local civic pride.

In all social activities, The Westfield School seeks to encourage honor, moral development, and a sense of self-discipline and personal growth for all students.

HISTORY OF THE WESTFIELD SCHOOL

The Westfield Schools was chartered in 1969 as Perry Christian Day School, and began classes in September, 1970, for grades one through twelve. During the inaugural year, grades one through six were housed in the Perry United Methodist Church; and grades seven through twelve were housed in the Perry First Baptist Church.

The upper grades moved into the facilities on the present campus in February, 1971. The lower grades moved into their new building in September, 1971. The school name was changed to The Westfield Schools in 1971, and the hornet was adopted as the school mascot. The kindergarten program was added in the fall of 1976, and a half-day program for Pre-Kindergarten students was added in the fall of 1992. A second name change came in 2008 when the school was renamed The Westfield School.

Since its inception, The Westfield School has been served by the following headmasters:

Mr. Jim Worrall	1969-1974
Mr. Aaron Turner	1974-1976
Mr. Malcom Moseley	1977-1991
Mr. Marvin Arrington <i>Interim</i>	1976-1977
	1991-1992
Dr. Michael Drake	1992-2001
Dr. Michael Franklin	2001-2007
Dr. Ronald H. Griffeth, Interim	2007-2008
Mrs. Rachel S. Deems	2008-2012
Mr. William Carroll	2012-present

FACILITES

The Westfield Schools is located on a 28-acre campus in Perry, Georgia. The campus includes a total of nine major structures. Three of these buildings were original to the campus: the Lower School Building; the Gymnasium and Lunchroom; and the Middle School Building. Other structures added through the years include the Upper School Building, Gymnatorium, a multi-purpose building for physical education; a Pre-School Building; an Athletic Field House; the Administration Building; a Technology Wing; and an Arts and Sciences building, containing specialty classrooms for foreign languages, art, music, two science laboratories, and a Recital Hall. Also located on the campus are playground facilities; tennis courts; baseball and softball fields; a football stadium; and a multi-purpose athletic practice field.

SCHOOL ORGANIZATION

The Westfield School is governed by a Board of Trustees, whose responsibility is to secure the future of the school. The Board does this by setting policies, hiring and supporting the Head of School, undertaking strategic planning, evaluating the performance of the school, and leading in financial support of the school.

The Board entrusts the daily operations of the school to the Head of School, who supervises and evaluates all programs and personnel. The Head of School is the final arbiter of any disputes, including those of parent issues or student disciplinary issues.

SCHOOL DIVISIONS

The Westfield School is incorporated as a single academic institution. The school is organized into three academic divisions:

- Lower School (grades Pre-K – 5)
- Middle School (grades 6-8)
- Upper School (grades 9-12)

In addition, our students benefit from academic support, enrichment, and from strong programs in the arts and athletics.

TUITION AND FEES INFORMATION

Annual tuition rates and school fees are approved by the Board of Trustees annually (January). Rates are published on the school website and in printed formats. Information regarding tuition rates, billing, and payment of accounts should be referred to the school business office.

COMPUTER-INTERNET ACCEPTABLE CONDUCT & USE AGREEMENT

Please Note: When a student signs the agreement individually or in a handbook, it is referring to The Westfield School policy and the Federal Law. The Federal Law Appendix is at the bottom of this document. Starting with the 2010-11 school year, this agreement is included in the handbooks for all students.

Student and Parent must complete and sign The Westfield School Acceptable Use Policy form. The form must be turned into the student’s homeroom teacher in order for the student to use computer-internet services at The Westfield School.

The Westfield School provides a wide array of technology resources for student use. This agreement, along with the student handbook for each school, outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times. **In accepting this agreement, students acknowledge the following rules and conditions:**

As a student of The Westfield School, I understand that my school network and email accounts are owned by the School and are not private. The Westfield School has the right to access my information at any time.

GOVERNMENT LAWS:

I will use computers in conformity with laws of the United States and the State of Georgia. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems. (A list of Federal statutes from the United States Department of Justice is below as Appendix A).
2. Libel Laws - Publicly defaming people through the published material on the internet, email, etc...
3. Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other’s words or ideas as your own).

NETIQUETTE and RESPONSIBLE USE:

1. I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.
2. I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.
3. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not use computers, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
4. I understand that I am an Ambassador for the school in all my online activities. I understand that what I do on social networking websites such as Twitter, MySpace and Facebook should not reflect negatively on my fellow students, teachers, or on The Westfield School. I understand that I will be held responsible for how I represent myself and my school on the Internet.
5. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else’s name as a joke.
6. I will use The Westfield School computer resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of The Westfield School’s computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify an adult immediately if by accident I encounter materials which violate appropriate use.
7. I will use The Westfield School technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would disrupt the activities of other users.
8. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.
9. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
10. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other’s work without proper citation and permission.
11. I will not use or access files, software, or other resources owned by others without the owner’s permission. I will use only those school network directories that are designated for my use or for the purpose designated by my teacher.
12. I will follow all guidelines set forth by The Westfield School and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
13. I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.

- 14. I understand that The Westfield School administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
- 15. I agree to abide by all Internet safety guidelines* that are provided by the school and to complete all assignments related to Internet safety.

GISA CODE OF GOOD BEHAVIOR

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

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

GISA CODE OF ETHICS

GISA Member schools are committed to maintaining the highest moral and ethical standards in every aspect of their operations. Each school was founded on strong convictions concerning one’s duties to the community and the ordering of society for the common good. Each school seeks to operate in harmony with an understanding of these duties.

SPECIFICS

The GISA suggests the following specific guidelines for its member schools:

ACADEMIC

- 1. Admissions – a school will state clearly, in writing, its qualifications for admission, its full schedule of tuition and fees, its program of study, and its requirements of graduation.
- 2. Scholarships and Financial Aid – a school will adopt a standard procedure for the awarding of scholarships and financial aid. This process will be in writing, available to the public, and explained in full to each applicant for admission. No scholarship or financial aid will ever be granted for the purpose of athletic or literary competition.
- 3. Transfer students – a school will have obtained all records from any school previously attended before final acceptance of a student who seeks transfer.
- 4. Retention of students – no student will be retained in any grade for the purpose of extending eligibility for athletic or literary competition.

ATHLETIC AND OTHER ACTIVITIES

- 1. Each member school will observe both in letter and spirit the rules of the athletic association to which it belongs.
- 2. Each member school will observe both in letter and spirit the rules of any state or national activity in which it participates – *i.e.* N.H.S., Thespians, etc.
- 3. Each school will state clearly in writing, the qualifications for student membership in and/or selections for awards of any group or activity – *i.e.*, athletic letters, cheerleader selection, debate team, etc.
- 4. No member of the school community (administrator, coach, booster club, alumni, organization, etc.) will knowingly initiate attempts to enroll or bring about the transfer of a student for the purpose of athletic or literary competition.

ETHICS COMMITTEE

- 1. The President of GISA shall appoint an Ethics Committee consisting of five members who will serve two-year terms.

2. Before the Ethics Committee can act, a complaint against a member school must be specific, in writing, and presented to the President of GISA who may refer it to the Ethics Committee.
3. The Ethics Committee shall have the right to:
 - a. Investigate an alleged violation of the Code of Ethics
 - b. Make recommendations for dismissal of the complaint or for action (reprimand, probation, dismissal from the association, etc.) against the offending institution at a regular meeting of the Association
4. The GISA will act against an offending school upon two-thirds vote of the members present at a regular meeting.