

# Middle School *and* Upper School Student and Parent Handbook Information 2023-2024

---

## DAILY SCHEDULE

### Middle School *and* Upper School Faculty & Student Daily Schedule

Grades 6-12 – 8:00 a.m. – 3:00 p.m.

#### Detail of Schedule

7:30 a.m. – Faculty arrive

7:45 a.m. – Students may arrive (with supervision)

7:57 a.m. – Notification bell for start of school

8:00 a.m. – Bell rings to start school

3:00 p.m. – Bell rings to end school

3:10-3:30 p.m. – Faculty available in classrooms as needed for tutorial\*

#### Daily Academic Schedule

The academic day operates on a 7-period per day schedule, with a homeroom period preceding the first academic class. The Middle School and Upper School incorporate a series of bell schedules to provide for activity times while preserving academic time.

#### \*Tutorial

Teachers will be available Monday – Thursday for tutorial and assistance before or after school, on the schedule announced and posted by the teacher.

Faculty will encourage all students who need assistance to attend tutorial.

Faculty will request attendance in tutorial when deemed appropriate or necessary.

## ACADEMIC INFORMATION

### College Preparatory Curriculum

The Westfield School provides a college preparatory curriculum designed to equip each student with the knowledge, skills, and development necessary for college success. In addition to academic, fine arts, technology, and general elective courses, the Upper School strives to provide opportunities for growth in leadership commitment to school and community service, and respect and responsibility for the school.

### Honors and Advanced Placement Program

The Honors Program identifies the students who are exceptional in academic ability and in the areas of math, English, and science, who exhibit the qualities to enable them to move at an accelerated pace and to successfully master challenging and advanced content material and concepts. The Honors Program includes math classes, beginning with Geometry and Algebra II; science classes, including Biology, Chemistry, and Physics; social studies classes, including World History; and English classes, including English I and II. The following eligibility requirements are used to identify students qualifying for the Honors/AP Program courses:

94 or above yearly average in prerequisite course will result in Honors/AP recommendation

88-93 yearly average in prerequisite course will result in no recommendation for Honors/AP, however parents may sign waiver to enroll student in Honors/AP

87 or below yearly average in prerequisite course will be required to take college prep level class

The Advanced Placement Program (AP) is a cooperative educational endeavor of the College Entrance Examination Board and participating secondary schools and colleges. Through the completion of this rigorous program, secondary school students have the opportunity to engage in college-level courses and to receive credit for them from the college they attend. The credit opportunity recorded for the student varies from college to college and is determined by the score of the nationally administered AP examination, scored by College Board. The awarding of college credit is the sole decision of the college, and students should inquire as to the score requirement for course credit at the college they plan to attend. In May of the academic year, AP students take the national exam for each advanced placement course in which they are enrolled. The cost of each test is determined by College Board and is the responsibility of the parent. Students receive notice of their scores from College Board in early July. Westfield students who are taking AP classes must take the AP exam in order to receive credit from Westfield. The AP examination scores are reported only to colleges designated by the students; therefore, students should request their scores to be sent to any college to which they are likely to apply.

The AP examination scores are reported according to the following scale:

5-extremely well qualified	2-possibly qualified
4-well qualified	1-no recommendation
3-qualified	

The student's score on the AP Exam does not affect the credit awarded by Westfield for course completion of the final grade in the course. Credit for the AP course is withheld if the student enrolled does not take the national AP exam for the course(s) in which he or she is enrolled.

All AP courses in Westfield's curriculum are fully approved by the College Board audit process, and all Advanced Placement faculty are fully qualified AP trained instructors. The AP Program is introduced at the 10<sup>th</sup> grade level, and Westfield offers the following advanced placement courses and enrolls students in such classes based upon interest:

European History	English Literature and Composition	Human Geography
United States History	Calculus AB (with BC test option)	Pre-Calculus
English Language and Composition		

### DUAL ENROLLMENT

Westfield may offer dual enrollment (DE) classes through a partner university participating in dual enrollment. Such classes offer Westfield students the opportunity to earn both high school and college credit at the same time for the same class. Only dual enrollment classes properly authorized by Westfield will be included in Westfield's graduation requirements, GPA, and official transcripts. Policies of dual enrollment classes are determined by the partner university or college.

### GRADE PRACTICES, GRADE REPORTING, and STANDARDIZED TESTING

#### MIDDLE SCHOOL and UPPER SCHOOL ACADEMIC GRADING SCALE and Weighted Grade Point Average

Grade	GPA	Grade	GPA	Grade	GPA
A+ =97-100	4.0	B+ =87-89	3.0	C+ =77-79	2.0
A =93-96	4.0	B =83-86	3.0	C = 73-76	2.0
A- =90-92	4.0	B- =80-82	3.0	C- =70-72	2.0

Any grade below 70 constitutes failing/no credit (F) and receives a 0 GPA. (GPA for Upper School Students).

#### Weighted Grading for certain Upper School courses:

Honors courses will be weighted with an additional 0.5 to the weighted GPA score for the course.  
AP courses will be weighted with an additional 1.0 point to the weighted GPA score for the course.

#### MIDDLE SCHOOL GRADING SYSTEM

The Westfield Middle School operates on a yearly grade system. The semester average is based upon 45% first quarter, 45% second quarter, and 10% exam. The final year average is calculated on 50% semester one and 50% semester two. While no Carnegie Unit credit is awarded from Middle School courses completed, students' grade record and course completion serve for eligibility to enroll in Upper School and to matriculate into honors level classes and advanced mathematics classes. The 8<sup>th</sup> grade yearly average is used in determining the course of study in 9<sup>th</sup> grade in relevant classes.

Parents may access grades through the parent portal of Veracross, the school's student information system.

#### MIDDLE SCHOOL SEMESTER EXAMS

Semester Exams are given in each academic subject (English, science, social studies, math) at the end of each semester. Elective (enrichment) and physical education classes are not included in the semester exam schedule; however, the teachers of those courses may require a project or performance for grading. All Middle School students take all semester exams each semester. Semester exams will count 10%.

#### UPPER SCHOOL GRADING SYSTEM

Westfield Upper School operates on a semester grade system, with ½ Carnegie unit credit being awarded at the end of each semester based on the final semester average. The final semester average is based on 80% semester grade and 20% semester exam. Parents may access grades through the parent portal of Veracross. All grade reports are provided through Veracross, according to the semester grading calendar published.

#### UPPER SCHOOL SEMESTER EXAMS

Semester exams are given in all academic and academic elective courses at the end of each semester. Elective (non-academic), fine arts, and physical education classes are not included in semester exams; however, the teachers of those courses may require a project or performance for grading. All students take the semester exam in academic classes at the end of the first semester. A student may not take an "early" exam. If a student cannot take the exam during the regularly scheduled exam time, he or she will take the exam at a later date, even if that means after the Christmas holiday break or well into summer. Students who meet all exemption requirements in an academic class will be exempted from the 2<sup>nd</sup> semester exam in that class.

**Exemption Standards for Exemption of 2<sup>nd</sup> Semester Exams**

1. Meet all course requirements for the class
2. Maintain a 90 or better average in the class for the 2<sup>nd</sup> semester
3. Post no Honor Code violation in the class during the school year
4. Post no more than one (1) suspension for any reason during the school year; each day of suspension period counts as an absence.
5. Record no more than 10 total absences for the year in the class (following Attendance Expectations as stated in this handbook.)

**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 fees, business fees, lost or damaged textbooks, and any other outstanding obligation.

**CREDIT AWARDS**

Under normal circumstances, completion of a full year or full semester in any given course is required for credit (Upper School Carnegie Unit; Middle School credit for promotion) to be awarded and applied toward graduation (according to schedule and credit awarded guidelines and student enrollment status).

**PROMOTION POLICY**

Promotion to the next grade level for **Middle School** students requires successful completion (yearly grade of 70 or better) of all required academic courses (English, math, social studies, and science) within the current school year or remediation through an approved credit recovery plan.

Promotion to the next grade level for **Upper School** students requires successful completion (yearly grade of 70 or better) of all required academic courses (English, math, social studies, and science) within the current school year or through an approved credit recovery plan.

**CREDIT RECOVERY**

Students who fail a class (earn below 70 yearly average) in a core course (English, math, science, social studies, foreign language) must make up the credit in a school-approved summer school program, accredited by Southern Association of Colleges and Schools (SACS). The school reserves the right to request attendance, curriculum, and assessments used, along with student work samples. It is the student's responsibility to request that the summer school reports the final grade to The Westfield School.

**Specific Notes about credit recovery**

1. Credit will be accepted by Westfield **only** for courses in which the student received a failing grade during the regular school year. A student **may not** earn credit for a course completed in summer school rather than taking it at Westfield during the regular school term
2. Credit through Georgia Credit Recovery may be accepted. When this option is exercised, Westfield reserves the right to require that assessments be monitored by a school approved monitor.
3. Summer school credit through Georgia Virtual School may be accepted.
4. Westfield complies with the GISA policies concerning summer school and academic eligibility for participating in athletics.

**STANDARDIZED TESTING**

The following standardized tests are administered to students at the following designated levels:

**Middle School**

6<sup>th</sup> grade – 8<sup>th</sup> grade – ITBS (Iowa Test of Basic Skills)

**Upper School**

9<sup>th</sup> grade – PSAT (preliminary SAT) and practice ACT

10<sup>th</sup> grade – PSAT (preliminary SAT) and practice ACT

11<sup>th</sup> grade – PSAT (preliminary SAT) \* National Merit Scholar and practice ACT/Juniors may opt to take the School Day SAT in March and ACT in October

12<sup>th</sup> grade – School Day SAT and ACT\*in October

*Students must register to take School Day SAT and ACT.*

Parents are provided reports of testing results by the School Counselor.

## COLLEGE ADMISSION TESTING

**SAT:** The SAT is a test to measure scholastic aptitude. Westfield is a site for the national test. Students in grades 11-12 are encouraged to take the SAT at the Westfield site. Registration for each test date is completed online at the College Board website, [www.collegeboard.org](http://www.collegeboard.org), where students may locate test centers and dates. The School Counselor can also provide this information. The PSAT (preliminary SAT) is given to all 9<sup>th</sup> – 11<sup>th</sup> grade students.

**ACT:** The ACT is a curriculum- and standards-based educational and career planning tool that assesses students' academic readiness for college. Students in grades 11-12 are encouraged to take the ACT at the Westfield site. Students may locate test centers and dates at the ACT website, [www.act.org](http://www.act.org). The School Counselor can also provide this information.

### WITHDRAWAL and TRANSFER

Withdrawal or transfer notice must be initiated by contact with the School Counselor, who serves as the Registrar. No transcript will be released until all financial obligations are cleared with the Business Office. Transcripts will be mailed to another school upon a request from the parent/guardian.

### MIDDLE SCHOOL CURRICULUM BY DISCIPLINE/DEPARTMENT

#### English

English 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>

#### Mathematics

Math 6 (Grade 6)

Math 7, Topics in Algebra, Advanced

Pre-Algebra (Grade 7)

8<sup>th</sup> Grade Pre-Algebra, Advanced

Topics in Algebra, Honors Algebra I

(Grade 8)

#### Science

Earth Science (Grade 6)

Life Science (Grade 7)

Physical Science (Grade 8)

#### Social Studies/History

World Geography (Grade 6)

Survey of the Bible (Grade 7)

American History (Grade 8)

#### Electives/Enrichments

Music

Art

Foreign Language

Technology/STEM

Christian Ethics

#### Physical Education

Physical Education 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>

### UPPER SCHOOL CURRICULUM BY DISCIPLINE/DEPARTMENT

#### English

English 1,2,3,4

Honors English I, II

AP English Language & Composition

(grade 11)

AP English Literature & Composition

(grade 12)

#### Mathematics

Algebra 1, 2

Honors Algebra 2

Calculus Honors

Geometry, Honors Geometry

Pre-Calculus

AP Pre-Calculus

DE Mathematics

AP Calculus AB (grade 12)

Math Readiness

#### Science

Biology, Honors Biology

Chemistry, Honors Chemistry

Environmental Science

Honors Physics

DE Biology I & II

Anatomy/Physiology

#### Social Studies/History

World History

Honors World History

United States History

United States Government

Economics

AP European History

AP United States History

DE Macroeconomics

DE Psychology

DE U.S. Government

#### Foreign Language

Spanish 1,2,3,4

French 1,2,3,4

#### Physical Education & Fitness

Weights & Conditioning

Personal Fitness

#### Technology

Journalism (1 semester)

SAT/ACT Prep (1 semester)

#### Fine Arts

Art Composition 1, 2, 3, 4

Graphic Design

Upper School Chorus

#### General Electives

AP Human Geography

Psychology

Student Internship (Grades 12)

Study Hall (no graduation credit)

### Notes about Middle School *and* Upper School Curriculum:

1. Academic requirements are prerequisite to the students' enrollment in Honors and Advanced Placement classes.
2. All classes in the master schedule are determined by enrollment. Elective offerings may vary by year.
3. DE (dual enrollment) classes are subject to policies established by partner universities.

## GRADUATION REQUIREMENTS and CREDITS

### Credits required for graduation from The Westfield School: 24 Carnegie Units

English – 4 units

Mathematics – 4 units

Science – 4 Units

Social Studies – 4 Units

Fine Arts – ½ Unit

Foreign Language – 2 Units (same language)

Technology – ½ Unit

Physical Education 1 Unit

Electives – 4 Units

### Recommended for a Strong Educational Experience/Record:

3 or 4 years of foreign language

1 or more fine arts elective(s)

### Explanation of Graduation Requirements

1. English 1 and 2 are required; students may earn required English credits with AP English courses in grades 11 and 12.
2. Algebra 1, 2, and geometry are required. Algebra 1 may be taken in grade 8, but graduation credit is not recorded. Student must take 4 additional math classes (earn 4 units) in grades 9-12.
3. Biology and chemistry are required.
4. Two (2) years of the same foreign language is required.

### Academic Support

The Westfield School is committed to helping students become successful and independent learners. Academic support for 6th-12th is designed for students with a diagnosed mild learning difference who need additional support in order to meet the challenge of the school's college preparatory curriculum.

For a student to receive accommodations, a psycho-educational assessment, completed within the last three years, must be on file at the school. Accommodations may include the following:

- Recording devices
- Laptop
- Assistance with note taking
- Extended time for test and classroom assignments
- Spelling aid such as the Franklin Speller

For more information, please contact Marci Cawthon (6<sup>th</sup> – 8<sup>th</sup>) or Jarrod Lewis (9<sup>th</sup>-12<sup>th</sup>), Directors, or Ms. Amy Lauritsen, Director.

### Learning Center\*\*

The mission of the Westfield Learning Center is to support classroom instruction by developing and implementing quality academic support tailored to each student's unique learning needs while preparing him or her for future academic success. These services are offered for students in Kindergarten through 5<sup>th</sup> Grade in support of and parallel to regular classroom tutorials. Current students may be referred to The Learning Center by division directors, teachers or the counseling office. New students may enroll by recommendation of the Admissions Office. Parents may refer a student by contacting the Learning Center director. For more information or for a copy of The Learning Center's fees, please contact the school at 478-987-0547 or visit the Academics section of our website.

## RECOGNITION OF ACADEMIC ACHIEVEMENT

**Middle School and Upper School** recognize and honor the achievements of students in grades 6-8 and 9-12, respectively, in many ways throughout the school year.

**Annual Student Recognition and Honor Assembly:** The Middle School and Upper School hold annual Awards Assembly programs to recognize and acknowledge academic excellence achievements in many areas of school life of the students in grades 9-12.

**Top Achieving Students:** Middle School and Upper School students posting the top averages in each academic class discipline are recognized at the Annual Student Recognition and Honor Assembly at the appropriate school level.

**Senior Cap & Gown Assembly:** An assembly is held for members of the graduating senior class and their parents to receive their caps and gowns and celebrate highlights of the senior year.

**Special Recognition Assemblies:** The Middle School and Upper School hold assemblies at appropriate times during the school year's regular assembly program schedule to recognize and honor achievement in many facets of academic, athletic, literary, and other extracurricular activities in the life of the school.

**Community Organization Recognition:** Various local civic organizations recognize and honor students who excel in various categories throughout the year. These awards are made as selected by and scheduled by the awarding organization.

### **Honor Graduate Status**

Graduating seniors (beginning with the Class of 2017) whose record while enrolled at Westfield meets the following standards will be recognized with an Honor status:

**High Honor with Distinction** – senior earns a 95 or above academic grade average and takes 2/3 of the Honors/AP courses available at Westfield.

**High Honor** – senior earns a 90-94 (or above) academic grade average and takes 1/3 of the Honors/AP courses available at Westfield (at least one of the courses must be an AP course).

**Honor** – senior earns an 87-89 academic grade average.

\*Note: Honor graduate students must earn a B or higher (or its equivalent) in all elective classes.

### **Valedictorian and Salutatorian**

The valedictorian and salutatorian will be named on the basis of the highest weighted grade point average throughout the Upper School career. If a tie exists in weighted GPA, awards will be based upon overall numeric average of all academic classes taken throughout the high school career. Students must have been enrolled for two years at Westfield in order to qualify for this recognition. The **valedictorian** will be the student with the highest GPA for the Upper School career through the end of the designated cutoff date (April) of the senior year, whose academic record also meets the Honor with Distinction criteria listed above.

The **salutatorian** will be the student with the second highest GPA for the Upper School career through the end of the designated cutoff date (April) of the senior year, whose academic record also meets the Honor with Distinction criteria listed above.

### **STAR Student**

Westfield participates in the Student Teacher Achievement Recognition program (STAR), sponsored by the Georgia and local Chambers of Commerce. The STAR Student is the senior recording the highest cumulative SAT score on a test taken in one sitting before the deadline published by the STAR Program. The STAR student must also rank among the top 10% or in the top 10 of all students' academic GPA'S in the graduating class. The STAR student selects a STAR Teacher for the year.

### **Junior Marshals**

The two male and the two female members of the Junior Class (Grade 11) who post the highest academic averages based on work completed at Westfield at the end of the third grading period of the junior year will be designated as the Junior Marshals. Students must have entered Westfield no later than the first semester of the sophomore year. These students will participate in the school's commencement exercises.

## **STUDENT ACADEMIC SCHEDULING**

### **Counseling for Academic Schedules**

Each student currently enrolled in grades 8 – 11 receives academic guidance from the School Counselor, an administrator, or a subject area teacher prior to submitting course requests for the ensuing year's academic schedule. Students will be assigned to a schedule that meets all of the academic/graduation requirements for the student at his grade level. Every effort is made, then, to assign students to the electives listed as first choice or alternate requests.

### **Announcement of Schedules**

Students' schedules will be made available electronically through Veracross before the designated start date of the school year. The date for publication will be posted on the school website.

### **Course Scheduling: Drop/Add**

Upper School students who present a **qualified need** for a schedule change will be allowed to drop or add courses for the published calendar days at the beginning of the school year for full year courses; and at the beginning of second semester for semester courses taught in the second semester. Such changes will be made through the office of the Upper School Director and must be made in writing on the school's Drop/Add form. Any drop/add that occurs after the designated end date must be approved by the Upper School Director and the teacher(s) of record.

Middle School students do not typically have the opportunity to request a schedule change. Any change of schedule that occurs for a Middle School student should be recommended by a faculty member and must be approved by the Upper School Director.

## **The Westfield School 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 System occurs, the entire school community suffers because the fundamental principles of relating to each other have been damaged. It is a privilege to study in an environment of trust and mutual respect: respect for truth, respect for honor and integrity, respect for school, respect for others, and respect for self.

### **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.

### **Honor Council (Upper School Only)**

The Honor Council is composed of the Upper School Director, a faculty member, and seven student members. It shall be formed in the spring of every year to begin service in the fall of the next school year.

Faculty member:

The faculty member will serve a two-year term and will be selected by the Head of School and the US Director.

- a) Student Members:
  - i. Three from the SR Class who will serve as the leadership for the group, and two each from the JR and SOPH Classes. The faculty will submit a list of candidates to the nominating committee for consideration. The nominating committee (Head of School and US Director) will choose from the faculty recommendations and select the slate of members for the makeup of the Honor Council. Then, the student body votes for the members.
  - ii. Student must have a record free of honor violations in the past year, maintain a GPA above 2.5, and not be involved in the Student Council.
  - iii. Honor Council members must sign a pledge of confidentiality, thus are expected to keep the details of each student case private. Members are also expected to remain impartial during hearings.
  - iv. Should a member be found guilty of an Honor Code violation or suspended from school, he or she will immediately be dismissed from the Honor Council.

### **Honor Code Offense**

A student who violates The Westfield School's Honor Code is brought before the Honor Council, where his or her case will be heard.

Honor Code offenses include the following:

- A) Lying:** intentional attempt to deceive or to present an incomplete version of the facts when communicating with the school faculty, staff, or administration. This includes covering up one's own misdeeds or the misdeeds of others, giving false information, and misrepresenting the truth.

- B) Stealing:** the wrongful taking and carrying away of the personal goods or property of another; larceny; the dishonest taking of property belonging to another person with the intention of depriving the owner permanently of its possession.
- C) Cheating:** giving or receiving aid, offering or asking for any information, and using study notes or books not authorized by the teacher on an exam, test, quiz, project, class work, or homework assignment, in which the student is supposed to complete the assignment on his or her own and under specified guidelines. Cheating also applies to students who provide information about the content of an exam, test, or quiz to another student, as well as copying someone else's homework, class work, lab report, worksheet, or research paper.

### **Honor Council Responsibilities**

The Council is responsible for reviewing specific cases in which the Honor Code may have been violated and making recommendations to the school administration. The Honor Council will:

- A) Provide confidential reporting and hearing process for students or faculty to report suspected Honor Code violations.
- B) After determining if relevant, set a hearing date, time and location, and require student(s) in question to confirm notification of parent(s)/guardian.
- C) During hearing, seek and review information from the reporting individual(s) and from the student(s) in question of Honor Code violation(s).
- D) Decide by consensus whether or not the Honor Code has been violated.
- E) Identify an appropriate consequence if the Honor Code has been violated.
- F) Refer facts of case and recommendation of consequences to the school administration.
- G) Inform student(s) in question and report the decision and any associated consequences.
- H) Maintain secure and confidential records of all hearings. These records will be destroyed at the conclusion of the student's graduation year.

### **COUNSELING SERVICES**

A full-time School Counselor is available to students for college placement advising, personal counseling, and for parent conferences regarding these services.

#### **College Placement Counseling and Advisement**

Westfield's College Counseling Department provides advisement to all students in the Upper School. The School Counselor is available to students for individual conferences with students and parents by contacting the Upper School Office. The following scheduled sessions are planned annually:

A meeting with incoming freshmen and parents is scheduled in the spring defining Upper School opportunities, academic expectations, and college admission criteria.

Meetings for sophomores and juniors are held during the school year to explain test scores, resume' builders, community service, academics, scholarships, and college admission criteria.

Seniors and parents meet during scheduled meetings with the School Counselor to begin the college application process and review the student's transcript.

#### **College Visitation for Juniors and Seniors**

The goal of college counseling is to help students matriculate to a college that is a good match for the student's career and academic success. Juniors and seniors are provided the opportunity to visit with college representatives through school-arranged visits to college fairs when accessible and in college representative visits to the Westfield campus when possible and appropriate. Juniors and seniors are encouraged to visit college campuses. Juniors are allowed one (1) absence for a college visit, and seniors are allowed two (2) absences for college days. These days are considered a school activity (SA) and will not count as absences if the student plans the visit and obtains approval for the visit through the office of the School Counselor. Such visits should be planned and approved two (2) days prior to the date of the visit. It is the student's responsibility to communicate the plan with all of his or her teachers and to make up assignments missed in a timely manner as scheduled by the teacher(s). If more college visits are needed, please see the Academic Counselor.

#### **Personal Counseling**

Westfield's Counseling Department is sensitive to the various needs of its students. Concerns such as relationships, academic performance, anxieties, peer pressure, etc., are addressed with care, compassion, and support. The primary purpose is to assist and guide students so that they will have positive experiences throughout their years at Westfield.



## ATHLETIC PROGRAM

Westfield **Middle School** Students have the opportunity to participate in athletic programs as participation interest and GISA rules allow, including, but not limited to, the following:

Football	Baseball	Soccer
Softball	Golf (boys and girls)	Swimming
Cheerleading	Wrestling	Clay Target Shooting
Basketball (boys and girls)	Cross country (boys and girls)	
Track (boys and girls)	Tennis	

Students in Grade 8 may be eligible according to GISA regulations to participate in varsity level sports competitions when they qualify athletically and academically.

Middle School students are required to meet Westfield eligibility requirements

Westfield **Upper School** students have the opportunity to participate in athletic programs as participation interest and GISA rules allow, including the following:

Football	Baseball	Cross country (boys and girls)
Softball	Golf (co-ed)	Swimming (boys and girls)
Cheerleading	Tennis (boys and girls)	Clay Target Shooting
Basketball (boys and girls)	Soccer (boys and girls)	
Track (boys and girls)	Wrestling (co-ed)	

Participating students must meet the following eligibility requirements in order to participate in the school's athletic program:

1. Provide a physical examination reported on the school's Physical and Medical Release form for the school year. Westfield offers on-site physicals in the spring of each school year at a modest cost to ensure eligibility for the following school year. Physical examination forms are available from the Athletic Director.
2. Post an academic record that meets GISA eligibility for varsity teams. To maintain GISA eligibility for varsity teams, a student must be enrolled in six (6) unit classes each semester and must post a final passing grade (70 or better) in five (5) of those classes each semester
3. Meet any additional requirements established and published by the Athletic Department and Head coaches
4. Meet the interscholastic Eligibility Requirements of GISA.
5. Students must attend five (5) consecutive periods to be eligible to participate in practice and games on game and practice days.

## Sportsmanship

The Westfield School recognizes that a reputation for good sportsmanship is worth far more than winning. Students, parents, and athletes are expected to respect the decisions of the game officials in every instance. Loud complaining and other abusive conduct of fans, and any misconduct on the school's part, are subject to fines and/or punishment from the GIAA. Our teams deserve and need the positive support and enthusiasm from spectators. See GIAA Code of Good Behavior provided in this handbook for the complete statement.

## EXTRACURRICULAR OPPORTUNITIES

The Westfield School encourages participation in extracurricular activities as an enhancement to the total school program and to enhance the personal growth of each student. Clubs meet as scheduled and announced, and each is supervised by a staff advisor. Dues and membership requirements differ. Information of opportunities for participation and membership is made available to all students at the beginning of each school year.

### Middle School

In addition to clubs, other academic and literary groups and competitions are made available to students. Following is a list of the extracurricular clubs and organizations available to students. (Opportunities may vary by year.)

Literary Team (Grade 8)	Prayer Club	Student Council
-------------------------	-------------	-----------------

### Upper School

In addition to clubs, other academic and literary groups and competitions are made available to students. Following is a list of the extracurricular clubs and organizations available to students (others may be added after publication):

Art Club	Foreign Language Club	Tri-Hi-Y
Culinary Arts Club	Green Team	Upper School Chorus
Book Club	Key Club	Upper School Choral Ensemble
Senior Beta Club	Literary Team	Praise Band
Debate Team	Prayer Club	<i>Vespidae</i> Staff (yearbook)
Fellowship of Christian Athletes (FCA)	Student Council	

### **Special Events/Activities**

**Middle School** plans special events exclusively for Middle School students in grades 6-8. These times and events vary with years. Middle School students will be included in certain special events of Upper School in appropriate and limited ways.

**Upper School** plans special events and activities at intervals throughout the school year, and students are strongly encouraged to attend and participate; events may vary by year:

**Homecoming Week** – sponsored by Student Council; includes dress-up Theme Days, school-level competitions and events; held in the fall semester in conjunction with football homecoming game

**Homecoming Court** – female representatives selected by each Upper School grade: 2 representatives from freshman, sophomore, and junior classes; 4 representatives from the senior class

**Homecoming Queen** – one member of the senior class Homecoming Court, elected by the entire Upper School student body as the Homecoming Queen, crowned at halftime of the Homecoming football game

**Football Sponsor** – selected by senior members of football team; one female member of the senior class who has demonstrated significant support for the football team

**Homecoming Dance** – semi-formal dance held on Friday or Saturday following Homecoming Week, for students in grades 9-12 and their guests (guests must be in grades 9-12 also). Each Upper School grade has responsibilities for dance: 12<sup>th</sup> grade provides refreshments and arranges for music; 11<sup>th</sup> grade plans presentation and presides over introduction of Homecoming Court and Queen; 10<sup>th</sup> grade decorates for the dance; 9<sup>th</sup> grade cleans up after the dance and stores/returns decorations to be saved.

**Junior-Senior Prom** – hosted by junior class to honor senior class; 11<sup>th</sup> and 12<sup>th</sup> graders and their guests; held in the final months of the school year. Guests must be in at least the 10<sup>th</sup> grade. The members of the host class (JR's) are required to remain at the Prom the entire scheduled time unless dismissed by the Head of School.

**Sophomore Servers** – designated number of male and female representatives from the sophomore class, selected by junior class, to serve and perform at Junior-Senior prom

### **Statement about Special Selection/Election**

Students elected to positions such as, but not necessarily limited to, Homecoming Court, Sophomore Server, class or club officer must meet GISA/GIAA Eligibility Requirements and any other stated requirements established by the school.

### **LIBRARY/MEDIA CENTER**

Middle School and Upper School students may check out books and other library materials on a daily basis from the Library/Media Center located in the Upper 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.

### **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, and fresh menu selections that are tasty and appealing. Menus and food service contract options are available for viewing on the Westfield 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.**

## GENERAL INFORMATION

### Veracross Student Information System Accounts

All Middle School and Upper School students are provided a login to the school's Student Information System (Veracross). The student bears the responsibility for using the services provided through the student portal in ways which support the student's academic progress and requirements which uphold Westfield standards and expectations. **Students must not share their login information with other students or use other students' login usernames and passwords to enter the database.** Doing so results in an Honor Code violation and is subject to the disciplinary actions associated with Honor Code offenses.

The school reserves the right to monitor all entries made into the school's database.

### Emergency Drills

Fire, tornado, and lockdown drills will be conducted periodically during the school year. 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 teacher in charge. The participating students will be provided a "Field Trip Permission Form" that must be signed by a parent and returned for the student to participate. Parents who participate in field trips may not 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. In most instances, students involved in field trips (including off-campus events for clubs and organizations) will dress as instructed by the teacher in charge and may be asked to wear the Westfield Required Dress uniform as defined in the Dress Code as stated in this handbook.

### First Aid

Any accident or incident requiring medical attention should be reported immediately to the Upper School or 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.

### Immunization and Medical Forms

The state of Georgia requires that each student enrolled at The Westfield School provide a certificate of immunization on the proper form provided by the state of Georgia (Form 3231) and an ear, eye, and dental on the appropriate physician form (Form 3300) available from the family's personal physician or from the local Health Department. Students will not be allowed to attend school until these forms are on file at the school. Any exception to the immunization form must be presented on the Vaccine Exemption Form (20-2-8771). Please refer to Admission/Enrollment requirements for further instruction. Enrolled students should also present.

### Lost and Found

Any article found will be turned in to the Lost and Found area located in the Upper School and Middle School buildings. Clothing and other items that are not claimed at the end of each semester will be donated to a local charitable organization.

### Questions and Answers

Questions or concerns about a class or assignment should be directed to the teacher of record. General questions or concerns should be directed to the Middle/Upper School Director, or Dean of Students, or School Counselor. All teachers and administrators may be contacted by email or at the school's main phone number (478-987-0547). Parents should not call teachers or administrators on cell phones during the school day.

### Updating Student and Family Contact Information

It is important to the safety and well-being of every child that the school has the most up-to-date information for contact in case of an emergency. Any changes in home, business, cell, and other emergency addresses or phone numbers should be updated through Veracross. Questions about or changes to student and family information should be directed to the Technology Department at [helpdesk@westfieldschool.org](mailto:helpdesk@westfieldschool.org).

### Before- and After-School Supervision

The school does not provide supervision for students arriving before 7:45 a.m. unless a teacher or event sponsor specifically calls a session.

Students in **Middle School** and **Upper School** should not remain on campus after 3:15 p.m. unless they are involved in tutorial, or school-sponsored activities. They may not roam the buildings and grounds freely. Parents should make transportation arrangements for non-driving students to be picked up in the carpool line or to be transported by the school's bus transportation service. Middle School students may register to attend the "Hornet Hang Out" After School program. Parents of students remaining on campus after 3:15 may be called. This policy is for the safety and well-being of students as after-school supervision is not available.

### **Visitors to Campus (including Parent Visitors)**

In an effort to maintain the safety of the school and the integrity of the academic program, Westfield requests that all visitors come to the Administration Building to sign in and receive an official Visitor's Pass. The visitor's badge must be worn during your visit on campus and must be visible at all times.

### **Prospective Student/Family Visits**

Prospective students and families are encouraged to visit and should make appointments for tours and classroom visits or shadowing opportunities through the Admissions Office.

### **ATTENDANCE and TARDY**

Regular school attendance and punctuality are essential to a student's academic progress in the rigorous college preparatory curriculum of The Westfield School. Absences for other than illness or emergency should be avoided. All Middle School and Upper School absences are recorded by class period.

Unforeseen absence(s), such as sickness, require(s) a phone call from the parent to the appropriate school office before 9:00 a.m. If no parent call is made to report the absence, the appropriate administrative assistant will contact a parent by email, text message, or phone as a measure of safety and to confirm the absence.

The number of absences in a school year is not to exceed 10 in a given period for exemption of the spring exam.

The school realizes that dental and medical appointments cannot always be made after school hours; however, parents are urged to make these appointments for after school hours whenever possible. Other types of appointments or family activities should be scheduled to avoid interruption of the school day and to preserve the educational experience of the student.

A notification bell rings at 7:57 a.m. School begins at 8:00 a.m.

Any **Upper School** student arriving at the homeroom period classroom after the 8:00 a.m. bell must sign in at the **Upper School office**.

Any **Middle School** student arriving at the homeroom period classroom after the 8:00 a.m. bell must sign in at the **Middle School office**.

Any **Upper School** student arriving at any time after the beginning of the first period class at 8:09 a.m. must sign in at the **Upper School office** and present a parent's note or call the parent from the phone in the school office to have the parent speak with the office attendant in order to be admitted to class.

Any **Middle School** student arriving at any time after the beginning of the first period class at 8:09 a.m. **must be signed in by a parent** in the **Middle School office** in order to be admitted to class.

### **ABSENCE INFORMATION – MIDDLE SCHOOL *and* UPPER SCHOOL**

#### **Absence**

Any school sponsored activity that requires a student to miss a class or a portion of a class is not counted as an absence.

Students should make up all work missed for an absence. It is the responsibility of the student to arrange a time for make-up work to be completed with the teacher, at a date determined by the teacher. In general, work should be made up within a maximum of two (2) days of the student's return to school.

Work assigned prior to an absence may be required to be submitted upon return to school or to be made up on the day of return to school, at the teacher's discretion.

#### **Planned Absence**

Planned absences, such as college visitations or education trips sponsored by a civic or similar organization, require prior clearance from the appropriate administrator, who must be given sufficient time to evaluate the request. If the absence is approved, the student must see each teacher about preparing work in advance or making up work upon return. Scheduling a time for make-up work, including tests, is the responsibility of the student. All make-up work must be completed in a time frame determined by the teacher. In general, work should be made up within a maximum of two (2) days of the students' return to school. The teacher reserves the right to require work to be submitted or made up on the day of return.

#### **Attendance Requirement for Students Involved in After-School Activities**

Students who represent Westfield on an athletic team, in literary events, in fine arts or other school-sanctioned events are required to be in attendance to practice or participate in the activity. Students must attend class for five (5) consecutive full class periods to participate in any activity scheduled for that day.

Any exception to the above statement requires a doctor's documentation of a medical visit on the day of the event, presented upon return to school (same day) from a doctor of record, to be cleared for practice, games, or activities.

**Extended Absence**

Because of the importance of classroom attendance to academic success, the school expects that a student will fulfill all class commitments and meetings. Any absences related to the same condition, continuing longer than fifteen (15) school days during the school year must be evaluated by administration. Factors to be considered include, but are not necessarily limited to, the following:

1. An attending physician's written recommendation
2. The student's willingness and ability to handle independent study. Make-up work is the responsibility of the student and is completed at the convenience of and according to the schedule determined by the teacher, as outlined in this handbook.
3. Completion of a satisfactory level of work in each class

Failure to meet the above criteria may indicate the student should withdraw from Westfield.

The maximum extended absence allowed will be thirty (30) school days in a school calendar year. The Head of School is the authority for any decision regarding extension beyond 30 school days.

**Tardy Policy**

A student is expected to be punctual to school and class; tardiness interrupts instructional time. A student who enters school and/or class after the beginning of the school/class bell has rung will be recorded as tardy.

Students will be assigned detention after their fifth tardy. Following the fifth tardy, every other tardy will result in a detention.

**Determination of a Tardy**

The determination of what constitutes a tardy is solely at the discretion of the school's administration.

**Late Arrival to Class**

When a student does not arrive in class after the first 25 minutes of any class period, the student will be marked absent from the class (after 20 minutes on an amended bell schedule).

**BEHAVIOR EXPECTATIONS and DISCIPLINARY INFORMATION for MIDDLE SCHOOL and UPPER SCHOOL**

The administration of The Westfield School bears the responsibility to protect the well-being and safety of all students enrolled. The rules and guidelines contained in this handbook are intended to serve as benchmarks of acceptable behavior which, in turn, assure the welfare of all. The school administration reserves the authority to discipline students for violations of school rules. This right and authority includes disciplinary action against or dismissal of any student who is involved at any time in any activity on campus, or during a school-sponsored activity off campus that, in the administration's opinion, brings harmful or negative emphasis on the school. The Head of School reserves the right and has the implied authority to impose penalties for violations of policies stated herein as well as for other behavior not prescribed in this handbook. This right includes disciplinary action against or dismissal of any student who is involved at any time in any activity on or off campus that reflects in a negative way on The Westfield School. The administration also may enact punitive measures when, in its judgment, the welfare of a student or the school community is best served.

In keeping with the school's stated purpose of providing a Christian environment and in complying with general good citizenship practices, Westfield students are expected to conduct themselves with respect at all times, in their language and in their behavior toward others. Failure to do so will result in disciplinary action which may include detentions (break, lunch, before or after school), in or out-of-school suspension or other action deemed appropriate by administration, including expulsion.

**Statement of Community**

As a member of The Westfield School community, I will maintain my honor and integrity at all times by creating and upholding an atmosphere of trust, respect, kindness, and consideration for all members of the school and the wider community. All constituencies that make up our community—trustees, administrators, faculty, staff, students, parents, and alumni—should respect, support, defend, cooperate with, speak well of each other and The Westfield School, and place the best interests of the institution first.

**Being Respectful, Honorable, and Accountable**

While the School has no interest in involving itself in a student's off-campus behaviors, the school reserves the right to take action to the extent that those actions impact the individual's ability to continue at school or impacts other students' or employees' ability to be comfortable at school.

Students should be aware that certain activities outside of School hours or off School property may result in loss of privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct that is contrary to the mission of the School, even if such conduct takes place off-campus, during non-school hours, or on breaks. Such behavior will be addressed at the sole discretion of the School, and the School reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct that may have disciplinary ramifications include, but are not limited to:

- Any violation of the law
- Underage purchase, use, or possession of alcohol, illegal drugs or a controlled substance not prescribed to you
- Cyber-bullying or other use or misuse of computers or computer websites that impacts or could impact the welfare of any member of the School community or the reputation or functioning of the school
- Racist, sexist, or bigoted posts/activities
- Impinging on the rights of other students, employees, or members of the School community

When a student does not live up to the school's expectations for behavior, we believe that an opportunity arises for education. This learning process for the student may include both disciplinary consequences for the particular offense, an apology of action, and ongoing support with the goal of encouraging better decision making in the future, and restoration to our community.

#### **Honorable use of Technology**

- Personal integrity and academic honesty are fundamental principles that must be upheld by all members of the Westfield School community to create an atmosphere in which trust, scholarship, and friendship may flourish. These principles are in accord with notions of common decency and respect for the rights and feelings of others. In the world of technology, these principles apply on or off campus. Behavior in the electronic world must reflect the same standards of honesty, respect, and consideration applied face-to-face.
- Students must know they are accountable for any words, pictures, or video they post to social media accounts or sites. The School's discipline system is not designed to be a long list of prohibitions, warnings, and punishments. Rather, it is intended to foster within students a sense of responsibility and respectfulness for themselves and those in the community around them.
- Students should expect that anything they post may become public and should know that the School will act firmly if any acts of harassment, hazing, bullying, or violation of our behavioral standards come to the attention of adults in the community.

#### **School Suspension**

For infractions of the rules, disruptions, disobedience or failing to carry out previously assigned punishment, students may be assigned to In-School Suspension (ISS). This program allows students to remain in school while being suspended from the regular school schedule. For infractions of the rules, disruptions, disobedience or failing to carry out previously assigned punishment, students may be assigned to Out-of-School Suspension. Students will be provided curriculum-based assignments and suspensions may be considered academic or non-academic depending upon the circumstances. **However, students may not compete or engage in any extracurricular activity as a spectator or participant while suspended.**

A Westfield student should conduct himself or herself according to the following best practices:

- Participate fully in the learning process.
- Avoid behavior that impairs his/her or another student's educational achievement.
- Show respect for the knowledge and authority of teachers, administrators, and other school personnel.
- Recognize and respect the rights of other students and adults.
- Promote personal and school pride.
- Support through actions and speech the Christian mission of the school.

#### **Food and Drink**

Food and drink will be allowed in academic buildings on campus **ONLY IF/WHEN** approved by a teacher, club sponsor, or administrator.

#### **Tobacco, Alcohol, Drugs, and Illegal Substances**

The use and/or possession of tobacco (including vaporizers/e-cigs), alcohol, illegal drugs, and illegal substances is strictly prohibited at the Westfield School. Westfield reserves the right to thoroughly investigate any potential violation of this policy. Westfield further reserves the right to drug test any student suspected of violating this policy. Any student who is determined to have brought onto campus, consumed, purchased, or distributed tobacco(including vaporizers/e-cigs), alcohol, illegal drugs, controlled substances, or to have inhaled substances which are intended to produce a hallucinogenic effect, while on campus or while participating in or observing a school sponsored or sanctioned event (*i.e.* dance, athletic event, school trip, etc.) will upon the first offense be subject to school-sanctioned discipline which will include professional counseling at the parent's expense with periodic reports being given to the Head of School by the Counselor, and may include additional random drug testing, suspension from school and/or extracurricular activities of the school and may include expulsion from school. Should there be a second offense, the offending student may expect a more serious punishment with possible expulsion from The Westfield School.

#### **Vandalism and Destruction of Property**

Any student engaging in or present during deliberate destruction or marring of public or private property will be required to pay restitution for the damage and will upon the first offense be subject to school-sanctioned discipline which may include in school suspension (ISS), suspension from school and/or extracurricular activities of the school. In the event of a second offense, the offending student may expect a more serious punishment with possible expulsion from The Westfield School.

**Bullying, Harassment, Fighting, and Threats**

The Westfield School does not tolerate bullying. Any form of bullying, harassment, fighting, or threats – verbal, physical, or cyber-generated – will be treated as a serious offense subject to serious punishment by the school and may include expulsion. A second offense will result in more serious consequences and may result in expulsion from The Westfield School.

**Items Not Allowed at School**

Firearms, knives, explosives, or other dangerous weapons are not allowed on the school campus. The school will report the possession or use of any weapon or firearm to appropriate law enforcement authorities. Any student in possession of any of these items will be subject to serious punishment by the school, in addition to any punishment sanctioned by law. Any second offense may result in expulsion from The Westfield School.

**Cell Phones and Other Personal Electronic Devices Policy**

No cell phones or other personal electronic devices may be used by students during the school day. Middle and Upper School students are required to turn in their personal cellular devices to their homeroom teachers at the beginning of each school day and retrieve their devices at the end of the school day. The devices are held in a locked cabinet within a secure area throughout the school day.

Parents who need to contact students during the school day should call the school office to leave a message.

Any student observed using or receiving texts or calls will be subject to school-sanctioned discipline resulting in the collection of the phone/device, upon the first offense. In the event of a second or subsequent offense, the student may expect more serious punishment which may include In School Suspension. Repeated violation will be viewed as a serious offense and punishment will be appropriate to serious offenses.

**SCHOOL'S RIGHT TO SEARCH**

The Westfield School reserves the right to enter and search cell phones, other electronic devices, vehicles parked on campus, lockers, and other containers, backpacks, or purses that are present, parked, or placed on campus. Searches may be conducted with or without cause.

**SCHOOL BUS TRANSPORTATION**

Students of any grade riding a school bus to or from school or any school-sponsored event (athletic competitions or school-sponsored field trips) are expected to comply with all school rules set forth in the Westfield Transportation Agreement and to abide by rules established and presented by the school.

**RESIDENCY REQUIREMENT**

Students of The Westfield School are required to live with a parent or guardian while enrolled in the school. Any exception to this practice is at the sole discretion of the Head of School.

**24-HOUR OFF-CAMPUS STATEMENT**

The Westfield School has no interest in being a police force for off-campus activities and behaviors, nor does it intend to enforce a 24-hour behavior rule. Nevertheless, students are reminded that off-campus behaviors can become the school's business when the behavior reflects negatively on the school. Any activity off campus which involves issues such as the use or distribution of illegal drugs or alcohol, or pregnancy/childbirth, or other activities which bring discredit to the school can be grounds for disciplinary action and possible expulsion from The Westfield School.

**STATEMENT OF SCHOOL'S RIGHT to EXERCISE CHANGE**

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

**STUDENT DRESS CODE****MIDDLE & UPPER SCHOOL BOYS**

**Shirts:** Shirts must be traditional button down, oxford/cotton, cotton-blend, or similar fabric dress shirt, solid color, stripes, or plaids, long or short sleeves, with no more than top button unbuttoned, or collared polo-type shirt, solid color or stripe, long or short sleeves, with no more than top button unbuttoned; or mock turtleneck or turtleneck. Logos must be no larger than 2" square. Shirts may not be worn as jackets. Shirts must be tucked in at all times on campus (from morning arrival to end of school bell).

**Pants:** Pants must be solid color and normal fit, without elasticized or draw-string waist; must be neat, clean, and hemmed; must not contain holes, frays, or patches. Belts must be worn with pants and slacks which have belt loops. All pants and slacks must fit properly and modestly.

**Jeans:** Jeans must be solid color and normal fit, without elasticized or draw-string waist; must be neat, clean, and hemmed, must not contain holes, frays, or patches. Jeans must not have any distressed finish (tears, holes, cuts,) and washes or fading must not be extreme. Fad finishes are not allowed. Hems must not be torn or frayed where denim is torn or has loose threads at hem. Belts must be worn with jeans which have belt loops. All jeans must fit properly and modestly.

**Shorts:** Shorts must be walking or Bermuda style shorts; must be solid color or seersucker, and normal fit, without elasticized or draw-string waist; must be neat, clean, and hemmed; must not contain holes, frays, or patches. All shorts must fit properly and modestly.

**Footwear:** Shoes and boots must have closed toes; all boots must be worn with pants leg over boot top, not tucked in boots (pants should be boot cut design - fabric should not be cut in order to fit over boots); lace-type boots must be worn with laces fully tied, boots may not be worn with shorts. Sport sandals, slides, house slippers, shower shoes, and flip-flops are not allowed. Crocs are allowed.

**Not Allowed:** Camouflage items/clothing; athletic shorts; hats/caps/headbands in buildings; belt buckles larger than 2 inches; visible tattoos; earrings; make-up; fad haircuts or hair colors

**Appearance:** Hair should not be below the bottom of the ear, not **below** the eyebrow nor extend below the top of the collar. Boys must be **clean shaven**. Hair must be neat, well-groomed and not extreme in color or style. Fad haircuts or hair colors are not allowed.

**Other:** Sunglasses may not be worn indoors. Caps, bandanas, visors, head scarves, and hats are not permitted to be worn in buildings.

### MIDDLE & UPPER SCHOOL GIRLS

**Shirts/Blouses:** Shirts/Blouses must have a traditional button up front with traditional button at the neckline, must be cotton or cotton blend material – NO sheer or silk materials – long or short sleeves, with no more than the top button unbuttoned, or collared polo-type shirt, solid color or stripe, long or short sleeves, with no more than top button unbuttoned, or mock turtleneck or turtleneck. Logos must be no larger than 2" square. Shirts may not be worn as jackets. Shirts may be worn un-tucked if length is sufficient to cover midriff and waist at all times.

**Pants:** Pants must be solid color and normal fit, without elasticized or draw-string waist; must be neat, clean, and hemmed; must not contain holes, frays, or patches. Belts must be worn with pants and slacks which have belt loops. All pants and slacks must fit properly and modestly.

**Jeans:** Jeans must be solid color and normal fit, without elasticized or draw-string waist; must be neat, clean, and hemmed, must not contain holes, frays, or patches. Jeans must not have any distressed finish (tears, holes, cuts,) and washes or fading must not be extreme. Fad finishes are not allowed. Hems must not be torn or frayed where denim is torn or has loose threads at hem. Belts must be worn with jeans which have belt loops. All jeans must fit properly and modestly.

**Shorts and Skorts:** Shorts and skorts must fit properly and modestly; be of appropriate length, be solid color or plaid and normal fit, without elasticized or draw-string waist; and be neat, clean, and hemmed. Shorts and skorts must not contain holes, frays, or patches. No athletic style shorts.

**Not Allowed:** Skirts; dresses; Camouflage items; visible tattoos; excessive earrings or visible body piercings, fad haircuts or hair colors; hair feathers; jeggings and pajama jeans; tunics worn as tops over leggings; leggings worn as pants. (Due to the varying styles and necklines of dresses and the difficulty in managing enforcement, skirts and dresses are not included in acceptable school-day attire.)

**Footwear:** Shoes must have closed toes and heels; modest sandals are allowed; boots may not be worn with shorts or skorts, but may be worn with pants or jeans. Sport sandals, slides, house slippers, shower shoes, and flip-flops are not allowed. Crocs are allowed.

**Appearance:** Hairstyles must be neat, well-groomed and not extreme in color and style.

**Other:** Sunglasses may not be worn indoors. Caps, bandanas, visors, head scarves, and hats are not permitted to be worn in buildings.

### ADDITIONAL DRESS CODE REQUIREMENT FOR MIDDLE & UPPER SCHOOL BOYS AND GIRLS

**Required Dress:** Every Westfield student must have required dress items to be worn **every Wednesday** throughout the school year and also on designated occasions. This attire must be worn on special designated occasions. Westfield monogrammed shirts (white, dark green, and light yellow) must be purchased from the school's designated vendors: Lands' End and Graphic Guys, our online spirit shop available via our school website. The shirt must have the word WESTFIELD monogrammed on the front left chest area. Shirts with Westfield athletic logos are not acceptable for required dress. Hoodies with Westfield logos may be worn on required dress days.

**Boys:** long khaki pants and a collared Westfield white, dark green, or light yellow monogrammed shirt (oxford or polo type, long or short sleeve). Boys' shirts must be tucked in at all times. Shoes for this required dress must be closed-toe, closed-heel, non-athletic shoes or nice dress boots.

**Girls:** long khaki pants (no capris) or an appropriate length khaki skort and a collared Westfield white, dark green, or light yellow monogrammed shirt (oxford or polo type, long or short sleeve). Shirts may be worn un-tucked if length is sufficient to cover midriff and waist at all times. Shoes for this required dress must be closed-toe, closed-heel, non-athletic shoes or nice dress boots (must be worn with pants – not skorts). Skirts may not be worn.



## **AMENDED DRESS CODE FOR FRIDAYS AND OTHER SPECIFIC OCCASIONS**

Students may wear Westfield game jerseys or Westfield t-shirts on Fridays only. As a senior privilege, designated "college gear" garments will be allowed for seniors on certain announced days, as determined by the school.

## **OUTER WEAR FOR LOWER, MIDDLE & UPPER SCHOOL BOYS AND GIRLS**

- Sweatshirts and hoodies (Westfield only) may be worn over a collared shirt (or over a Westfield t-shirt on Friday spirit days). No other sweatshirts/hoodies may be worn.
- Solid color pullovers and vests (such as Patagonia, Columbia, Vineyard Vines, etc.) over a collared shirt may be worn.
- Jackets and coats without any wording may be worn.
- **Camouflage outerwear items are not allowed.**
- Westfield approved items from Lands' End (with or without the Westfield monogram) and our online Spirit Shop/Graphic Guys may be worn.

***School administration and faculty will make all determinations in appropriateness of dress and appearance.***

## **GISA/GIAA CODE OF GOOD BEHAVIOR**

As a member of the Georgia Independent School Association (GISA) and the Georgia Independent Athletic Association (GIAA), The Westfield School abides by and fully supports the following Code of Good Behavior.

### **GISA/GIAA CODE OF GOOD BEHAVIOR**

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

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 are to be treated with honor, dignity, and respect before, during, and after each athletic or literary event.
4. 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.)
5. When the contest is over, it is over. Period. Any complaints must be filed according to the association rules and regulations.
6. 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.
7. Persons who do not behave properly (or who have violated this code or broken laws, etc.) are to be warned and asked to leave the premises. (In case of law violations, these matters need to be handled by the security personnel, taking appropriate action as may be deemed necessary.)
8. Ultimately, the school head 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 becoming a host or guest at any event.