

Westfield Friends School Parent/Student Handbook 2018-2019

Mission

Westfield Friends School is grounded in the Quaker belief that the Divine Light exists in each person. Within our dynamic academic environment we guide our students to develop personal integrity, leadership skills, and a passion for learning. This foundation inspires our students to actively engage in serving their communities and the world.

Philosophy Statement

Operating under the care of Westfield Monthly Meeting of the Religious Society of Friends, Westfield Friends School is grounded in the historic Friends' testimonies of simplicity, peace, integrity, equality, community and environmental stewardship. It cultivates these values among students, faculty and staff, inspiring them to seek for that of God in all. Its goal for its graduates is that they will be self-reliant, respectful of themselves and others and possessed of academic skills of the highest caliber. It prepares them for a lifetime of learning and active engagement with their communities and the larger world.

Statement of Parental Support

We expect that parents, as members of the community, understand and endorse the mission statement of the School and are committed to abiding by the policies and procedures stated in this handbook. We are committed to a school where everyone - student, teacher, staff and parents alike - treats one another with respect. Parents often have questions and or concerns regarding their children's education; this is normal and healthy. However, we believe that every person deserves the respect to have those concerns pertaining to them brought directly to them first. Not going to the source to discuss an issue does nothing to solve a problem and only serves to undermine the work of all involved. Therefore, we ask that when you have a question or a concern, you go to the source first, and not to other parents, or other members of the staff.

We encourage parents to take an active interest in their children's work and life at School. Positive ways to support your children's education include: getting to know classmates, teachers, and other parents; attending Meeting for Worship; engaging in volunteer activities; attending Back to School night and parent conferences; as well as being involved in Parent Council events throughout the year.

We also encourage parents to demonstrate their interest in their children's education by encouraging their regular and prompt attendance, by asking about their work, and by providing structure and quiet, appropriate places to study. Parents can be an important resource for students by answering questions and directing them to appropriate learning materials. However, because teachers need to evaluate students' work and progress, it is critical that parents encourage independence and refrain from doing their children's assignments themselves. Rather, parents may guide students in their work, suggesting resources and explaining the underlying principles of an assignment. The goal of any assistance that parents may provide should be to enable students to complete their own work.

Lastly, paying your tuition on time allows us to focus our time and resources where they most belong: on your children.

In summary, we encourage parents to involve themselves in the life of the School and to support us in fostering the values of Simplicity, Peace, Integrity, Community, Equality and Stewardship.

AFFORDING WESTFIELD FRIENDS SCHOOL

To support our outstanding teachers in providing a superior education, developing quality of character and intellectual growth in each student, Westfield Friends School endeavors to set tuition fees in an affordable range for all. The school has a commitment to diversity and the Quaker testimony of equality and we seek to include families from all economic backgrounds. In an attempt to support this commitment, based on a families income/assets and demonstrated need, financial aid awards are made annually in the early spring of the previous academic year. Since the demand for financial aid often exceeds projected available funds, we cannot meet all demonstrated need.

It is assumed that an education at Westfield Friends School is a high priority for our families and that each family will make efforts to seek out multiple sources of funding to meet their tuition obligations. (their Friends Meeting, grandparents, family, etc.) Families are encouraged to apply for aid if tuition payments result in a financial hardship.

All pupils are enrolled for the entire school year, unless special arrangements are made in advance with the Head of School. Withdrawal at any time during the school year does not release the parents/guardian from responsibility for the full year's charge, as the school's expenses do not decline when a student withdraws.

FACTS Management helps Westfield Friends School families manage costs by offering a variety of installment plans. Each family is able to manage their own account within the FACTS Management online system. All Westfield Friends School families are required to establish a FACTS Management user account and pay tuition through this system. It is preferred that CASH not be used to pay tuition.

In addition to families being able to meet their tuition obligation, families are asked to be cognizant of additional expenses that may arise out of extended day programs, class activities and field trips and make a plan to cover those costs.

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September	5	(Wed).....	First Day of School
September	13	(Thur) 6:30PM.....	Back to School Night
September	21	(Fri).....	WFS 2 nd Annual Golf Outing
September	25	(Tue) 6:30PM.....	Girls Leadership Training
September	28	(Fri).....	Picture Day
October	5	(Fri).....	School Closed at noon - Fall Break
October	8	(Mon).....	School Closed – Fall Break
October	18	(Thur) 6:30PM-8:00PM.....	High School Fair – Grades 7 th & 8 th
October	21	(Sun) 2:00PM-4:00PM.....	OPEN HOUSE
October	24	(Wed) 8:00AM-12:00PM.....	Flu Clinic
October	31	(Wed) 8:30AM.....	Halloween Guessing in the Auditorium
November	2	(Fri).....	School Closed – Faculty In-Service
November	9	(Fri) (9:00AM-11:00AM.....	OPEN HOUSE
November	9	(Fri) 7:00PM-9:00PM.....	Middle School Dance
November	14	(Wed) 8:30AM.....	Food Collection Meeting for Worship
November	20	(Tue).....	School Closed at noon -Thanksgiving Break
November	26	(Mon).....	Classes Resume
November	30	(Fri).....	End of First Trimester
December	17	(Mon).....	School Closed – Parent Conferences
December	21	(Fri).....	School Closed at noon – Christmas Holiday
January	7	(Mon).....	Classes Resume – Happy New Year
January	16	(Wed) 9:00AM-11:00AM.....	OPEN HOUSE
January	21	(Mon).....	School Closed – Martin Luther King Day
January	31	(Thur) 6:30PM.....	Variety Show
February	7	(Thur) 7:00PM-9:00PM.....	OPEN HOUSE
February	8	(Fri) 7:00PM-9:00PM.....	Middle School Dance

Regular School Hours	8:30 AM to 3:00 PM
Early Morning Care	7:00 AM to 8:15 AM
Extended Day	3:00 PM to 6:00 PM

This Parent/Student Handbook is intended for informational purposes and to assist in describing various

programs, customs, and regulations of Westfield Friends School. Please read it carefully and, where appropriate, see that your children are familiar with it. In order to best meet the needs of the community, it is subject to change throughout the year.

I. DAILY SCHEDULE, DROP OFF/PICKUP AND ATTENDANCE

LOWER AND MIDDLE SCHOOL DAILY SCHEDULE

Early Mornings: 7:00 AM - 8:15 AM

Academic Day: 8:30 AM - 2:55 PM

Middle School Athletics: 3:15 - 4:30

Afternoon Program: 3:00 PM - 6:00 PM

2018-2019 Drop Off and Pick Up Procedures

Morning Drop-off 8:15 AM to 8:30 AM

Students in preK - eighth grade will be dropped off at the main school building. PreK should enter through the green door to the left of the head of school's office.

First Friends preschool students will be dropped off at the preschool building.

- Please do not leave your car - if you need to come in the school, park your car in the lot or a designated place on the street. Should you need to walk your child(ren) into school, use the parking spaces adjacent to the gym. **Please do not park on the main driveway or along the yellow curb, as it is a fire lane.**
- Please do not use your cell phone while dropping off and picking up your child.
- Please pull up as far as you can on the right side of the driveway to discharge students.
- Please discharge children on the right side of the car, not into the traffic.
- Please pull away as soon as your child(ren) are safely out of the car, to make way for others.
- Please do not block Riverton Road. Police and Fire personnel have asked us to be sure they can pass in an emergency.

- *The Cinnaminson Bus will be pulling in the driveway to drop off our students. Please follow all School Bus Safety Rules and please do not pass any bus on the left side.*

Afternoon Pick-up 3:00 PM - 3:15 PM

Students are picked up from behind the auditorium *using the cemetery road as accessed at the pre-school/meeting house entrance unless snow prohibits us from using the cemetery road as it cannot be plowed.* We will be asking you to adhere to the following pickup procedure:

FOR DISMISSAL ONLY, **slowly** (the posted speed limit is 5 MPH) enter the property using the meetinghouse/First Friends preschool driveway. Signs will point you in the right direction. We will have staff helping to ensure that the process runs smoothly the first few days.

Please do not arrive before 2:15, as the driveway will remain blocked until that time.

Drive straight, past the meetinghouse and Pre-school building, following the road along the back and side of the cemetery.

If you happen to be the first car in line, proceed until you reach the chain/gate.

Please have your name ticket ready for the staff to see so they can easily and quickly call your child. Your child will bring home a name ticket on the first day of school.

School staff will remove the chain to begin the dismissal process.

Pick up will take place behind the auditorium/atrium, inside of which the students will gather as usual. We will call them out by two-way radio with the goal of having your child out to the car by the time you arrive at the pick-up station.

Children will only be loaded into the left side of your car to alleviate anyone walking between vehicles. *Please remain inside your vehicle*

Once your child is safely in your car, you will proceed out, around the side of the auditorium and exit the driveway as usual. The exit will now be divided into a right hand turn lane and a left hand turn lane.

If your child has forgotten something, pull into one of the available parking spaces and wait.

While we will no longer need to take your name tag, in order to efficiently call in for students, ***we will need it held up for the staff to see.***

If a student is not in the auditorium when they are expected to be, you will be asked to pull off behind the parked cars on the left and wait for your child, so as not to hold up the line.

The dismissal line will be single file only.

In order to keep the process flowing smoothly, we ask that you remain in your car and allow the staff to assist your child with bags, etc.

If you are accustomed to parking and picking up your child on foot, you may still continue to do so. Please park in an open spot in front of the school or on the street and enter the school through the atrium door.

Dismissal For First Friends preschool families 3:00 - 3:15

- As you pull into the Pre-school parking lot, follow the road to the right that circles around the Pre-school building
- As you come around the opposite side of the building, so that you are facing the meeting house, you will stop on the side of the building and a teacher will walk your child out to your car, you will not need to park or get out.
- When your child is safely loaded into your car, you may take a left and drive back out of the lot onto Riverton Road.
- If you have another child in the upper grades, you will need to make a right once you pick up your pre-school aged child and follow the instructions above for regular school dismissal procedures.

ATTENDANCE

The School expects regular attendance and prompt daily arrival by all students.

In accordance with the state of New Jersey, all students must attend school daily unless properly excused by a written note from the student's parent or family physician.

Students who do not complete a minimum of four hours each day will be marked as absent.

ABSENCES

To report your child absent or late please email or call Nicole Cesaretti at ncesaretti@westfieldfriends.org or 856-829-0895x111. Students should be reported absent by 9:00AM. Should your child be sick with a serious, communicative illness, please see the guidelines below under "Illness".

Regular attendance is a School requirement. Students are expected to fulfill all their school obligations including attending classes, assemblies, trips, rehearsals, practices, games, and performances.

Families are asked to support Westfield Friends' position that presence and participation are central to the learning experience.

The academic calendar is available on the school's website well in advance to allow families to plan activities

within the parameters of school vacation periods. The School will not support absences due to extensions of holidays, vacations, or family trips when school is in session. Such time away from school creates undue pressure for students and places an unmanageable burden on teachers and coaches. Consequently, the School reserves the right to designate such absences as unauthorized.

Teachers are under no obligation to extend deadlines, reschedule tests or other assessments. Teachers cannot be expected to assign work in advance for vacations taken during school days. Missed work will be given upon the student's return to school.

Students with 25 or more absences may be in jeopardy of not being promoted to the next grade. Please remember that student absences and tardies are noted on school reports.

ILLNESS

Incidence of any communicable disease should be reported to the school nurse, Laurie Fleisher (856-829-0895 x114) or lfleisher@westfieldfriends.org. All children must remain at home for at least 24 hours symptom free after they have had vomiting, diarrhea, or fever (100° or above). **Please note that if a child returns to School before being 24 hours symptom free, the parent will be called to take their child home.** Any student having any of the following communicable diseases must remain out of School for the indicated time.

Disease	Exclusion from School
Chicken Pox	Until 2 days after the last lesion crusted over
Conjunctivitis	Until 24 hours after start of antibiotic or until drainage from eyes resolved
Fifth Disease	No exclusion unless accompanied by fever
Scarlet Fever/Strep Throat	Until 24 hours after start of antibiotic
Impetigo	Until 24 hours after start of antibiotic
Lice	Until effectively treated, nit-free, and cleared by the School Nurse
Ringworm	Until after 1 st treatment, if lesions covered

Children who are visibly ill, feverish, or contagious cannot remain on campus where the illness could be spread to other children and adults. We reserve the right to contact the parent or guardian to pick up the child if we feel he or she is too ill to remain at School.

MEDICATION

Students are not permitted to carry medications at School. Students may carry emergency medication (inhalers and Epi-pens) on their person if a written physician's order is on file in the nurse's office. The medication must

be labeled with the student's name. Medications must be renewed each School year. A written physician's order must be provided before a long-term (over 10 days) prescription medication can be given. The physician must verify any change in dose or time in writing. Prescription medication must be provided to the nurse in the original container from the pharmacy. It must include the student's name, date, physician's name, and instructions for administration. Nonprescription medication must be in the original container and labeled with the student's name. A note from the parent with instructions for administration is required for nonprescription medication. Medication that is more than one year old or that has expired will not be administered. The initial dose of a medication may not be given at School. All medication must be picked up from the Nurse's Office during the last week of School by the parent. Medications remaining after the last day of School will be destroyed.

Early Morning Care

Children may arrive for planned supervised care beginning no earlier than 7:00 AM. If your student arrives before 8:15 AM, he or she should report to the Early Morning program. The cost for Early Morning Care is \$8.00 per day, regardless of the time of arrival.

Extended Day Care

- As a convenience to parents, we provide an after-school program (Extended Day), which operates from 3:00 to 6:00 PM Monday - Friday. The cost of Extended Day care is \$9.50 per hour, with 15 minute incremental charges. If you chose to enroll your child in a club or activity, there is an additional charge that goes only to the person or organization offering the club or activity.
- The program fosters involvement and creative expression and begins with a snack and a supervised homework session, followed by a variety of activities from games to crafts to technology and active play depending on the day of the week.
- It is available either on a regular basis or an occasional basis.
- Extended day pick up: please park in the main parking lot and buzz in through the green door to the left of the head of school's office.
- Students in after school activities or clubs are actively part of our Extended Day program and Families will be billed for their child's time spent at school during the after class hours.

STUDENT INFORMATION FORMS

Family Emergency Information must be provided by the first day of school, defining each student's general health needs, and other pertinent information. The School expects to be informed of any regularly administered medications that a student is taking. If there is a change in home, cell, work telephone numbers, or e-mail addresses, parents should notify the School immediately. If parents are away from home for an

extended time, the School should be informed and provided with written authorization for the person who will be responsible for the child during the parents' absence.

EMERGENCY NOTIFICATION SERVICE

Keeping you informed is a top priority at Westfield Friends School. We use an emergency notification system, which allows us to broadcast a text and/or e-mail message to you providing important information about School closings or emergencies. The successful delivery of this information is dependent upon accurate emergency contact information for each family. It is the parent or guardian's responsibility to make certain that we have your most current emergency contact information (current cell phone numbers and email addresses.) If this information changes during the School year, please notify Nicole Cesaretti at (856) 829-0895 x 111.

SCHOOL CLOSING OR DELAYED OPENING DUE TO SERIOUS WEATHER

Mornings

You will be notified via our parent information system by 6:00 AM if we will be closed or if we have a two-hour delay. If we do have a delay, we will not have the early mornings program.

We understand that on days with serious inclement weather if Westfield Friends School is open on a regular schedule, students may be late due to traffic conditions or late buses. These situations will not count as an absence. However, please notify the School if your child will not be at school that day.

During the School Day

In the event of potential bad weather during the school day, please pay attention to the weather either through the television, radio, or media websites. If it is clear that we need to call an early dismissal, you will be contacted through our emergency notification system on the phone numbers and/or email addresses that you provided. In the event of an early dismissal, the Afternoons Program will be cancelled. We ask that you promptly pick up your child at the early dismissal time reported that day. We will also post information on the homepage of our website.

In the event that your school district calls an early dismissal and Westfield Friends School remains open, we have no control over busing decisions for early dismissals. In the event of an early dismissal, we ask that the children not contact you directly. The information that they give you may be incorrect or incomplete and may cause a potentially unsafe situation. The most important thing in these instances is the safety of the children. If there is an extenuating circumstance, please call the School and we will work with you to manage the situation.

SCHOOL COMMUNICATIONS

In an effort to keep families informed of all School events, business, and concerns, Westfield Friends uses a variety of communication vehicles including: The Weekly Wire, our website, letters from the Head of School, email blasts, teacher pages, teacher and homeroom parent emails, information in your child's backpack and

more. Much of this communication is electronic, and it is therefore extremely important that you notify the school of any changes to your email address during the year.

II. EXPECTATIONS OF THE STUDENTS

STUDENT DRESS CODE

The dress code at Westfield Friends School desires to reflect individual expression in attire without being vulgar, violent, offensive or revealing. The student dress code seeks to reflect an attitude of simplicity and modesty which is appropriate for the learning atmosphere. A student's dress should be simple, neat, in good repair and moderate in style. Stomachs should always be covered. If students are dressed inappropriately, they will be asked to change into appropriate clothing, or loaned approved Westfield Friends School attire, or we may call home to have appropriate clothing brought for the student. Administration reserves the final say in whether clothing is inappropriate for school.

The following is prohibited: 1. exposed mid-riff 2. exposed cleavage 3. transparent clothing 4. visible undergarments/underwear (straps of any top must be wide enough to hide bra straps. Exceptions are made for sports bras that have wider/multiple straps) 5. Shorts that do not cover one's entire buttocks

6. clothing that contains offensive or violent language or graphics 7. clothing that displays the logo of any alcohol or tobacco product.

MOBILE DEVICE POLICY

Personal, internet-accessible, mobile devices brought to School for use during school hours are the sole responsibility of the student. The School will not be responsible for loss or damage. **ALL STUDENT CELL PHONES WILL BE COLLECTED BY THE HOMEROOM TEACHER AT THE BEGINNING OF THE SCHOOL DAY AND RETURNED BEFORE DISMISSAL (if you are trying to reach your child during the school day, please contact the office).** However mobile devices may be used at school at the direction of a teacher. Access to the Internet must be acquired through the Westfield Friends's wi-fi network. Texting, calling, taking photos and messaging of any sort is prohibited during the school day without permission from a teacher or administrator.

CHROMEBOOKS FOR MIDDLE SCHOOL

All middle school students will be assigned a chromebook for their daily use throughout the school year. They should be left at school and re-charged overnight. Normal wear and tear over time is expected, however, damage deemed to be caused by neglect will be billed to the family for repair or if necessary, replacement.

III. CODE OF CONDUCT

Students at Westfield Friends are expected to conduct themselves properly at all times. The School's jurisdiction applies to whenever the student is identified as a Westfield Friends School student. This includes, but is not limited to, while on campus at the School, in transit to and from School, at athletic events, and during any School sponsored trips or activities, and online.

We believe that when students or community members behave hurtfully toward others it is important for the person behaving hurtfully to restore the relationship with the hurt person(s) and/or the school community. Therefore, we strive to create opportunities for our students to repair their relationships as part of the learning and restoration processes after a hurtful incident has occurred as well as serve meaningful and reasonable consequences for their actions. Students who repeatedly engage in hurtful behavior and who do not demonstrate the ability to change their behavior will have serious consequences and may be separated from the community temporarily or permanently.

Westfield Friends School students have these responsibilities:

- To follow instructions and class rules
- To respect everyone's right to learn and value the differences that exist among members of the community
- To represent Westfield Friends School in a positive way while involved in any on campus or off campus activity or event
- To respect the community by bringing only appropriate items to School (possession of drugs or weapons is cause for immediate dismissal)
- To show proper respect for:
 - Themselves
 - Other students
 - Adults
 - Westfield Friends School property
 - Personal property
- To be truthful, as Westfield Friends values honesty at all times

Harassment, in any form, including that based on ethnicity, race, religion, gender, or sexual orientation will not be tolerated. Students must learn to be aware of the effects of their language and conduct. For example, harassment may include: slurs, epithets or jokes at the expense of others, threats or intimidation. Sexual harassment, or harassment of any kind, will be investigated and addressed swiftly.

BULLYING POLICY FOR MIDDLE AND LOWER SCHOOL

At Westfield Friends School we recognize the negative effects that bullying can have on today's adolescents. Students who are bullied can become withdrawn, depressed, angry and often do not want to attend school. At stake is nothing less than one's emotional well being, to say nothing of the academic repercussions. As such, we take a very strong stand against bullying of all types: physical, verbal, cyber, or situational.

The following is from bullyingstatistics.org

Types of bullying:

- **Verbal.** This type of bullying usually involves name-calling and or teasing.
- **Social.** Spreading rumors, intentionally leaving others out of activities on purpose, and breaking up friendships are all examples of social bullying.
- **Physical.** This traditional form of bullying involves hitting, punching, shoving and other acts of intentional physical harm
- **Cyber.** This method of bullying involves using the Internet, texting, email and other digital technologies to harm others.

Bullying is defined as unwanted aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to occur over time.

What is Cyber Bullying?

Cyber bullying “is when a child or teenager is harassed, humiliated, embarrassed, threatened or tormented using digital technology.” This is not limited to the Internet; cyber bullying also encompasses bullying done through such things as text messages using cell phones.

Cyber bullying is often a systematic attempt to get another child or teen to feel bad about him or herself through electronic communication. It can happen more than once, and can include leaving demeaning messages on someone’s social network page (Westfield Friends does not condone the use of social media by students under the acceptable age to do so, but recognizes that this is not under our control and that it does happen), uploading embarrassing photos, or spreading gossip or rumors through instant messaging and text messaging. There are a number of ways to humiliate and threaten children online. And because the damage is often psychological, and carries over into the real world, the threats posed by cyber bullying can be very real.

Bullying will be acted upon swiftly and appropriately by teachers and the administration.

Behavioral Probation

A major behavioral offense or a repeated pattern of minor offenses may warrant a student being placed on Behavioral Probation. The terms of the probation will be clearly defined in a conference with the parents and/or through written correspondence. If inappropriate behavior continues during the probationary period, the student will be subject to expulsion.

CONSEQUENCES

The consequences for behavior that does not demonstrate responsibility and respect will be logical and realistic. Each case will be dealt with individually. Minor infractions will be handled on the spot in the classrooms, halls, playgrounds, athletic fields, or other school areas.

The School will contact parents when a student’s behavior becomes a cause of concern and will endeavor, in a spirit of constructive partnership, to resolve the problem.

If students fail to live up to the community expectations, the following courses of action may be taken:

- Reporting and/or sending the student to the Head of School

- Parent/Head of School/ Teacher/ Student conference
- Losing appropriately related privileges
- After school reflection/service period for students in grades 4-8 from 3:15 to 4:15 PM
- Assigning an on or off campus suspension
- Behavioral probation
- Non-renewal of enrollment contract
- Expulsion of the student

Discipline matters will be treated with sensitivity and confidentiality, keeping the needs of the students and the safety of the community at the heart of the School's response.

IV. ACADEMIC PROGRAM

The goal of Westfield Friends School's academic program is to provide a strong focus on academics within a supportive and nurturing environment. We provide the students with intellectual stimulation, challenge, and opportunities for collaboration and creative expression. With these objectives in mind, the curriculum is designed to meet the developmental needs of our students to prepare them for high school and beyond. The program includes courses in language arts, mathematics, science, social studies, modern languages, arts (music and visual art), technology and physical education. Technology is also used within the context of the course work.

The academic program centers on the concept of independent and clear thought. Students learn not only facts but also how to integrate their own ideas and related concepts with those facts. Teachers communicate student success through academic reports and direct communication with students and their families. It is a goal of the Westfield Friends School program to help develop our students' independence toward their learning and to assist them in taking on the responsibilities of a student and a citizen of the community.

ACADEMIC HONESTY

For the School community, intellectual honesty within the learning process is essential. Cheating, plagiarism, and misrepresenting academic work cannot be allowed. Plagiarism refers to taking someone else's ideas and passing them off as your own. If students receive help from parents, tutors, or peers, the essential work and final product submitted must be recognizably their own and the assistance appropriately acknowledged. Discussions of plagiarism and the means of avoiding the error will be conducted by the faculty throughout the year. Teachers will report all incidents of cheating and plagiarism to the parents and the Head of School.

Plagiarism includes, but is not limited to:

1. Handing in work that belongs to someone else
2. Copying work from another person OR allowing another person to copy work
3. Attempting to use someone else's words or ideas and passing them off as your own
4. Failing to give proper credit when using someone else's words or ideas
5. Re-creating someone else's words or ideas in an attempt to hide the fact that the words or ideas are in fact, not your own (it is acceptable to paraphrase someone else's words or ideas as long as you give that person/persons credit for being the originator of the words and ideas).

The following consequences will be applied for plagiarizing (first offense):

- the work will be given only a maximum of 50% of the credit it would have earned had plagiarism not been detected.
- the work will need to be redone; if it is not redone in the agreed upon timeframe, the grade will drop to a zero.

The following consequences will be applied for plagiarizing (second offense):

- the work will be given a zero
- the work must be redone with no chance for credit
- the student will receive a one day in-school suspension.

Any further occurrences of plagiarism may result in expulsion.

HOMEWORK

Homework allows for skill practice, development of creativity, and additional disciplined thinking. Students should do their assigned work daily and to the best of their ability. The student is responsible for raising questions regarding assignments with his or her teacher *before* they are due. We encourage students to discuss homework questions with their teachers as needed. In the Middle School this may be done during study hall periods.

It is the student's responsibility to understand and complete assignments missed due to absence. Reports and grades will also reflect, in part, the quality of all homework assignments.

Lower School

Although there are no formal study hall times in Lower School, teachers designate time to begin to develop study skills. In the case of absence due to illness, arrangements to pick up homework may be made with your child's teacher. Please remember to give adequate time for the teacher to gather materials as needed. The amount of time spent on homework will vary depending on the student.

Middle School

The amount of time spent on homework will vary from student to student. The following guideline may be useful to gauge how much time a Middle School student should be engaged in homework each night:

6th Grade: 1 ¼ - 1 ½ hours

7th Grade: 1 ½ - 2 hours

8th Grade: 2 hours

If a student is routinely spending more than the recommended hourly guidelines for homework, please contact your child's teacher.

In the case of absence, it is the Middle School student's responsibility to obtain his or her homework assignments from a classmate or from the specific teacher page.

MIDDLE SCHOOL HOMEROOM/ADVISORY GROUPS

Individual faculty advisors meet formally and daily with their homerooms/advisee groups to conduct business and to check in with their students. Beyond the academic aspects of the advisor/advisee relationship, the advisor serves as an advocate for the student and as a liaison between the parents and the School. The homeroom teacher/advisor's role may encompass some of the following: monitoring academic and extra-curricular involvement and progress, responding to student or parent requests for meetings, and where appropriate, offering personal counsel. Although conversations are private and confidential, students should realize that the sense of confidentiality, whether it is with advisors or with teachers, should not be seen as an oath of silence but as the granting of trust. Confidentiality must be waived in instances when an individual's well being or the well being of others is at stake.

PHYSICAL EDUCATION

The Lower and Middle School physical education program is designed to meet the needs of all students. Children develop various skills, both locomotor and social. The program is designed so that it enables each child to be individually challenged and successful. The children in all grades participate in PE classes once or twice a week, depending upon the grade, in a positive environment.

MIDDLE SCHOOL AFTERNOON SPORTS PROGRAM 3:15-4:30PM

The Middle School afternoon sports program is an additional way for our students to learn cooperation, teamwork and leadership. We offer soccer and field hockey in the fall, and track and field in the spring. More information can be found in the Athletics Handbook. *Please note there is a \$150.00 fee for the afternoon sports program.*

ASSESSMENT POLICY

Westfield Friends' goal is to help each student reach his or her academic potential. To achieve this goal, teachers design class work, homework, projects, and tests keeping in mind students' needs and skill levels. The School sets high standards for students by assessing them according to how well they have mastered a course's content.

Parents are urged to read reports carefully and, if there are any questions or concerns, contact the appropriate teacher to arrange a conference. As students grow older, the faculty suggests that reports be reviewed with students as well.

Lower School

Students in PreK through 5th Grade do not receive letter grades on their report cards. Their development is

tracked and reported to parents via conferences and comprehensive academic progress reports.

Middle School

Beginning in the 6th Grade, students receive academic reports and letter grades. Issuing grades is a concrete way to evaluate student progress and to prepare students for similar evaluations in high school. In addition, teachers and advisors remain in contact with families, as necessary, throughout the year to discuss student progress.

Middle School academic reports are sent home at the end of each trimester. Academic reports include narrative comments detailing a student's progress and areas for improvement, and grades. In the Middle School, grades included with reports range from A to F with delineating marks of plus or minus.

STANDARDIZED TESTING

The School administers the Stanford Achievement Test to students in 1st Grade through 8th Grade once a year in late March or Early April. Results will be mailed to parents in a timely manner. Individual student results can be discussed with the teacher or head of school.

COMMUNICATION WITH TEACHERS

All questions concerning your child(ren)'s daily activities should be directed **to your child(ren)'s teacher first**, unless it is a question on general School policy. We hope to establish a rapport that will facilitate the easy exchange of information and ideas. This will help us in meeting the needs of the children, of the parents, and of the School. Out of respect for our teacher's time we encourage parents to email or call a teacher at school and leave a message. Teachers will make every attempt to return your call or email within 24 hours.

PARENT/TEACHER CONFERENCES

Formal parent conferences are scheduled in mid-December.

TUTORING

Lower School parents will be notified by the teacher if their child needs additional instruction. Middle School students are urged to seek extra help from individual faculty members during study hall period or by other arrangement with the teacher.

V. ADDITIONAL OFFERINGS AND SPECIAL EVENTS

Field Day

Field Day is a long-standing tradition at Westfield Friends School. The games are held each year on a Friday in May. Students are assigned to either the Garnett or Blue team in the spring of their Kindergarten year or when they enter the School, and remain so for their Westfield Friends School career. Students from the same family are assigned to the same team. Eighth Grade students serve as team captains. Parents, relatives, and friends are encouraged to attend.

SPECIAL ASSEMBLIES, SPORTS AND ARTS ASSEMBLIES

Assemblies will be held periodically during the school year. These are opportunities when classes, small

groups, individuals, and visitors may present material of interest to the School community.

TRIPS

Westfield Friends makes full use of the many educational and historical resources in the greater southern New Jersey and Philadelphia area.

Appropriate written authorization must be received from parents prior to day or overnight trips. Generally, the authorization provided on the Summer Data Collection Survey is adequate.

BIRTHDAY PARTIES

Care should be taken when arranging for birthday celebrations. Invitations to events outside of School must be mailed to the homes of the children and **not** delivered during school unless **every** student in the grade is invited. Likewise, party gifts should not be sent to school with children. These considerations will help maintain the dignity of all students.

MEETING FOR WORSHIP

Meeting for Worship is a very important aspect of our school life. Meeting takes place every Monday (lower school students and faculty in the gym, middle school students in the Meeting house) and Wednesday (all Kindergarten - 8th grade students and faculty) mornings. It is a time for thoughtful reflection and sharing of thoughts and feelings when one is moved to do so. Teachers in Friends schools use many techniques to prepare their students for the experience of Meeting and spend time talking with them about ways to use the silence, how to center, and how to listen. These skills are key to learning and develop reflection, concentration, awareness, observation, and centered relaxation.

VI. GUIDELINES FOR PARENTS ON CAMPUS

CHECK-IN PROCEDURE

Please check in with someone in the main office upon arriving at School during school hours and retrieve a visitor's badge. Parents do not need to get a visitor's badge to attend Meeting for Worship. Parents should come back through the office to sign out and return their visitor's badge when leaving the school.

CLASSROOM VISITATION

Parent classroom visitations must be arranged with the teachers in advance, however, they are generally not allowed for Middle School students. Parents may leave items for their children with the assistant to the head of school.

FACULTY ROOM

Parents and students are reminded that for reasons of confidentiality and privacy, the Faculty Room is for faculty and staff only. Messages for teachers should be given to the assistant to the head of school or emailed to the teacher directly.

VIII. ANNUAL FUND

Westfield Friends School is dedicated to providing the highest standards of teaching as well as developing moral values, leadership qualities, and a sense of personal and community responsibility in young people. The School relies on the philanthropic support of its parents, alumni, friends, and others in order to support quality programs at the School.

Tuition provides a great percentage, but not all, of the income that Westfield Friends School counts on to meet expenses. Gift income is used by Westfield Friends both to finance part of the cost of educating each child and to pay for the extra dimension that makes independent education even better able to meet the needs and talents of each individual. These charitable gifts are essential to ensuring the high quality of each child's education.

The Annual Fund is the most direct way to support Westfield Friends School. The income raised each year helps us to bridge the gap between tuition and the real cost of educating Westfield Friends students. Your donations will support:

- Faculty salaries
- New and better technologies in the classroom
- The fine and performing arts programs
- Field trips and special projects that enrich a student's life
- Day to day expenses without which the School could not run

The Annual Fund closes on June 30th each year. Gifts may be given in the form of a personal check, stock certificates, or credit card. Westfield Friends School is grateful for each and every gift, no matter the size. Perhaps even more important than the amount per gift is the participation level. We strive to achieve 100% participation from our parents, faculty, and Board of Trustees. The participation rate can mean more than the amount collected when we are seeking funding from a foundation. ***Every gift counts!***