

Westfield Friends School Handbook for Parents, Guardians, and Students 2019-2020

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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 INCLUSIVITY

In the Quaker tradition, Westfield Friends School welcomes and celebrates students of all faiths, cultures, nationalities, races, genders, and economic backgrounds. Our students come to us from various parts of Philadelphia and Southern New Jersey; we are a reflection of these very diverse communities.

Westfield Friends School welcomes qualified students, faculty, staff, and trustees of any race, color, national or ethnic origin, citizenship status, religion, ancestry, sex, gender, gender identity and expression, sexual orientation, age, disability, genetic information, military or veteran status, family structure including marital or parental status, and socioeconomic status. Westfield Friends does not discriminate against individuals based on these characteristics in any of its policies, procedures, or practices relating to admission, access to activities or programs, hiring, or other employment-related decisions.

STATEMENT OF PERSONAL INTEGRITY

Friends believe that the foundation of community life is the belief that there is that of God in every person. Westfield Friends School seeks to honor the worth of every individual and to create a community based on honesty, trust, and respect. This means that every member of the school community commits to:

- Honesty and respect for all other members of the community, across the whole range of formal and informal communications
- Academic integrity and doing one's own work
- Respect for personal property, that of others, and that of the community at large.

STATEMENT OF PARENT & GUARDIAN SUPPORT

We expect that parents and guardians, 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, parents, and guardians - treats one another with respect. Parents and guardians often have questions and or concerns regarding their children's education; this is normal and healthy. And, we believe that every person deserves the respect to have those concerns pertaining to them brought directly to them first. If you have a question or concern about your child's education, we ask that you first speak to your child's teacher or adviser. In most cases, this should resolve your question. If the problem or concern is not adequately resolved or you have a more general concern about a policy or procedure, we ask that you speak to the Head of School directly. If you do not feel comfortable speaking to the Head, you should direct your concern to the Chair of the Westfield Board of Trustees.

We encourage parents and guardians 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 and guardians; 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 and guardians 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 and guardians 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, Parents and guardians must encourage independence and refrain from doing their children's assignments themselves. Rather, parents and guardians may guide students in their work, suggesting resources and explaining the underlying principles of an assignment. The goal of any assistance that parents and guardians may provide should be to enable students to complete their own work.

In summary, we encourage parents and guardians 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.

Please note that *the Westfield Friends School Handbook for Parents, Guardians, and Students 2019-2020* is intended to set forth, in general, Westfield Friends School's policies, procedures, and rules. Westfield Friends School retains the right and the discretion to adapt, modify, or interpret these policies, procedures, and rules in the best interests of the student body and the Westfield community.

2019 – 2020 CALENDAR OF IMPORTANT DATES

September 9 (Mon)	First Day of School
September 17 (Tues) 6:30 PM	Back to School Night
September 20 (Fri)	WFS 3rd Annual Golf Outing (School in session, students are encouraged to play!)
October 11 (Fri)	School Closed at Noon - Fall Break
October 14 (Mon)	School Closed - Fall Break
October 17 (Thurs) 6:30 PM	High School Fair
October 31 (Thurs) 8:30 AM	Halloween Guessing
November 1 (Fri)	Faculty In-Service, School Closed for students
November 8 (Fri) 7:00 PM to 9:00 PM	Middle School Dance
November 22 (Fri)	End of First Trimester
November 26 (Tues)	School Closed at Noon - Thanksgiving Holiday
December 2 (Mon)	Classes Resume
December 9 (Mon)	School Closed - Parent Conferences
December 20 (Fri)	School Closed at Noon - Winter Vacation
January 6 (Mon)	Classes Resume - Happy New Year
January 20 (Mon)	School Closed - Martin Luther King Day
February 7 (Fri) 7:00 PM to 9:00 PM	Middle School Dance
February 17 (Mon)	School Closed - Presidents' Holiday
February 18 (Tues)	School Closed - Presidents' Holiday
February 27 (Thurs)	Second Trimester Ends
February 28 (Fri)	Faculty In-Service, School Closed for students
March 16-20 (Mon-Fri)	Standardized Testing for Grades 1 – 8
March 27 (Fri)	School Closes at 3:00PM

March 30 –April 3 (Mon-Fri)	School Closed - Spring Vacation
April 6 (Mon)	Classes Resume
April 10 (Fri)	School Closed
April 13 (Mon)	School Closed
April 14 (Tues)	Classes Resume
April 24 (Fri)	Grandparents & Grand Friends Day & Pancake Breakfast
May 8 (Fri)	Field Day with a 12:00PM dismissal
May 22 (Fri)	School Closes at noon
May 25 (Mon)	School Closed - Memorial Day Holiday
June 5 (Fri)	Picnic Lunch and Scavenger Hunt
June 5 (Fri) 7:00 PM to 9:00 PM	Middle School Dance
June 11 (Thurs)	School Closed at Noon - Summer Recess No Extended Day
June 12 (Fri) 10:00 AM	Graduation
Regular School Hours	8:30 AM to 3:00 PM
Early Morning Care	7:15 AM to 8:10 AM
Extended Day	3:00 PM to 6:00 PM

ACADEMIC POLICIES

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

Arrival and Departure Times:

Students enter the building at 8:25AM and classes, Morning Gathering, Meeting for Art, or Meeting for Worship begin promptly at 8:30AM. The school day ends at 2:55PM. Students staying on campus after 3:00PM must be in the care of a parent or guardian. Unattended children will be assigned to the aftercare program and parents and guardians will be charged for the afternoon.

Attendance:

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, guardian, or family physician. Families are asked to support Westfield Friends’ position that presence and participation are central to the learning experience. Students are expected to fulfill all their school obligations including attending classes, assemblies, trips, rehearsals, practices, games, and performances. Please work with your children to establish practices that help you arrive on time each morning.

In case of a significant attendance concern, the school will contact the family to discuss and understand the concern and strategize possible solutions. Chronic or extended absence may jeopardize a student earning credit for a course. Students with twenty-five or more absences may be in jeopardy of not being promoted to the next grade. Please remember that student absences and lateness are noted on school reports.

Excused Absences:

The academic calendar is available on the school’s website to allow families to plan activities within the parameters of school vacation periods. Parents and guardians should contact the Head of School well in advance to seek permission for excused absences for religious holidays or to attend family events such as weddings, funerals, bar/bat mitzvahs, pilgrimages, or graduations. Permission for emergency excused situations must be sought as soon as possible. Middle School students are expected to work with their teachers in advance of their absence to address missed work. Parents and guardians of younger children should work with teachers to ensure missed work is made up.

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 email addresses, Parents and guardians should notify the School immediately and change their information in the FACTS system. If parents and guardians 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' and guardians' absence.

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.

Emergency Notification Service:

We use an emergency notification system, which allows us to broadcast a text and/or email 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 Closings, Delayed Openings, and Early Dismissals

You will be notified via our parent information system by 6:00AM 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 morning 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.

In the event of potential bad weather during the school day, please pay attention to the weather either via 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 afternoon programs will be canceled. 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.

Student Assessment

Westfield Friends' goal is to help each student reach their full potential. To achieve this goal, teachers design classwork, homework, projects, and tests to foster student growth. The School sets high standards for students by assessing them according to how well they have mastered a course's content, skills, and habits of mind. The teachers use both formative and summative assessments.

Parents and guardians 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.

Students in Preschool through 5th Grade do not receive letter grades on their report cards. Their development is tracked and reported to parents and guardians via conferences and comprehensive academic progress reports.

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.

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 and guardians in a timely manner. Individual student results can be discussed with the teacher or head of school.

Parent Conferences and Communications:

All questions concerning your child(ren)'s daily activities should be directed to your child(ren)'s teacher first. We seek to establish a partnership that will facilitate the easy exchange of information and ideas. This will help us in meeting the needs of children, parents and guardians, and the School. Out of respect for our teacher's time, we encourage parents and guardians 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.

Formal parent conferences are scheduled in mid-December.

Homework:

Homework provides children with opportunities to reinforce what is taught in school, to establish good study habits to carry them through life, and to give families insight into what their children are learning in school.

The student is responsible for raising questions regarding assignments with their teacher before they are due. 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.

In the Middle School, students will have opportunities to ask teachers about homework during study hall periods. In the case of an absence, middle school students should check teacher pages for assignments.

The amount of time spent on homework will vary from student to student. The following guidelines may be useful to gauge how much time a student should be engaged in homework each night: A first-grade student will have on average 10-15 minutes a night of homework not including reading you do together as a family for fun. For each subsequent grade, add 10 minutes to this guideline. For example, a second grader would have 20 minutes of homework; an eighth grader will have on average 90 minutes of homework a night.

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

ACADEMIC HONESTY

For the School community, intellectual honesty within the learning process is essential. Students are expected to approach their work with the utmost integrity. While collaboration is an important part of the learning process, students need to be clear about when they are expected to do their own work. Discussions of plagiarism and the means of avoiding the error will be conducted by the faculty throughout the year. Cheating, plagiarism, and misrepresenting academic work cannot be allowed. Teachers will report all incidents of cheating and plagiarism to the parents and guardians and the Head of School. Each case of academic dishonesty is treated individually and with the potential for learning in mind.

Cheating Defined:

- Copying from another student's assessment or assignment, or collaboration on an assessment or assignment without specific, advanced permission from the teacher. This includes information communicated via electronic methods like phone, text messaging, email or any online messaging platform
- Submitting the same work in more than one course without permission in advance from all teachers
- Falsifying or fabricating data (for example, data used for labs or lab reports)
- Asking for, taking, or sharing copies of a homework assignment, paper, or any assessment without the teachers advance permission
- Discussion of assessments between students who have not all completed the assessment or discussion during the assessment without the teacher's advance permission

Plagiarism Defined:

- Attempting to use someone else's words or ideas and passing them off as your own
- Failing to give proper credit when using someone else's words or ideas (citation or credit)
- Cutting and pasting or otherwise reproducing another person's words. Re-creating or paraphrasing someone else's words without acknowledging the original source. Any idea, fact, or data that is not common knowledge must be cited, even if it is reworded or paraphrased.
- There is no minimum threshold for plagiarism. Plagiarism of one line is still plagiarism.

Students are expected to know teachers' expectations about collaboration and the sharing of work. In this age of Google docs and shared electronic work, it is essential that students seek permission before sharing another person's work.

ATHLETICS AND 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.

Afternoon Sports Program 3:15-4:40PM

The afternoon sports program is open to students in grades 4-8. This 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.

HEALTH AND WELLNESS

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 the 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 the 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 a 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.

STUDENT LIFE

Students at Westfield Friends are always expected to conduct themselves properly. 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 an incident has occurred as well as serve meaningful and reasonable consequences for their actions. Students who repeatedly fail to live within school rules and expectations 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

Dress Code:

The Dress Code at Westfield Friends is intentionally simple. Student dress should be clean, whole, neat, modest and appropriate to the occasion.

At all times and for all occasions, the following rules apply:

- Clothing should be neat, whole, not torn or frayed, and appropriate to student activities in school

- Clothing should be modest in nature and allow for movement and play. The body must be covered between the mid-thigh and the shoulders, with no visible underwear.
- In general hats and other head coverings may only be worn outdoors. Head coverings, hats, caps, or wraps for cultural or religious reasons are an exception to the rule
- Hairstyles and piercings should be appropriate for school. If the Head of School feels that a hairstyle or piercing is extreme, students will be asked to make adjustments. Hairstyles should never cover the eyes.
- All footwear should enable students to play safely at recess, engage in outdoor activities and participate safely in PE, Art, and Science. Shower shoe type flip-flops and slides are not permitted.
- Clothing which contains graphics which refer to tobacco, alcohol, sex, offensive language or violence are not appropriate for school
- Military themed or camouflage clothing conflicts with our Friends' peace testimony and is not permitted

From time to time students will be asked to wear more formal attire. For instance, some field trips or concerts may require dress clothes which may include dress slacks, jackets, skirts just above or below the knee, blazers, button shirts, or sweaters. Overnight trips will include specific clothing requirements that must be followed.

Graduation is considered a very special occasion. All students attending are expected to dress appropriately. Eighth-grade students may wear one of the following to their graduation:

- Dark-colored suits, collared shirts, and ties
- Slacks and blazers, collared shirts, and ties
- Cream or white-colored dress pants with cream or white colored modest blouses or tops, and/or blazers
- Cream or white-colored dresses or skirts with cream or white colored modest blouses or tops
- Tuxedos, cocktail dresses, prom style dresses are not appropriate for this occasion
- Exceptions will be made for culturally appropriate or religious attire

Discipline

Communication is essential between students, faculty, parents, and guardians when inappropriate behaviors are a concern. Disciplinary measures may be deemed necessary to address inappropriate behaviors. 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 and guardians when a student's behavior becomes a cause of concern and will endeavor, in a spirit of constructive partnership, to resolve the problem. 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.

The following are possible responses to inappropriate behavior

- Reporting and/or sending the student to the Head of School
- Parent/Guardian/Head of School/ Teacher/ Student conference
- Losing appropriately related privileges
- After school reflection/service period for students in grades 4-8 from 3:00 to 4:00PM
- Assigning an on or off-campus suspension
- Behavioral probation
- Non-renewal of the enrollment contract
- Expulsion of the student

Bullying and Harassment:

Westfield is committed to providing a healthy environment for everyone. We promote personal growth and excellence and developing self-confidence and self-esteem among all students.

Harassment and bullying in any form will not be tolerated. Addressing inappropriate behaviors such as harassment and bullying is a community-wide effort.

Bullying Defined:

Bullying is unwanted, aggressive behavior that involves the use of real or perceived power imbalance (such as physical strength, access to embarrassing information, or popularity) to control or harm another person. The behavior is repeated or has the potential to be repeated, over time. Bullying can be verbal (teasing, taunting, threats of harm); social (e.g. spreading rumors, purposeful exclusion of someone with the intent to harm, telling others not to be friends with someone); or physical (e.g. hitting, tripping, pushing, taking or breaking someone's things, making rude hand gestures).

Cyberbullying Defined:

Cyber-bullying includes but is not limited to harassing, bullying, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Harassment Defined:

Harassment is unwelcome verbal, written, or physical conduct directed at others that implicates their protected personal characteristic (such as race, color, national origin, sex, gender, gender orientation, gender identity and expression, sexual orientation, disability, or economic status) and which has the purpose of creating an intimidating, hostile, or offensive environment. Examples may include but are not limited to unwelcome racial or

ethnic jokes, disparaging remarks about a person's religion, or displaying a negative of the offensive image about a protected characteristic.

Sexual Harassment Defined:

Sexual harassment is unwelcome behavior directed at another that has to do with sex, sexual orientation, gender identity, or gender expression, and which has the impact of creating an intimidating, hostile, or offensive environment. Examples may include unwelcome jokes or comments about a person's self-presentation, sexual advances, requests for sexual favors, and sexually suggestive gestures.

Middle School Homeroom/Advisory Groups:

Individual faculty advisors meet formally and regularly 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 wellbeing or the wellbeing of others is at stake.

TECHNOLOGY

Acceptable Use of Technology Policy 2019-2020:

Westfield Friends School recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The network is intended for educational purposes.
- All activity over the network or using Westfield's technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline and avoid any sources or materials that the school community would consider inappropriate, such as the material of a violent, sexual, illegal, or

degrading nature. If such a connection is made inadvertently, the user has the responsibility to break the connection and to report it immediately to the faculty member present or to the Head of School

- Misuse of school resources can result in disciplinary action.
- We make a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from the misuse of school technologies.
- Users of the network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Social/Web 2.0 /Collaborative Content:

Recognizing that collaboration is essential to education, Westfield Friends School may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share passwords or personally-identifying information online.

On or off-campus, please don't send messages via email, social media, etcetera that are offensive, bullying in nature, or are defaming of someone's character. Remember, anything on the Internet is public even if your account is "private."

Security:

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a school-owned device you are using might be infected with a virus, please alert the Head of School. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

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. PreK-Grade Five students must leave their cell phones in their backpacks at all times. MIDDLE SCHOOL 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 in the direction of a teacher. Access to the Internet must be acquired through the Westfield Friends' 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 are expected, however, damage deemed to be caused by neglect will be billed to the family for repair or if necessary, replacement.

GUIDELINES FOR PARENTS AND GUARDIANS 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 and guardians do not need to get a visitor's badge to attend Meeting for Worship. Parents and guardians should come back through the office to sign out and return their visitor's badge when leaving school.

Classroom Visitation

Parent/Guardian classroom visitations must be arranged with the teachers in advance, however, they are generally not allowed for Middle School students. Parents and guardians may leave items for their children with the Assistant to the Head of School.

Faculty Room:

Parents and guardians 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.

WESTFIELD'S PARENTS AND GUARDIANS COUNCIL

All parents and guardians of students enrolled at Westfield Friends are automatically members of Westfield Friends Parents and Guardians Council. Parents and Guardians Council is led by co-clerks and a treasurer. The council holds regular meetings and plans several events over the course of the year.

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 and guardians, 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 New Jersey and the Philadelphia area. Appropriate written authorization must be received from parents prior to the day or overnight trips. Generally, the authorization provided in the Enrollment Agreement Release Forms 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 central to our school life and our growth as spiritual beings. Meeting takes place every Wednesday for everyone from Kindergarten through 8th grade students as well as faculty, staff, and community members. After the December Holidays, our PreK friends will join us in meeting as well. We will worship as a community. We will practice together how to listen for the Light within each of us. We will learn how to hear the truth in each other's spoken messages. We will help students develop the tools to enter this time with open hearts and minds. From time to time we will also use queries, music, poetry, and other readings as a means of focusing on a single topic. Through the practice of worship in community they will develop reflection, concentration, awareness, observation, and centered relaxation.

AFFORDING WESTFIELD FRIENDS

To support our outstanding teachers in providing superior education, developing the 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 commits to diversity and the Quaker testimony of equality and we seek to include families from all economic backgrounds. To support this commitment, Westfield Friends evaluates each family's financial situation and determines a reasonable cost. We call this program Responsive Tuition. Responsive Tuition determinations are made annually in the early spring of the previous academic year.

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. These may include their Friends Meeting, other religious communities,

grandparents, family, etc. Families are encouraged to apply for Responsive Tuition, if they feel that tuition payments result in 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.

THE 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. Our school budget is made up of tuition, grants, and gifts. The School relies on the philanthropic support of its parents and guardians, alumni, friends, and others in order to support quality programs at the School. Like tuition, 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 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.

Your donations to the annual fund will support:

- Faculty salaries
- New and better technologies in the classroom
- The fine and performing arts programs
- Field trips, athletics, 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 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 and guardians, faculty, and the Board

of Trustees. The participation rate can mean more than the amount collected when we are seeking funding from a foundation. Every gift counts!

DROP OFF AND PICK UP

Morning Drop-off 8:10 AM to 8:30 AM (new this year)

Students in pre-kindergarten - eighth grade will be dropped off at the Atrium door (door closest to the auditorium) and will proceed through the atrium to the playground for supervised playtime before the start of the school day. In case of inclement weather, children will go to the auditorium.

- 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. Be careful crossing the street!
- 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.
- **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 in pre-kindergarten - eighth grade will all be picked up from behind the auditorium using the cemetery road as accessed at the preschool/meeting house entrance. The dismissal line will be single file only.

The dismissal procedure is outlined below. Please read this carefully as the safety and efficiency of this system rely on everyone adhering to these directions.

Please do not arrive before 2:45, as the driveway, will remain blocked until that time.

- Enter the property using the meetinghouse/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 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.

- Drive straight, past the meetinghouse and preschool 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.
- 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. 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 is 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.
- 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.
- To keep the process flowing smoothly, we ask that you remain in your car and allow the staff and older students to assist your child with bags, etc.
- If you would like to park and pick up your child on foot, you may do so. *If you do pick your child up on foot, please park in a parking spot or on the street. Enter the school through the atrium door.*

Please be patient in the first few days as we all learn and relearn this system. We will all get better together.

Extended Day Program and Vacation Day Program

Westfield Friends School offers extended day vacation day hours to our families. Whenever a student is on our campus outside of the normal school day and is not in the care of their parents and guardians, they must be a part of our Extended Day Program. The school day runs from 8:10 AM until 3:00 PM. Any student entering the building before 8:10AM will be placed in the Extended Day Program.

Anytime a child is on campus after 3:00PM for scheduled tutoring, clubs, or other activities and not with their parents, they are automatically a part of our Extended Day Program and families will be billed for their child's time spent at school after regular school hours. The Extended Day Program includes a snack, time to play outdoors (weather permitting), and help with homework.

Morning Extended Day for grades Pre-K through 8th is held in the Atrium from **7:15AM until 8:10AM**. All Pre-K through 8th grade students arriving on campus before 8:10AM must enter through the Atrium entrance and report to the Morning Extended Day Staff in the Atrium. Parents and guardians of children in Pre-K through 2nd grades must park in a parking space and escort their children into the building.

Morning Extended Day for Preschool students is **7:15AM until 8:10AM** in the Preschool Building.

During morning Extended Day for Pre-K through 8th grade, students are welcome to prepare for their day by relaxing with a book, studying, and quietly socializing with friends. Your child is welcome to bring a light breakfast snack. Students will be dismissed to the playground for supervised play at 8:10AM.

The Afternoon Extended Day Program operates from 3:00PM until 6:00PM. Preschool students are escorted to the main building for the Afternoon Program. The Afternoon Program includes time for snack, socializing, outdoor or indoor play, and homework or reading.

Throughout the year there are a variety of club activities offered. These may include an additional charge. Extended Day Program fees do not apply to students in grades 4-8 who are participating in our Athletics Program, unless they stay beyond the dismissal time set by their coaches.

Helpful Tips for Extended Day Program Families:

- Parents are encouraged to communicate specific needs or instructions about their children to the Extended Day Program staff
- All school rules, policies, and expectations for student behavior are in effect in the Extended Day Program
- All billing is handled through the FACTS system. Prompt payment of fees is expected.
- Questions or concerns about the Extended Day Program should be directed to the Director of Extended Day Programs at 856-829-0895, x.135, jsmith@westfieldfriends.org or ExtendedDay@westfieldfriends.org

Westfield Friends School

Extended Day Fee** Options 2019/2020

- The Morning Extended Day Program is included in all PreSchool students' tuition
- Preschool students enrolled in a four full day or five full day program will be charged the reduced hourly rate of \$6/hour for Extended Day Program on days school is closed and the program is offered

For everyone else, Westfield Friends offers three fee options for the Extended Day Program.

Option 1: Enroll in the 'Annual Plan' for before and/or after care. There is a one-time yearly registration fee of \$50 per family. Enrollment in this plan can take place at any time. However, once enrolled, this is a commitment for the year, and only additions may be made. The more you use this plan the greater the discount. All fees will be invoiced through FACTS Management in line with the payment plan you selected for tuition

OR

Option 2: Enroll in the 'As Needed Plan' for before and/or after care. Register and use the Morning and Afternoon Extended Day program on an as needed basis. There is a one-time yearly registration fee of \$60. Fees are incurred at the rates listed below. All fees will be invoiced through FACTS Management in line with the payment plan you selected for tuition

OR

Option 3: Drop-in as needed. No registration fee or form is required, and the rate is \$13/hour. You will be billed monthly through FACTS Management.

Option 1 'ANNUAL PLAN' PROGRAM FEES: There is a one-time yearly registration fee of \$50/family.

Days per week	1	2	3	4	5
Before School 7:15AM - 8:10 AM	\$315	\$ 630	\$893	\$992	\$1260
After School until 5:00 PM	\$595	\$ 1190	\$1,733	\$1,865	\$2294
5:00 PM - 6:00 PM families will be charged \$9.00/hour.					

- Extended Day Program during ½ School Days is included in the above annual program rates

Option 2 -AS NEEDED PLAN FEES: There is a one-time yearly registration fee of \$60/family.

- Before School 7:15AM - 8:10AM costs \$10 per morning
- Extended Day Program during school closings will be \$10/hour
- After School until 5:00PM will be \$18.00 per afternoon
- Students staying after 5:00PM will be charged \$10.00/hour
- Extended Day Program during ½ School Days (special rate) \$3.00 per ½ hour.

Option 3 -DROP-IN

- No registration fee is required.
- The rate is \$13/hour anytime you are a part of the Extended Day Program with a \$13 minimum fee.

IN ALL PLANS: IF staff have to stay past 6:00PM, you will be billed \$15/hour.

Vacation Day Program

NEW THIS YEAR, we will offer Extended Day Program Coverage on some of our vacation days. Parents must sign up for these days three (3) weeks in advance with the Director of Extended Day Programs. We will not run the Extended Day Program on a day when fewer than five children are enrolled. We will notify families two (2) weeks in advance, if the program will run.

Note that on these days the program ends at 5:00PM. If a teacher has to stay after 5:00PM, the student's family will be charged \$15/hour.

October 11th	noon to 5:00PM
November 1st	7:15AM- 5:00PM
November 26th	noon to 5:00PM
November 27th	7:15AM to 5:00PM
December 9th	7:15AM to 5:00PM
December 20th	noon to 5:00PM
December 27th, 30th, 31st	7:15AM to 5:00PM
February 18th	7:15AM to 5:00PM
February 28th	7:15AM to 5:00PM
March 30th - April 3rd	7:15AM to 5:00PM
April 10th	7:15AM to 5:00PM
April 13th	7:15AM to 5:00PM
May 8th	noon to 5:00PM

