



Back to School 2023-2024

Homeroom assignments and schedules will be available for viewing in our new Veracross information system (replaces FACTS/RenWeb) during the first week of August.

First Day of School – Tuesday, August 8th Noon Dismissal

*1st Grade – 12th Grade Students & Families,
use this back-to-school packet to plan for a great start to your school year at Westfield!*

*Pre-K and Kindergarten families can locate specific Back-to-School Packets
on our website under **ACADEMICS/Back to School Information & Forms.***

- ✓ New Student Orientation, Locker Days, Meet & Greet, First Day of School, and other important information
- ✓ Key Calendar Dates for 2023-2024 School Year
- ✓ Veracross Information System (*New!*) and Microsoft TEAMS
- ✓ Lower School, Middle and Upper School Dress Code
- ✓ Services for Westfield Students & Families
- ✓ 2023-2024 School Supply Lists
- ✓ Ways to Support Westfield & Opportunities to Volunteer



IMPORTANT DATES...MARK YOUR CALENDAR NOW!

Monday, July 31

PICTURE DAY FOR JV AND VARSITY TEAMS

Team photos for JV/varsity football, cheer, softball, cross country, and clay target shooting for Fall Sports Program and yearbook. Contact team coach for times.

Thursday, August 3

NEW STUDENT ORIENTATION – 5 pm, Recital Hall

All students in grades 6 – 12 who are new to Westfield and their parents are encouraged to attend.

Friday, August 4

LOCKER TIME FOR GRADES 6 - 12 – 1 until 4 pm

All students in grades 6 – 12 may drop by the school between 1 and 4 p.m. to set up lockers.

Sunday, August 6

SCHOOL WIDE PRAYER WALK - 2 pm

Parents and students are invited to meet in front of the Administration building for prayer and a walk through campus to pray for the coming school year.

Monday, August 7

LOCKER TIME FOR GRADES 6 - 12 – 1 until 4 pm

All students in grades 6 – 12 may drop by the school between 1 and 4 p.m. to set up lockers.

LOWER SCHOOL MEET & GREET – 4 until 5:30 pm

Students in grades Pre-K through grade 5 and parents may drop by the school to see classrooms and meet teachers.

UPPER SCHOOL GRADE LEVEL MEETINGS

All students and parents are encouraged to attend.

Grade 9 – 5:30 pm, Recital Hall

Grade 12 – 6:30 pm, Recital Hall

Tuesday, August 8

FIRST DAY OF SCHOOL (12 NOON DISMISSAL)

Bus Transportation begins • No After School program

8:00 a.m. – School Begins

All students in Pre-K – Grade 12 report to homeroom. Parents may walk Pre-K - Grade 5 students to their classrooms.

12:00 p.m. – School Dismisses for All Students

Wednesday, August 9

SECOND DAY OF SCHOOL (FULL DAY)

8:00 a.m. – School Begins

All students in Pre-K – Grade 12 report to homeroom. Pre-K – Grade 5 students should be dropped off at turnaround areas.

2:50 p.m. – School Dismisses for Pre-K-Grade 5

Half-day Pre-K students dismiss at 11:30 a.m.

Afterschool operates until 6:00 p.m.

3:00 p.m. – School Dismisses for Grades 6 - 12

UPPER SCHOOL GRADE LEVEL MEETINGS

All students and parents are encouraged to attend.

Grade 10 – 5:30 pm, Recital Hall

Grade 11 – 6:30 pm, Recital Hall

Friday, August 18

NEW FAMILY TAILGATE - 6 pm, Westfield Quad

All families new to Westfield for the 2023-2024 school year are invited to stop by the Westfield Quad/Cafeteria for a tailgate supper sponsored by the Westfield Family Organization (WFO) at 6 pm before our first home varsity football game.

Monday, August 21

OPEN HOUSE for Pre-K – Grade 1 – 5:30 pm, Recital Hall

All parents of students in Pre-K through Grade 1 are encouraged to attend our Open House. Parents should meet in the Recital Hall of the Arts & Sciences building.

Tuesday, August 22

OPEN HOUSE for Grades 2 – 5 – 5:30 pm, Recital Hall

All parents of students in grades 2 - 5 are encouraged to attend our Open House. Parents should meet in the Recital Hall of the Arts & Sciences building at 5:30 p.m.

Tuesday, August 29

OPEN HOUSE for Middle and Upper School – 5:30 pm

All parents of students in grades 6 - 12 are encouraged to attend our Open House. Parents should meet in their child's homeroom classroom at 5:30 p.m.



THE
WESTFIELD
SCHOOL



KEY CALENDAR DATES 2023-2024

Faculty Pre-Planning	August 2, 3, 4, & 7
First Day of School	August 8, Noon Dismissal
Labor Day Holiday	September 4
Homecoming	September 29
Fall Holiday for Students & Faculty	October 6, 9, & 10
Classes Resume	October 11
Veterans Day Student Holiday	November 10
Thanksgiving Holidays	November 20-24
Classes Resume	November 27
Last Day of School, First Semester	December 15, Noon Dismissal
Faculty Professional Development Day	December 15, Afternoon
Christmas Holidays	December 18 - January 2
Faculty Professional Development Day	January 2
Classes Resume	January 3
Martin Luther King, Jr. Holiday	January 15
Winter Holiday for Students & Faculty	February 16, 19, & 20
Classes Resume	February 21
Grandparents' Day	March 1, Noon Dismissal
Junior-Senior Prom	March 23
Spring Break	April 1-5
Classes Resume	April 8
Field Day/Booster Club Golf Tournament	April 25, Noon Dismissal
Baccalaureate	May 16
Graduation	May 17
Last Day of School	May 23, Noon Dismissal
Faculty Post-Planning/Professional Development	May 24

*Use your RenWeb App to keep upcoming key dates at your fingertips!
Visit the Athletics tab of our website for the Hornets' Athletics Schedule*

School and Grade Level Communication in VERACROSS and Microsoft TEAMS



Beginning with the new 2023-2024 school year, Westfield has converted our school information and financial system from FACTS/RenWeb to Veracross. Veracross is a comprehensive school information management system that will enable you to effectively monitor your child's education and activities, along with our school information and calendar. We are excited about the capabilities that Veracross will offer for our students, families, faculty, and staff. We will no longer be using FACTS/RenWeb.

During the first week of August, all parents/guardians will receive an email with an invitation to set up access (user name/password) for your Veracross parent account. Please watch for that important email. The email will generate from the following email address: system@mail.veracross.com. Students in grades 6 - 12 will receive log in information for their new Veracross student accounts after school has started.

Once you are able to log in to your new Veracross account, you will be able to view your child's homeroom class assignment, class schedules, our school calendar, etc., as well as pay tuition online, access your Westfield account balance, etc. Our Veracross information system database has been populated from your account information in FACTS/RenWeb, so it is crucial that you keep your family profile current—address, phone numbers and e-mail addresses as all emergency text alerts, school newsletters, and other communication are directed to these numbers and addresses. Please update your contact information in Veracross if needed.

Lower School: Lower School faculty is expected to post all grades in Veracross. Homework assignments and key dates are communicated through a weekly flyer that each teacher creates and sends home every Friday in the students' "Friday Folders" which also contains all student work from the week. In addition to the Friday Folders, students in 2nd grade – 5th grade also use daily agendas. The agendas provide a great opportunity for teachers to work with students to record homework and test assignments, teaching students to be responsible for taking notes and collecting books needed.

Middle and Upper School: Middle School faculty (Grades 6 – 8) and Upper School faculty (grades 9 – 12) are expected to post all grades in Veracross. Students in grades 6 – 12 are issued a school-based e-mail address and their own Veracross log-in. Their Veracross log-in accesses the student platform of Veracross where they will see class schedules, along with other information. Parents keep their own separate Veracross log-in that accesses the parent platform.

If you should have any questions concerning your access to Veracross, e-mail helpdesk@westfieldschool.org.



Microsoft Teams

For our Middle and Upper School students, teachers utilize Microsoft Office 365 TEAMS to provide online access to all class information and materials (i.e. handouts, notes, lectures, lesson plans, homework and classwork assignments) for each course. Grades are available via Veracross.

To access your child's course Microsoft Office 365 TEAMS, you must have your child's log in information which includes your child's username, which is their school email address, (graduation year followed by first initial and last name i.e. 24mkinnas@westfieldschool.org) AND password. Your child's school email address (Microsoft Office 365) user name and password should be kept secure.

- Go to <https://portal.office.com> (we recommend using the Microsoft Edge browser)
- Enter your child's school email address as the user name
- Enter your child's email password

If you should have any issues logging in, please email helpdesk@westfieldschool.org.

Once you are logged into the Microsoft Office 365 online home page, you will see a list of icons down the left hand side of your screen. To view your child's TEAMS, click on the TEAMS icon (purple with a T). You should see a TEAM for each course your child is taking. Once you click on each TEAM, you should find the course syllabus and lesson plans under the FILES tab. Under the CLASS NOTEBOOK tab, you will find your child's individual notebook. You should also see a tab for videos to be posted when your child's teacher is covering new material. To view your child's school email account, go back to the Microsoft online home page and click on the OUTLOOK icon (blue with an O). This will allow you to view any emails sent to your student from his/her teacher.

As a reminder, Veracross is used for grades.

If you should have any questions specifically related to class material, homework, quizzes, tests, etc. please contact your child's teacher via email (teacher's first name initial then last name @westfieldschool.org).

In Upper School, teachers may elect to use additional web and app-based platforms. We believe that it is important for students to become acclimated to more teacher-specific communication styles and tools, so that they are prepared for a similar experience and great degree of responsibility in college.

At Westfield, we give our faculty members flexibility in determining their own style of communication. Some teachers may text, while others prefer e-mail or other means. Talk with your student's teacher to set expectations. We encourage you to always reach out to your teacher first with any comments or concerns. All faculty and staff may be reached via school e-mail in the following format: firstinitial+lastname@westfieldschool.org.

Lower School Dress Code for 2023-2024

BOYS' DRESS CODE

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

BOYS' HAIR

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

GIRLS' DRESS CODE

- ✓ Collared or crew neck shirts (no v-neck)
- ✓ Short or long-sleeved (not sleeveless) shirts and dresses
- ✓ Shirts may be worn untucked if designed to be worn untucked and if it is of sufficient length to cover midriff and waist at all times
- ✓ Pants and jeans without holes or frays, neat, clean and hemmed
- ✓ Dresses, skirts, skorts, and shorts must be appropriate length
- ✓ Leggings may only be worn with a dress
- ✓ Shoes or boots with enclosed toes and heels
- ✓ Sandals and Crocs style shoes must be worn with a heel strap

ITEMS NOT ALLOWED FOR BOYS OR GIRLS

- T-shirts
- Pictures, emblems or lettering on clothes
- Logos larger than a 2-inch square
- Sleeveless shirts and undershirts as a shirt
- Shirts with writing
- Athletic shirts, shorts, pants, or sweat pants
- Fad haircuts or hair colors
- Camouflage clothing
- Shoes or boots with more than a 1-inch heel
- Shoes with wheels
- Boots worn with shorts
- Flip Flops
- Slides
- Cold shoulder shirts
- Sweatshirts/hoodies that are not WESTFIELD

FRIDAY SPIRIT DAYS

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

OUTER WEAR FOR BOYS AND GIRLS

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

We will provide a Westfield crewneck sweatshirt at no cost to every student in grades Pre-K through 12th. IF YOU HAVE NOT ALREADY ORDERED, [please click here the online order form](#) so that you may choose your child's size and choose a color (hunter green or grey). Each sweatshirt will have the Westfield W embroidered on the left chest area. The sweatshirts will be given to students during the first week of school in August. If your child is not returning to Westfield next year, you will not need to complete the online order form.

UNIFORM WEAR

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

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



No pictures, emblem, or lettering on clothing



No pictures, emblem, or lettering on clothing



No pictures, emblem, or lettering on clothing



No camouflage



No sleeveless shirts or dresses



No athletic shorts



No camoflauge or athletic style shorts



No athletic style pants

Middle & Upper School Dress Code for 2022-2023

MIDDLE & UPPER SCHOOL BOYS

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

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

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

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

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

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

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

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

MIDDLE & UPPER SCHOOL GIRLS

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

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

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

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

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

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

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

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

ADDITIONAL DRESS CODE REQUIREMENT FOR MIDDLE & UPPER SCHOOL

Every Westfield student in grades 6 through 12 must have required dress items to be worn every Wednesday throughout the school year and also on designated occasions. This attire must be worn on special designated occasions. Westfield monogrammed shirts (white, dark green, and light yellow) must be purchased from the school designated vendors, Lands' End and our online Spirit Shop/Graphic Guys. The shirt must have the word WESTFIELD monogrammed on the front left chest area. Shirts with Westfield athletic logos are not acceptable for required dress. Westfield sweatshirts/hoodies may be worn on required dress days. No other sweatshirts/hoodies may be worn.

Boys: long khaki pants and a collared Westfield white, dark green, or corn monogrammed shirt (oxford or polo type, long or short sleeve). Boys' shirts must be tucked in at all times. Shoes for this required dress must be closed-toe, closed-heel, non-athletic shoes, no boots.

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

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

AMENDED DRESS CODE FOR FRIDAYS AND OTHER SPECIFIC OCCASIONS

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

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

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

We will provide a Westfield crewneck sweatshirt at no cost to every student in grades Pre-K through 12th. IF YOU HAVE NOT ALREADY ORDERED, [please click here the online order form](#) so that you may choose your child's size and choose a color (hunter green or grey). Each sweatshirt will have the Westfield W embroidered on the left chest area. The sweatshirts will be given to students during the first week of school in August. If your child is not returning to Westfield next year, you will not need to complete the online order form.

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

Services for Westfield Students & Families

Bus Transportation

Information regarding our bus transportation service including fees, route information, and sign up instructions, will be available on our school website prior to the start of school.

After School Program

The After School Program (ASP) is available on school days from 2:50 p.m. until 6 p.m. beginning Wednesday, August 9th for students in full-day Pre-K through 5th grade and for students in grades 6 - 8 (After School "Hornet Hangout"). Monthly, weekly, and daily drop-in rates are available. In order for a student to attend the ASP, he or she must be registered for the program prior to using the service. This includes those who use our ASP only on an occasional, drop-in basis. Information on the program and rates, including registration forms, will be available on our school website prior to the start of school. The After School Program (ASP) will be available beginning Wednesday, August 9th.

Cafeteria Service

Westfield's cafeteria service is managed by FLIK, a national food service company that serves our students meals and snacks daily. Information regarding our dining services, meal plans and pricing, as well as sign up instructions for the meal plan for the new school year will be available on the school website prior to the start of school.

The Westfield Learning Center

The mission of the Westfield Learning Center is to support classroom instruction by developing and implementing quality academic support tailored to each student's unique learning needs while preparing him or her for future academic success. These services are offered for students in Kindergarten through 12th Grade in support of and parallel to regular classroom tutorials. Current students may be referred to The Learning Center by division directors, teachers or the guidance office. New students may enroll by recommendation of the Admissions Office. Parents may refer a student by contacting the Learning Center director. For more information or for a copy of The Learning Center's fees, please contact the school at 478-987-0547 or visit the Academics section of our website.



SCHOOL SUPPLY LISTS

2023-2024

We are looking forward to another wonderful school year! Below is the list of supplies students will need for their 2023-2024 classes. Please have these supplies by the first day of school, Tuesday, August 8th. Students should label items with their name or initials when possible. Check with your student throughout the year to replenish materials as needed.

Westfield offers the [EduKit program](#) as a convenient option for busy families to order school supplies for the upcoming 2023-2024 year. EduKits include the supplies approved by our school for students in grades 1st through 8th! Your student's order will be delivered to your home by the end of July. Prices include shipping and handling. Order by June 20th for best pricing! Extended ordering is available through EduKit's Last Chance program from June 21 - July 4 for an additional fee and will be delivered to your home shortly before school begins. [Click here to visit our EduKit site.](#)

1st Grade Supply List

- Small school box for supplies
- Three boxes of Crayola Crayons (box of 24)
- Box of colored pencils
- Scissors (Fiskars)
- Two boxes of #2 pencils
- Eight (8) large glue sticks
- 1 ½ inch, 3-ring binder (solid color with clear plastic cover for insert)
- 1 inch blue 3-ring binder
- One spiral notebook (70 pages, wide ruled)
- One red, plastic folder with 3 prongs and pockets
- One green, plastic folder with pockets (no prongs)
- One yellow, plastic folder with pockets (no prongs)
- Two boxes of Kleenex
- Three containers of Clorox wipes
- Two black Expo markers
- One box of skinny Crayola markers
- One roll of paper towels
- One set of basic earphones for computer enrichment
- Book bag or other type of small bag to carry home notes and papers – PLEASE, NO ROLLING BOOK BAGS
- Reuseable water bottle

****Please be sure to label pencil boxes, water bottles, folders, binders, coats, and lunch boxes with your child's name. All other supplies do not need to be labeled.***

2nd Grade Supply List

- Crayons (24)
- Colored pencils
- Markers (washable)
- Scissors (Fiskars)
- Plastic crayon box
- Two bottles of white liquid glue (Elmer's 4oz)
- Twelve glue sticks
- One box of #2 pencils
- Two Spiral notebooks (70 pages, wide-ruled)
- 1 ½" 3-ring binder notebook
- Mead composition book (black & white hardcover)
- Two pink pearl erasers
- Two fine point black Sharpie markers
- Two black Expo markers
- Three Red Pens
- Two Boxes of Sheet Protectors (50 total)
- One Roll of paper towels
- One box of Kleenex
- Red, blue, and green 5-star plastic folder with pockets
- Pencil bag
- One pair of basic earbuds/headphones for use in the computer lab (*Please do not purchase expensive brands)

NO TRAPPER KEEPERS OR ROLLING BOOK BAGS

****Please be sure to label all school supplies, coats, lunch boxes, etc. with your child's name. Please have sheet protectors placed in binder before bringing them to school.***

3rd Grade Supply List

- One box of 24 crayons
- One pack of colored pencils
- Two Large Glue Sticks
- One pack of wide ruled notebook paper
- One box of #2 pencils
- One pair of ear buds (not headphones) in a zipper bag labeled with name
- 1" three-ring binder with clear front and back pockets
Insert at least 25 page protectors inside binder (Please make sure the page protectors are inserted with the opening at the top or side, so that our memory pages won't fall out.)

Class donations:

- One bag of cough drops
- One box of Kleenex
- One Clorox wipe container
- One box of Band-aids

4th Grade Supply List

****Please do not label supplies. We will add covers and label in class together.***

- One (1) box of pre-sharpened Ticonderoga pencils
- 24 count crayons
- Scissors (7 inch or larger)
- One box of 12 count Colored Pencils
- Two red pens
- Three large glue sticks
- Markers (optional)- 8 count
- Book Bag
- One small, zippered pouch with holes for binder
- 2" three(3)- ring binder
- Six tabbed pocket dividers for binder
- Two black/white composition books
- One box Kleenex
- Baby wipes
- One pack wide ruled notebook paper
- Two pack of black Expo markers
- 1 basic pair of earbuds/headphones for technology in a zipper bag (*No expensive brands)

5th Grade Supply List

General Supplies

****Please do not label supplies. We will add covers and label in class together.***

- Twelve pre-sharpened pencils
- One 1½" binder (no Trapper Keepers or zip-up binders)
- One pack of wide-ruled notebook paper
- One paper folder with inside pockets
- One packet of binder dividers (at least 5 subjects)
- Scissors
- Three large glue sticks
- One box of 12 colored pencils
- One box of 8-count Markers
- One pack of 4 count Highlighters
- Headphones (labeled in Ziplock bag)
- One pencil pouch with holes for binder (no supply boxes)

Math Supplies

- One three-subject spiral notebook
- One pack of 4 count dry erase markers

Language Arts Supplies

- One black/white composition books
- Purchase and Read: *Tales of a Fourth Grade Nothing* by Judy Blume (required summer reading)

Social Studies Supplies

- Two black/white composition books

Technology Supply List for All Students Pre-K through 5th Grade

Each student in grades Pre-K through 5th must provide his or her own pair of earbuds/over the ear headphones for the technology enrichment class. The headphones may be any style determined to meet the needs of the student and parent. Please place the headphones in a Ziploc style bag, and clearly label the bag with the student's name, grade, and homeroom teacher. All headphones will be stored in the computer lab and only used by the student providing the headphones. Headphones are available at a variety of local stores. Kid-Safe headphones that regulate volume are available locally at Walmart, Target, and Best Buy. There are several brands that range in price from \$15.00 to \$20.00. Any style that your child finds comfortable will do, but please do not send expensive brands. We politely request that you do not send expensive, high-end headphones such as Bose and Beats by Dre.

MIDDLE SCHOOL SUPPLY LIST

6th Grade

Math

- 3-ring Binder (1½")
- 5 Pocket Dividers
- Notebook paper
- #2 Pencils
- Eraser
- Pencil Pouch
- Twistable color pencils
- Ruler
- Dry Erase Markers
- Small scissors

Earth Science

- 3-ring Binder
- Loose-leaf Notebook Paper
- Red Pen
- Highlighter
- Pencils and Pens
- Colored Pencils
- Earbuds
- Stylus (optional)

World Cultures

- 3-ring Binder (1 ½")
- Notebook Paper
- Highlighters
- Pencils and pens
- 20 tabbed dividers
- Colored Pencils

English

- 3-ring Binder (1 1/2")
- Five dividers with tabs
- Loose leaf paper for binder
- #2 pencils
- Pink Pearl Eraser
- Highlighters-3 colors
- Zippered pouch for pencils, pens, eraser
- Copy of *Restart* by Gordon Korman (required summer reading)

*Students may have book listed above on an electronic device; however, a paperback copy is recommended for in-class study and discussion.

6th Grade Spanish

- 1 inch 3-ring binder
- Pens and pencils
- Loose leaf paper
- Index cards
- Colored pencils

6th Grade Ethics

- 3-ring Binder, ½" Black
- Pencil /Pens
- Notebook
- Bible

7th Grade

Math

- 3-ring Binder (1½")
- 5 Pocket Dividers
- Loose-leaf Paper
- #2 Pencils
- Pencil Pouch
- Yellow Highlighters
- Stylus for iPad
- Headphones/earbuds
- Red Pens
- Eraser
- Graph Paper
- Extra large book cover

Life Science

- iPad (School Issued)
- Headphones / Earbuds
- 3-ring Binder
- Loose-leaf Notebook Paper
- Red Pen
- Highlighter
- Pens and Pencils
- Stylus for iPad (optional)

Survey of the Bible

- 3-ring Binder (1")
- Pencil pouch
- Notebook Paper
- Pencils
- Erasers

English

- 3-ring Binder (1 1/2")
- Five dividers with tabs
- #2 Pencils
- loose leaf notebook paper for binder
- Highlighters-3 colors
- Zippered pouch for pencils, pens, eraser
- Copy of *Peak* by Roland Smith (required summer reading, no electronic version)

7th Grade Enrichment

- 3-ring Binder, ½" Black
- Pencil /Pens
- Notebook

8th Grade

English

- 3-ring, 1 ½" binder
- Loose-leaf notebook (college-ruled)
- Blue or black ink pens
- #2 pencils
- Highlighters
- Copy of *The Hiding Place* by Corrie Ten Boom
(no electronic versions)

Physical Science

- 4-function Calculator
- Ruler (metric-English)
- Graph Paper
- 3-ring Binder (1") w/dividers
- Loose-leaf paper

Social Studies

- Blue or Black Pens and Pencils
- Composition Notebook
- Loose-leaf paper
- 3 Ring Binder (1 ½")

Math Pre-Algebra, Algebra I, or Honors Algebra I

- 3 ring Binder (1 ½" with 5 pocket dividers)
- Loose-leaf paper
- Pencils and pencil pouch
- Yellow highlighters
- Stylus for iPad
- Headphones/earbuds
- Red Pens
- Erasers
- Graph Paper
- TI-30XS Multiview Scientific Calculator
(OPTIONAL)

8th Grade Spanish

- 3 prong, 2 pocket folder
- Pen and pencils
- Highlighter
- Index cards
- Black dry-erase marker
- Spanish/English dictionary

8th Grade Enrichment

- 3-ring Binder, ½" Black
- Pencil /Pens
- Notebook

UPPER SCHOOL SUPPLY LISTS

9th Grade

Geometry & Honors Geometry

- 3 ring binder (1 1/2")
- Notebook paper
- Ruler
- Protractor and Compass
- Calculator: TI-30XS
- Pencils and Erasers
- Colored Pencils
- Highlighters

Algebra I

- 3-ring Binder (1½")
- Notebook paper
- 5 tab dividers
- Pencils and Erasers
- Colored Pencils
- Calculator (required): TI-30XS Multiview Scientific

English I

- Notebook Paper
- 3-ring Binder (1" or 1 ½") with 4 Section Dividers
- Highlighters
- Blue/Black Ink Pens
- Red Pens
- Pencils
- Copy of summer reading book - either *The Lions of Little Rock* by Kristin Levine or *Scar Island* by Dan Gemeinhart (no electronic versions)

Honors English I

- 3-ring Binder (1" or 1 ½")
- Loose-leaf paper
- Blue/Black Ink Pens
- Highlighters
- Pencil Bag
- 5 Dividers
- 3 x 3 sticky notes
- Pencils (#2)
- Copy of summer reading book - *A Separate Peace* by John Knowles (no electronic versions)

Biology & Honors Biology

- 3-ring Binder (1" or 1½")
- Loose-leaf Notebook Paper
- Blue or Black Pens
- Color Pencils (minimum of 12 Count)
- Pencils (#2)
- Ruler

World History I/World History II

- Blue or Black Pens
- Composition Notebook
- Pencils
- 3-ring Binder (1 ½")

Spanish I

- 3-ring Binder (1½")
- 6 tab Dividers
- Notebook Paper
- Black/Blue Pens
- Pencils
- 4 Highlighters (1 blue, 1 pink, 1 green, 1 yellow)
- 4x6" Lined index Cards - keep stocked- (use throughout the year)
- 4x6" Notecard Box

French I

- Pens and pencils
- Loose-leaf paper
- 1 Divider
- 4x6" Clear Notecard File Box
- 4x6" File Cards (300 qty)
- 4x6" Index Card Tabs or Dividers
- 200 mini index cards (3 X 2.5)
- School issued iPad used daily, keep fully charged

All students are required to have a stylus and earbuds/headphones for use with their school issued device.

10th Grade

Geometry & Honors Geometry

- 3 ring binder (1 1/2")
- Notebook paper
- Ruler
- Protractor and Compass
- Calculator: TI-30XS
- Pencils and Erasers
- Colored Pencils
- Highlighters

Algebra II & Honors Algebra II

- Pencils and erasers
- Colored pencils
- 3 ring binder (1 1/2")
- Notebook paper
- 5 tab dividers
- TI 84 Graphing calculator (required)

U.S. History

- 3-ring Binder (1" or 1½")
- Notebook Paper
- Pencils and Pens

AP US History

- 3-ring Binder (3") and college-rule notebook paper
- Princeton Review AP US History Premium Prep 2020-2024 Book
- Highlighters (4 colors)
- Pencils, Blue/Black Pens, and multi-colored pens
- 9 Dividers
- Sticky notes

English II

- 3 ring Binder (1.5 “)
- Loose-leaf Notebook Paper
- Blue or black ink pens
- Pencils
- Highlighters
- Copy of required summer reading (*Fahrenheit 451* by Ray Bradbury)

Honors English II

- 3-ring 1½” Binder with 5 Dividers
- Loose-leaf Notebook Paper
- Blue/black ink pens
- Pencils (#2 lead)
- Pencil Bag with holes to remain in binder
- Highlighters
- 3 X 3” sticky notes
- Copy of required summer reading - *A Lesson Before Dying* by Ernest J. Gaines (no electronic version)

Chemistry & Honors Chemistry

- 3-ring Binder (1”)
- 3 dividers
- Loose-leaf Notebook Paper
- Scientific Calculator

Spanish II

- 3-ring Binder (1½”)
- 5 Dividers
- Notebook Paper
- Black/Blue Pens
- Pencils
- Red Pen
- 4x6” File Box
- 4x6” Lined index Cards (200 qty)
- 4x6” Index Card Tabs or Dividers
- Large book cover

French II

- Loose-leaf Paper
- 1 Divider
- Pens and pencils
- 4x6” Clear Notecard File Box
- 4x6” File Cards (300 white, 50 blue)
- 4x6” Index Card Tabs or Dividers
- 200 mini index cards (3 X 2.5)
- Duolingo app on your device
- School issued iPad used daily, keep fully charged
- *The Chorus* (Les Choristes) DVD

**All notebooks should be 1” to 1 ½” binders in order to fit in lockers. All students are required to have a stylus and earbuds/headphones for use with their school issued device.*

11th Grade

English III

- 3-ring, 1.5 inch Binder
- 5 Dividers with tabs
- Loose-leaf Notebook Paper
- Blue or black ink pens
- Pencils
- Copy of summer reading book *The Coming of the Dragon* by Rebecca Barnhouse

AP Lang/Comp

- 3-ring 1½” Binder with 6 Dividers
- Loose-leaf Notebook Paper
- Blue/black ink pens
- Pencils (#2 lead)
- Pencil Bag with holes to remain in binder
- Highlighters
- 3 X 3” sticky notes
- Copy of required summer reading - *Educated* by Tara Westover (no electronic version)

Anatomy/Physiology

- 3-ring Binder (1” or 1½”)
- Loose-leaf Paper
- Color Pencils (min 12 count)
- Pencils (#2)
- Surgical gloves (optional)
- Blue or Black pens
- Ruler

Honors Physics

- 3-ring Binder (1”)
- Loose-leaf notebook paper
- Scientific Calculator

Environmental Science

- 3-ring Binder (1”)
- 3 dividers
- Loose-leaf notebook paper

French III

- Loose-leaf Paper
- 1 Divider
- Pens and pencils
- 4x6” Clear Notecard File Box
- 4x6” File Cards (300 white and 50 blue and pink)
- 4x6” Index Card Tabs or Dividers
- Duolingo App on your device
- School issued iPad used daily, keep fully charged
- *Le Petit Nicolas* DVD

Spanish III

- 3-ring Binder (1½")
- 5 Dividers
- Notebook Paper
- Black/Blue Pens
- Pencils
- Red Pen
- 4x6" File Box
- 4x6" Lined index Cards (200 qty)
- 4x6" Index Card Tabs or Dividers
- Large book cover

World History II

- 3-ring Binder (1" or 1½")
- Highlighters
- Pencils
- Black Pens

AP European History

- 3-ring Binder (1" or 1½")
- AP Euro Review Book
- Highlighters
- Pencils
- Black Pens

Pre-Cal/Trig and AP Pre-Cal

- 3 Ring Binder (1 1/2" or 2")
- 5-tab dividers
- Notebook paper
- Graph Paper
- Pens and Colored Pencils
- Pencils and Erasers
- TI- 84 Graphing Calculator (required)

All students are required to have a stylus and earbuds/head-phones for use with their school issued device.

12th Grade

College Readiness Math

- 3 Ring Binder (1 1/2" or 2")
- 5-tab dividers
- Notebook paper
- Graph Paper
- Pens and Colored Pencils
- Pencils and Erasers
- TI- 84 Graphing Calculator (required)

Pre-Cal/Trig and AP Pre-Cal

- 3 Ring Binder (1 1/2" or 2")
- 5-tab dividers
- Notebook paper
- Graph Paper
- Pens and Colored Pencils
- Pencils and Erasers
- TI- 84 Graphing Calculator (required)

AP Calculus

Pre-Cal/Trig and AP Pre-Cal

- 3 Ring Binder (1 1/2" or 2")
- 5-tab dividers
- Notebook paper
- Graph Paper
- Pens and Colored Pencils
- Pencils and Erasers
- TI- 89 or TI-84 Graphing Calculator (required for this class and for the AP Exam)

Economics/DE Economics

- 3-ring Binder (1½")
- College-rule notebook or loose-leaf Paper
- Pencils
- Black & Blue Pens

American Government/DE American Govt

- 3-ring Binder (1½")
- College-rule notebook or loose-leaf Paper
- Pencils
- Black & Blue Pens

Anatomy/Physiology

- 3-ring Binder (1" or 1½")
- Loose-leaf Paper
- Color Pencils (min 12 count)
- Pencils (#2)
- Surgical gloves (optional)

Honors Physics

- 3-ring Binder (1")
- Loose-leaf notebook paper
- Scientific Calculator

Environmental Science

- 3-ring Binder (1")
- 3 dividers
- Loose-leaf notebook paper

English IV

- 3-ring Binder (1" or 1½")
- 3 Notebook Binder Dividers
- Blue or Black Ink Pens and Red Pens
- #2 Lead Pencils
- 3 Highlighters
- Post-it Notes (3x3)
- Copy of summer reading book - *The Strange Case of Dr. Jekyll and Mr. Hyde* by Robert Louis Stevenson (no electronic version)

AP Lit/Comp

- 3 ring (1.5") Binder
- Loose-leaf notebook paper
- Blue or black pens
- Pencils
- Copy of summer reading books *How to Read Literature Like a Professor* by Thomas C. Foster AND either *The Light Between Oceans* by M.L. Steadman OR *The Things They Carried* by Tim O'Brien

French IV/AP French

- Loose-leaf Paper
- 1 Divider
- Pens/Pencils
- Large Clear Notecard Box
- 300 Notecards (4x6) (white, blue, pink, Opt: purple, yellow & green)
- 4X6 Dividers
- News in Slow French
- School issued device used daily, keep fully charged
- Duolingo App on your device
- optional: personal copy of *Le Petit Nicolas*

Spanish IV/AP Spanish

- 3-ring Binder (1½")
- 5 Dividers
- Notebook Paper
- Black/Blue Pens
- Pencils
- Red Pen
- 4x6" File Box
- 4x6" Lined index Cards (200 qty)
- 4x6" Index Card Tabs or Dividers
- Large book cover

ALL Upper School students are required to have a stylus and earbuds/ headphones for use with their school issued device.

Elective Courses

SAT/ACT Prep

- #2 Pencils
- Scientific Calculator
- Pens

AP Human Geography

- 3 ring binder
- Notebook Paper
- Pencils & Pens

Computer Applications

- 1 Flash Drive (4G)
- Headphones/Earbuds
- 4 Subject Spiral Notebook

Multi Media and Yearbook Journalism

- 1/2" black binder
- Pens and Pencils
- 1 Flash Drive (4G)

Chorus

- ½" Black 3-ring Binder
- Pencil

Choral Ensemble

- ½" Black 3-ring Binder
- Pencil

Music Appreciation

- ½" Black 3-ring Binder
- Pencil

Drama

- Binder
- Pencils
- Pens
- Notebook Paper

Debate/Communication for Success

- 3 ring binder (1.5")
- Notebook Paper
- Pencils and Pens
- 3 highlighters

Yearbook

- Notebook or composition book
- Pencils
- Pens
- School issued iPad or laptop

Art I, Art II, Art III, and Graphic Design

- Sketchbook (may use same sketchbook from last year if Art course was taken)

STUDENT CHECK IN/CHECK OUT AND VISITING CAMPUS

Morning Arrival for Lower and Middle School Students (Grades Pre-K - 8)

- Drop your child off in the turnaround. Parents should remain their vehicle.
- We are happy to help your child get to their classroom or carry extra items if they need assistance.

Checking In Lower and Middle School Students (Grades Pre-K – 8)

- Bring your child to the Administration Building.
- Student will be checked in for attendance and escorted to his/her classroom.

Checking In Upper School Students (Grades 9-12)

Upper School students should check in at the Administration Building and go to sign in at the Upper School office.

Checking Out Lower and Middle School Students (Grades Pre-K - 8) during the school day 2:10 pm is last check out time

- **CALL THE SCHOOL OFFICE AT 478-987-0547 IN ADVANCE** so that we may have your child checked out and ready for you to pick up from the Administration building. We understand that the need to check out your child may occur on short notice, but we ask that you contact us as early as possible on the day that your child will be checking out so that we can have your child ready for you to pick up.
- **PLEASE DO NOT TEXT THE TEACHER. IT IS OK FOR YOU TO EMAIL THE TEACHER, WRITE A NOTE IN YOUR CHILD'S AGENDA, OR SEND A NOTE WITH YOUR CHILD, BUT A PHONE CALL TO THE SCHOOL OFFICE MUST BE MADE.**
- **WHEN YOU CALL THE SCHOOL OFFICE (478-987-0547), WE WILL MAKE ALL ARRANGEMENTS TO HAVE YOUR CHILD READY TO BE PICKED UP FROM THE ADMINISTRATION BUILDING.**
- **THE LATEST CHECKOUT TIME IS 2:07 PM.**

Checking Out Upper School Students (Grades 9-12)

2:10 pm is last check out time

- **Contact the Upper School 478-987-0547 ext. 221 IN ADVANCE**
- When you arrive, please call the Admin Office at 478-987-0547 so that we can send your child out to your car.
- If your Upper School student has his/her own vehicle on campus, he or she will check out at the Upper School office and then leave campus. **The latest checkout time is 2:07 pm.**

Absences – Assignments

- If your child is absent for any reason, log into Veracross and/or Microsoft TEAMS (Grades 6-12) to locate lesson plans, assignments, and instructional videos.
- Assignments need to be completed upon student's return to school.
- Textbooks/workbooks can be picked up from the Administration Office upon request.

Delivering Items to Lower, Middle, and Upper School Students

All items (book bags, athletic uniforms, nap mats, etc.) should be dropped off at the Administration Building office.

- Items will be delivered to Lower School students.
- Items for Middle and Upper School students will be delivered to the Middle and Upper School offices for students to pick up. Parents should notify student that item has been delivered to the school and to go to office to pick up the item.

Procedures for visiting campus during the hours of 8:30 a.m. until 2:20 p.m.

- All visitors (including parents) must park in front of and enter the Administration building to check in.
- Visitors will be escorted to areas on campus (i.e. if a parent is having lunch with their child, a staff member from Administration will walk him/her to the cafeteria). Driving on campus is limited during these hours.

The security gates are open during times of morning drop-off and afternoon pickup and for after-school and weekend events. The gates are closed during the hours of 8:30 a.m. until 2:20 p.m. Monday through Friday. The gates will be open for certain special events on our campus so that parents and visitors will be able to drive and park on campus.

DRIVING SAFELY ON CAMPUS

The safety and security of our students, faculty, staff and guests are very important to all of us! When driving on campus, please follow these guidelines to help traffic move as safely and efficiently as possible:

Do not use cell phones when driving on campus.

Drive slowly and watch for children at all times.

Do not drop-off students in a parking lot and allow them to walk across carline traffic unescorted.

The Turnaround, Carline and Drop-off Areas = NO PARKING ZONES



Lower School Families – Turnaround at Back of Campus Near Football Field:

- The drop-off area for Lower School students, known as the "Lower School Turnaround," is located at the back of our campus near the football field. During morning drop-off and afternoon pick-up, Lower School families should use the middle gate on Hwy 41 to enter campus and exit campus, driving directly in front of the Admin Building. The south campus gate is closed daily from 7:30 – 8:15 a.m. and 2:15 - 3:15 p.m.
- Do not pick-up/drop-off students before you reach the yellow painted curb in the Turnaround, and always pull up to the car in front of you without leaving gaps in the carline.
- When there are no cars in front of you, drive all the way to the far end of the yellow painted curb before stopping to pick-up/drop-off children.
- Ensure students only enter and exit on the curb side of your vehicle (adjust car seats and boosters as needed).
- Parents who have students in Lower School and Middle School or Upper School should use the Middle/Upper School turnaround (see below). Lower School students will be escorted to/from that side of campus by a faculty member. Lower School students who ride to school with an Upper School student driver should be dropped off through the Lower School Turnaround. Lower School students may not exit cars in the Upper School or softball/baseball field parking lots.
- For the safety of your student and others, please do not drop off students in the softball/baseball field parking lot or the middle of the Arts & Sciences parking lot. Students should never cross carline traffic without an adult escort.

Middle School/Upper School Families – Turnaround in Front of Quad:

- Enter and Exit through the Holly Hills gate for student drop off and pick up. (Please do not exit through the Upper School parking lot north gate or through the middle gate on Hwy 41 being used by Lower School carline.)
- As your vehicle approaches the sidewalk area, your student(s) should be ready to exit the vehicle and should exit/enter vehicles only on the right, curb side of your vehicle.
- For the safety of your student and others, do not drop off students in the Arts & Sciences parking lot. If you are parking to enter campus, please escort your student to his/her building after you have parked. In the afternoon, if you have a meeting on campus and have parked in one of these lots, please walk to meet your child at the sidewalk and escort him/her to your car. In other words, parents should not park to simply drop-off a student in lieu of using the appropriate carline.
- Do not drop off students in the parking lot beside the Middle School building. This lot is for faculty/staff parking only.
- PLEASE USE CAUTION WHEN GOING THROUGH THIS TURNAROUND AND BE AWARE OF ONGOING CONSTRUCTION FOR GYMNASIUM RENOVATION

Upper School Student Drivers:

- Enter the North Gate on Hwy 41 OR enter the Holly Hills gate and proceed through the Middle & Upper School carline.
- Student drivers must park in the Upper School parking lot and must have a parking pass.
- Drivers dropping off or picking up students should use the Middle & Upper School carlines. Do not drop off students in the middle of the Arts & Sciences parking lot.
- No student younger than 6th grade is allowed to exit a car in the Upper School Parking Lot (*Upper School student-drivers should use the Lower School carline to drop-off younger students, and then return to the US parking lot.)
- Students participating in afterschool events and practices are not allowed to move their cars from the Upper School parking lot to the gym, football, or softball/baseball parking lots until after 3:30 p.m. This is an important safety measure to ensure the safety and security of our Lower School students exiting campus between 2:50 and 3:30 p.m.

SUPPORTING WESTFIELD

WFO and Booster Club

The Westfield School has a proud tradition of volunteer service, and we encourage every family to find ways to lend your time and talents and to be involved in our school community. We have two primary groups of volunteers: the Westfield Family Organization (WFO) and the Westfield Booster Club. The WFO is comprised of parents from Pre-K through 12th grade, and this group coordinates everything from Room Parent Volunteers to Faculty & Staff Appreciation Events to the Spirit Shop. The Booster Club is also made up of parents from every grade level, and they are the campus advocate for athletes and athletic events. These groups meet year round, and you can join at any time. If you are interested in volunteering, please complete and submit a volunteer form by visiting the “Supporting Westfield” tab of our website. Thank you to each and every parent who participates in these organizations—your contributions help make our school a success!

Ways to Give

Westfield’s primary school-wide fundraiser is The Annual Fund. Watch for full details when this event kicks-off this fall! We also encourage you to take part in programs like Publix Partners, Kroger Community Rewards, Box Tops for Education, Office Depot 5%, GA School Store and Goodshop to support Westfield throughout your weekly routine. For more information on these programs, as well as opportunities for Planned Giving, Corporate Matching Gifts, and the Georgia Goal Tax Credit, visit the “Supporting Westfield” section of our website or contact our Development and Alumni Office at (478) 987-0547 ext. 224. Year after year, our school continues to excel thanks to the generous support of our parents, grandparents, alumni, and friends. We hope we can count on your support once again. Thank you in advance for your commitment to Westfield!

Annual Fund: The Annual Fund is Westfield’s primary fundraiser and is the mainstay of all our giving programs. Contributions to the Annual Fund enhance every area of your child’s education. Over the past few years, Annual Fund dollars have allowed Westfield to enhance our Gymnasium, Media Centers, Middle School Commons Area, Quad, etc. The Annual Fund kicks off in the fall, so be on the lookout for more information.

Corporate Partnership Opportunities: In conjunction with our Annual Fund, we offer the Corporate Partnership Opportunities program. This program provides a great way for you to support a worthy cause, while promoting your business. Many thanks to our current corporate partners. We appreciate your support!



Shop & Support: Did you know you can help support Westfield by simply shopping at your favorite stores? Westfield participates in several community rewards programs that donate a percentage of each sale back to our school. Publix, and Kroger are just a few of the merchants that partner with Westfield. More information about our community rewards programs can be found on the next page.



GOAL Scholarship: The GOAL Scholarship Program allows Georgia taxpayers to redirect a portion of their state income tax to provide financial aid for eligible students to attend Westfield. In exchange, they receive a dollar for dollar state tax credit. You have to pay taxes, why not have a say in how those dollars are spent?

*For any questions, please contact our Development Office.
You may also learn more about any of these opportunities by visiting the
Alumni & Giving tab on our school website.*

SUPPORTING WESTFIELD



Publix Partners Card: Publix Partners program offers schools a great fundraising opportunity. Simply sign up at www.publix.com, select The Westfield School, then enter your phone number at check out. Publix will donate a portion of your sale directly to our school. Since the inception of this program, Westfield has received over \$40,000!



Kroger Community Rewards: Request a Kroger Plus card from your cashier if you do not already have one. Enroll your Kroger Plus Card online at www.krogercommunityrewards.com. Once you are enrolled click on the "Community Rewards" tab. Enter your Kroger Plus Card number. Next enter Westfield's organization number: QD538. Every time you shop at Kroger and swipe your card, Westfield will earn rewards. *Even if you have previously enrolled your Kroger Plus card, you still must re-enroll your card at the beginning of every school year.



Box Tops for Education: Help Westfield earn cash by turning in your Box Tops. All you need to do is clip the logos and send them to our school — each one is worth 10¢ for Westfield. Collection turn-in days are October 1 & March 1. You can also send in your Box Tops virtually through the app. Simply download the Box Tops app via Apple Store or Google Play, select The Westfield School and scan your receipt every time you shop. For a list of participating products, go to www.boxtops4education.com



Office Depot 5% Back to Schools Program: Help Westfield earn free supplies. Our school will earn credits equal to 5% of your qualifying school supply purchases to use for FREE supplies. You can credit the school year-round. Every time you shop at Office Depot, remember to give our school ID #70026422.



iGive: iGive is a free service that allows you to raise money for charities and nonprofits such as Westfield, while shopping online at popular stores like Walmart, Pottery Barn, Neiman Marcus, Staples, PETCO, GAP, and many others. To join, simply visit <https://www.iGive.com/TheWestfieldSchool> and create an iGive account, which is both free and private. It only takes a few moments to get started.