



# Back to School 2022-2023

**Homeroom assignments & schedules will be posted to MyWestfield (FACTS/RenWeb) on Thursday, August 4th.**

## **First Day of School – Tuesday, August 9th**

- ✓ New Student Orientation, Locker Days, First Day of School, Open House, and other important information
- ✓ Key Calendar Dates for 2022-2023 School Year
- ✓ MyWestfield (powered by FACTS/RenWeb) and Microsoft TEAMS
- ✓ Middle and Upper School Dress Code
- ✓ Services for Westfield Students & Families
- ✓ 2022-2023 School Supply Lists
- ✓ Ways to Support Westfield & Opportunities to Volunteer



# IMPORTANT DATES...MARK YOUR CALENDAR NOW!

## Tuesday, August 2nd

### 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. Times TBD.

## Thursday, August 4th

### 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 5th

### 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 7th

### 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 8th

### 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.

## Tuesday, August 9th

### 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 10th

### 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

## Friday, August 26

### NEW FAMILY TAILGATE - 6 pm, Westfield Quad

All families new to Westfield for the 2022-2023 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.

## Tuesday, August 30

### 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.



## KEY CALENDAR DATES 2022-2023

Faculty Pre-Planning	August 3, 4, 5, & 8
First Day of School	August 9, Noon Dismissal
Labor Day Holiday	September 5
Homecoming	September 16
Fall Holiday for Students & Faculty	October 7, 10, & 11
Classes Resume	October 12
Veterans Day Student Holiday	November 11
Thanksgiving Holidays	November 21 - 25
Classes Resume	November 28
Last Day of School, First Semester Faculty Professional Development Day	December 16, Noon Dismissal December 16, Afternoon
Christmas Holidays Faculty Professional Development Day	December 19 - January 2 January 2
Classes Resume	January 3
Martin Luther King, Jr. Holiday	January 16
Winter Holiday for Students & Faculty	February 17, 20, & 21
Classes Resume	February 22
Grandparents' Day	March 3, Noon Dismissal
Junior-Senior Prom	March 25
Spring Break	April 3 - 7
Classes Resume	April 10
Field Day/Booster Club Golf Tournament	April 20, Noon Dismissal
Baccalaureate	May 18
Graduation	May 19
Last Day of School	May 25, Noon Dismissal
Faculty Post-Planning/Professional Development	May 25 & 26

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

# Grade Level Communication in MyWestfield (FACTS/RenWeb) and Microsoft TEAMS



My Westfield (powered by FACTS/RenWeb, also referred to as “RenWeb”, is Westfield’s primary internal communications portal. **Student grades, class schedules, and our school calendar may all be found in MyWestfield/RenWeb.** We strongly encourage you and your students to download the RenWeb app and familiarize yourself with this platform.

Our school directory is populated from your account information in RenWeb, so it is crucial that you keep your family profile current—address, phone numbers and e-mail addresses. Our emergency text alerts, school newsletters and other communication are directed to these numbers and addresses.

The RenWeb App provides parents and students instant access (always logged in) to student grades, our school calendar, lunch menus, as well as school announcements, key dates, directories and much, much more! Available in the Apple App Store and Google Play Store. Search “RenWeb Home.” To access RenWeb from our school website, click the MyWestfield link on the top right corner of our home page.



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

*If you should have any questions concerning your access to RenWeb, e-mail [helpdesk@westfieldschool.org](mailto: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. Only grades are available via MyWestfield (RenWeb).

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. 21mkinnas@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](mailto: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, MyWestfield (RenWeb) is used for grades and school calendar only.

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`.

# 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

**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. (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. Hoodies with appropriate logos/wording or those with pre-approved Westfield logos may be worn on required dress days. Hoodies with appropriate logos/wording or those with pre-approved Westfield logos may be worn on required dress days.

**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**

Jackets, coats, sweaters, sweatshirts, or hoodies with appropriate logos/wording or those with pre-approved Westfield logos may be worn. Patterned or multi-colored outer wear is approved as long as appropriate. Westfield letter jackets may be worn. Westfield approved items from Lands' End (with or without the Westfield monogram) may be worn. A collared shirt must be worn underneath each of the above items. Camouflage items are not allowed.

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, is [available on the school website](#).

## **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 new school year, is available on the school website.](#)

## **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

## 2022-2023

We are looking forward to another wonderful school year! Below is the list of supplies students will need for their 2022-2023 classes. Please have these supplies by the first day of school, Tuesday, August 9th. 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 2022-2023 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 12 for an additional fee and will be delivered to your home shortly before school begins. [Click here to visit our EduKit site.](#)

## 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

#### World Cultures

- 3-ring Binder (1 ½")
- Notebook Paper
- Highlighters
- Pencils and pens
- 20 tabbed dividers
- Twistable Colored Pencils
- Vis a Vis markers (basic colors)

#### English

- 3-ring Binder (1 1/2")
- Five dividers with tabs
- Notebook paper for binder
- #2 pencils
- Pink Pearl Eraser
- Highlighters-3 colors
- Zippered pouch for pencils, pens, eraser
- Copy of *Tuck Everlasting*  
(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

- 3 prong (2 pocket folder)
- Pens and pencils
- Highlighter
- Index cards
- Black dry erase marker
- Spanish/English dictionary

#### 6th Grade Enrichment

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

## 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
- 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
- Blue and black pens
- #2 Pencils
- loose leaf notebook paper for binder
- Highlighters-3 colors
- Zippered pouch for pencils, pens, eraser
- Copy of *The Giver*  
(required summer reading, no electronic version)

### 7th Grade Spanish

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

### 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

- Compass
- Ruler
- Protractor
- Calculator
- Pens and Pencils
- Highlighter

### Algebra I

- 3-ring Binder (1 or 1½")
- Notebook paper
- Graph Paper
- Pencils and Erasers
- Pens
- Scientific calculator

### English I

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

- Blue or Black Pens
- Composition Notebook
- Pencils
- 3-ring Binder (1½")

## 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)
- Spanish/English Dictionary
- 4x6" Lined index Cards - keep stocked- (use throughout the year)
- 4x6" Notecard Box
- 4x6" Notecard Tabs (blank)

## French I

- Pens and pencils
- Loose-leaf paper
- 1 Divider
- 4x6" 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 notebooks should be 1" to 1½" 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.*

## 10th Grade

### Geometry & Honors Geometry

- Compass
- Ruler
- Protractor
- Calculator
- Pens and Pencils
- Highlighter

### Algebra II & Honors Algebra II

- Pencils and erasers
- Pens
- 3 ring binder
- Notebook paper
- TI 84 calculator (optional)

### U.S. History

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

### AP US History

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

## 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 - *To Kill a Mockingbird* by Harper Lee (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” 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

*\*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
- Scientific Calculator

### French III

- Loose-leaf Paper
- 1 Divider
- Pens and pencils
- 4x6” 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

## 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

## Algebra II & Honors Algebra II

- 3 ring binder
- Notebook paper
- Pens
- Pencils
- Erasers
- TI 84 optional

## Pre-Cal/Trig

- 3 Ring Binder
- Notebook paper
- Pens
- Pencils and Erasers
- Optional TI- 84 Calculator

*\*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.*

## 12th Grade

### College Readiness Math

- 3 ring binder
- Notebook paper
- Pens, Pencils and Erasers
- TI-84 Calculator Optional

### Pre-Cal/Trig

- 3 ring binder
- Notebook paper
- Pens, Pencils and Erasers
- TI-84 Calculator Optional

## AP Calculus

- 3 ring binder
- Notebook paper
- Pens, Pencils, and Erasers
- TI-89 Calculator Required

## AP Statistics

- 3-ring Binder ( 1½")
- Graph Paper
- College Ruled Paper
- Pencils & Erasers
- TI-84 Graphing Calculator

## Economics/DE Economics

- 3-ring Binder (1" or 1½")
- Loose-leaf Paper
- Blue, Pink & Yellow Highlighters
- Black & Blue Pens and Pencils
- Flash Drive

## American Government/DE American Govt

- Notebook Paper
- Pencils
- Pens
- Notebook

## 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
- Scientific Calculator

## 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 Novels 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 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.*

*\*All notebooks should be 1" to 1 ½" binders in order to fit in lockers.*

## 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 Journalism

- 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

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

### Yearbook

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

### Introduction to Art, Painting I and II, Drawing & Painting I & II, Mixed Media, or Advanced Art I

- 1" binder
- Paint brushes (optional personal set)

# 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**

- 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.

## **Checking Out Upper School Students (Grades 9-12)**

- Contact the Upper School (Mrs. Lisa Gilliam) 478-987-0547 ext. 221 or email [lgilliam@westfieldschool.org](mailto:lgilliam@westfieldschool.org) 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.

## **Absences – Assignments**

- If your child is absent for any reason, log into RenWeb/FACTS (Grades Pre-K - 5) 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 such as Grandparents' Day, Kindergarten graduation, honors day programs, class parties, field day, etc., 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%, and Amazon to support Westfield throughout your weekly routine. [Click here for more information on these programs.](#) For information on our Annual Fund and opportunities for Planned Giving, Corporate Matching Gifts, and the Georgia Goal Tax Credit, [click here](#) 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!

### THE WESTFIELD SCHOOL ANNUAL FUND



**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 Media Centers, Middle School Commons Area, Quad, etc. The Annual Fund kicks off in the fall, so be on the lookout for more information.

### 50TH ANNIVERSARY CAMPAIGN Corporate Partnership Opportunities

**Corporate Partnership Opportunities:** The 50th Anniversary Campaign Corporate partnership opportunities provide a unique platform for you to publicize your business while supporting our gymnasium renovation and expansion. 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 the opportunity 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:** Publix Partners program offers schools a great fundraising opportunity. Simply sign up at [www.publix.com](http://www.publix.com) and select The Westfield School. Enter your phone number everytime you 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](http://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 through Box tops for Education. Simply download the Box Tops app via Apple Store or Google Play, select The Westfield School and scan your receipt every time you shop. The app will automatically recognize Box tops products and immediately add them to our school earnings. For a list of participating products, go to [www.boxtops4education.com](http://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.



**AmazonSmile:** AmazonSmile offers the same products, prices, and shopping features as Amazon.com, but when you shop with AmazonSmile, Westfield receives 0.5% of all eligible purchases. Visit [smile.amazon.com](http://smile.amazon.com) and search for Westfield School in the list of charities. You will see "Eligible for AmazonSmile" on the product details page.