



NEW FAMILY GUIDE

for the 2024-2025 school year

Welcome to The Westfield School! We are excited to have your family as a part of our school community. To help you make your transition to Westfield, we want you to feel welcome and informed from day one! We hope that the information below will help you and your student adjust to a new school, especially these first few days and weeks.

SCHOOL AND OFFICE HOURS

School Hours: 8 am – 2:50 pm for Grades Pre-K – 5th (Lower School)

8 am – 3 pm for Grades 6 – 12 (Middle and Upper School)

Administration Office Hours: 8 am – 4 pm

After School Tutorial for Middle and Upper School: 3:00 – 3:40 p.m., Monday – Thursday

After School Program for Pre-K – 5th Grade and Grades 6 - 9: 2:50 – 6 p.m. on school days. Students must be registered to attend the After School Program. [Please click here for more information and registration.](#)

SCHOOL SUPPLIES & SUMMER READING ASSIGNMENTS

All supplies for students in grades Pre-K and Kindergarten are provided by Westfield. The cost is billed to your Westfield account. [School Supply List for grades 1 - 12](#)

Additional Items needed:

- Pre-K: art shirt, change of clothing (including socks and underwear) in a Ziploc bag, ear buds/headphones for technology enrichment, large book bag ([please click here for info specific to Pre-K](#))
- Kindergarten: large book bag, ear buds/headphones for technology enrichment, nap mat ([please click here for info specific to Kindergarten](#))

[Grades 1 – 12 Back to School Packet](#)

- Grades 6 - 12: students will be issued a school electronic device (iPad/laptop) after school begins.

[Summer reading required assignments for students in grades 5 – 12](#)

HOMEROOM ASSIGNMENT/CLASS SCHEDULES

Homeroom assignments and class schedules may be viewed via Veracross, our school information system, in early August. Students in grades 6 - 12 who are new to Westfield will receive log in information for their new Veracross student accounts after school has started.

MORNING DROP OFF AND AFTERNOON PICK UP PROCEDURES:

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

- 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. 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
 - ✓ Do not enter the bus loading/drop-off zone (located near the Upper School building).

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

- ✓ The drop-off and pick up 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 dropoff 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. In the morning, if you are planning to park on campus, please escort your student to his/her building after you have parked. In the morning or 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. Students should never cross carline traffic without a parent escort.**

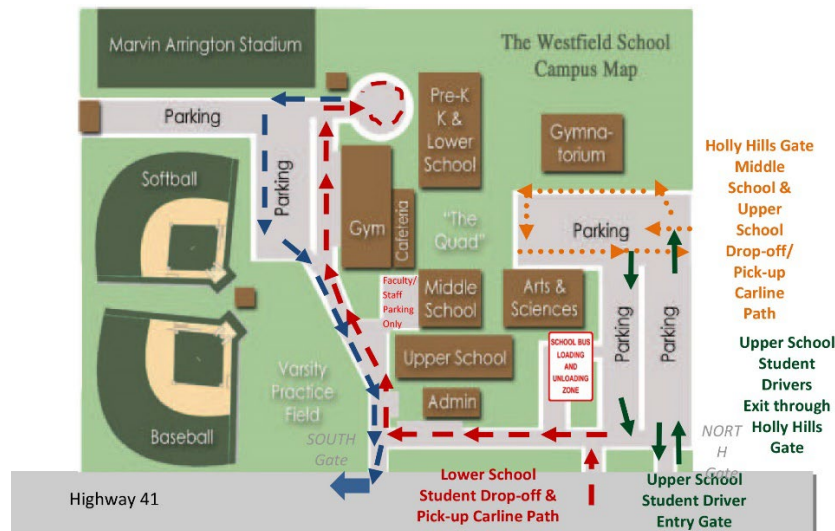
Middle School/Upper School Families and Middle School families with Lower School children – Turnaround in Front of Quad:

- ✓ 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 or pick up students in the parking lot next to the Middle School building. This lot is for faculty/staff parking only.

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.)*

Student drivers participating in after school 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.



PROCEDURES FOR CHECKING STUDENTS IN OR OUT

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

AFTER 8 AM

- Bring your child to the Middle School office and sign your child in with Mrs. Rikki Cottle, School Nurse. **Parents must sign child in for safety reasons.**
- Student will be checked in for attendance and escorted to his/her classroom.

AFTER 8:30 AM

- Bring your child to the Administration Building office and sign your child in.
- **Parents must sign child in for safety reasons.**
- 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 latest 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.
- **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 office at 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.

Absences – Assignments

- If your child is absent for any reason, log into Veracross to locate lesson plans and assignments.
- Assignments need to be completed upon student's return to school.
- Textbooks/workbooks may 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.

VISITING CAMPUS

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.

Our school resource officer, Deputy Chris Snipes of the Houston County Sherriff's Office, is on campus each day.

AFTER SCHOOL PROGRAM (ASP)

Westfield offers an [after school program](#) on full school days until 6 pm for students in grades Pre-K through 5th grade. The ASP is located in our Pre-K/Kindergarten building. Students may attend on a regular or drop-in basis. An afternoon snack is provided for students attending ASP. Westfield also offers an After School "Hornet Hangout" for students in grades 6 through 9. [Information regarding the program \(hours, fees, etc.\) is available on our website](#). Registration is required – [click here to submit an online registration form](#).

CAFETERIA SERVICES AND MEAL PLAN OPTIONS

Westfield offers a full service cafeteria operated through FLIK Independent School Dining. [Information about the cafeteria services and meal plan along with registration is available on our school website](#).

BUS TRANSPORTATION PROGRAM

Westfield offers bus transportation to Warner Robins, Byron, Fort Valley, Reynolds, and Hawkinsville. [Information about the bus routes, fees, and registration is available on our school website](#).

DRESS CODE FOR STUDENTS

[The student dress code for grades Pre K – 12 is available on our school website](#).

WEDNESDAY ASSEMBLY REQUIRED DRESS DAYS FOR GRADES 6 - 12

Students in grades 6 through 12 are required to wear a Westfield uniform (polo shirt or button down with Westfield monogram purchased from [Lands' End](#) or our [online school Spirit Shop](#) and khaki pants or a khaki skort which may be purchased from any retailer) every Wednesday. Students in grades 6 through 12 may be required to wear the Westfield uniform on other days for field trips, honors programs, etc.

FRIDAY SPIRIT DRESS DAYS

We encourage students to show their school spirit! Students may wear Westfield game jerseys or Westfield t-shirts on Fridays. During the fall, we will have pep rallies and themed spirit days. Special dress up days will also be scheduled during Homecoming Week in late September.

COMMUNICATION

Westfield uses Veracross for our school's information database and financial system. 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.

All students in grades 6 and students in grades 7 - 12 who are NEW to Westfield will receive log in information for their Veracross student accounts after school has started.

Once you log in to your 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 the information you provided at the time of your child's admissions application, 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 make sure that your mailing address, email address, cell number, and all emergency contact information in Veracross is up to date. If you should have any questions concerning your access to Veracross, e-mail helpdesk@westfieldschool.org.

Each Thursday, you will receive the [Westfield Weekly, our weekly email newsletter](#). We also encourage you to stay connected to Westfield through social media by following our school Facebook, Instagram, and Twitter accounts. Our school website, westfieldschool.org, is our other main source of information.

Lower School teachers send "Friday Folders" home with students each week. These folders include your students work for the week, along with other important announcements/reminders and such documents as permission slips, order forms, etc. Teachers in most grades also use daily agendas.

[All faculty and staff](#) have school email accounts. At Westfield, we give our faculty members flexibility in determining their own style of communication. School e-mail is the preferred method of communication, however some teachers may text, while others prefer e-mail or other means. Please talk with your student's teachers to set expectations and know the best method of contact. We encourage you to always reach out to your student's teachers first with any comments or concerns.

Also, please understand that teachers are teaching during the school day and may not be able to see an email or text until the end of the school day. All faculty and staff may be reached via school e-mail in the following format: [firstinitial+lastname@westfieldschool.org](mailto:firstname.lastname@westfieldschool.org).

POINTS OF CONTACT:

The following is a list of faculty/staff to contact on campus for questions about...

Lower & Middle School Students (Check in, check out, attendance, changes in transportation, ASP, etc.) Administration Office, 478-987-0547 (please call the office regarding these topics instead of texting or emailing your child's teacher)

Upper School Students (Check in, check out, changes in transportation, student driving/parking, attendance, etc.)

Amy Caviness, Administrative Assistant

acaviness@westfieldschool.org

478-987-0547 ext. 221

Tuition Payments, Westfield Account, Bus Registration, Meal Plan Registration, After School Registration, Fees, Tuition Refund Insurance, Re-enrollment, etc.

Kris Taylor, Chief Financial Officer

ktaylor@westfieldschool.org

478-987-0547 ext. 227

Jacee Beeland, Assistant to CFO

jbeeland@westfieldschool.org

478-987-0547 ext. 228

Cafeteria Services/Food Allergies/Dietary Restrictions and Accommodations, etc.

Sabrina Smith, FLIK Manager

Sabrina.Smith2@compass-usa.com

478-987-0547 ext. 236

After School Program, Lower School Athletic Program, Summer Day Camp, and Camp Westfield

Lexie Martin, Director of Auxiliary Services

lmartin@westfieldschool.org

478-987-0547 ext. 259

Athletic Program

Mark Ledford, Athletic Director

mledford@westfieldschool.org

478-987-0547 ext. 234

School Nurse

Rikki Cottle, RN, BSN

rcottle@westfieldschool.org

478-987-0547 ext. 231

Athletic Trainer

Joe Allen, ATC

jallen@westfieldschool.org

478-987-0547 ext. 234

Veracross Log in/Access

helpdesk@westfieldschool.org

Student iPads

helpdesk@westfieldschool.org

Academic Dean

Shane Hall

shall@westfieldschool.org

478-987-0547 ext. 259

Academic Support

Amy Lauritsen, Director of Academic Support

alauritsen@westfieldschool.org

April Holmes, Middle School Academic Support Specialist

aholmes@westfieldschool.org

Cam Black, Upper School Academic Support Specialist

cblack@westfieldschool.org

Classroom Questions and Concerns regarding Homework, Assignments, Tests, etc.

Please contact class teacher via email.

firstinitial+lastname@westfieldschool.org

Counseling/College Counseling/Transcripts/Records

Jackie Guy, Director of Counseling/College Placement

jguy@westfieldschool.org

478-987-0547 ext. 229

Dr. Rhonda McDuffie, Middle/Lower School Counselor/School Registrar (**part time/AM hours only**)

Rmcduffie@westfieldschool.org

478-987-0547 ext. 250

Academics/Curriculum:

Lower School: Anne Moore, Director, amoore@westfieldschool.org, 478-987-0547 ext. 232

Middle School: Marci Cawthon, Director, mcawthon@westfieldschool.org, 478-987-0547 ext. 233

Upper School: Shane Hall, Academic Dean, shall@westfieldschool.org, 478-987-0547 ext. 259

Discipline Issues/Concerns

Lower School: Anne Moore, Director, amoore@westfieldschool.org, 478-987-0547 ext. 232

Middle School: Marci Cawthon, Director, mcawthon@westfieldschool.org, 478-987-0547 ext. 233

Upper School: Chad Campbell, Dean of Students, ccampbell@westfieldschool.org, 478-987-0547 ext. 230

Annual Fund/GOAL contributions

Gigi Placucci, Director, Development and Alumni, glacucci@westfieldschool.org, 478-987, 0547 ext. 224

WESTFIELD “LINGO”

We want you to be informed and feel a part of the Westfield family starting on your very first day on campus! Below is a list of places, terms, and phrases often used by Westfield students, faculty, and families:

THE QUAD: the grassy area in front of our cafeteria and between our Lower and Middle School buildings. Our Middle and Upper School students enjoy spending time during break and lunch in the Quad, and it is often the location for special events on campus.

RECITAL HALL: located in our Arts & Sciences building. The recital hall is the location for our Wednesday assembly programs, as well as special programs and events such as chorus concerts, one act plays, drama/musical productions, Lower School costume parade, Westfield Idol Lower School talent show, kindergarten graduation, etc.

GYMNATORIUM: located adjacent to our playground and directly across from our Arts & Sciences building. The gymnasium includes athletic space and a stage and serves as a location for PE classes, basketball team practices, wrestling team practices/meets, cheer team practices, as well as for school wide assemblies, pep rallies, Grandparents’ Day, graduation, etc.

THE HIVE: located in the cafeteria as a special eating area

PAVILION: entrance to the football/soccer field area that houses the concession stand and restrooms

THE HORNETS’ NEST: refers to the location of all of our athletic facilities on campus where our Hornets play and compete

THE BIG TREE: a “famous” large oak tree located on our school playground where Westfield students have played for 50 years

LOWER SCHOOL TURNAROUND/CARLINE: the cul de sac area located between the football stadium and the Pre-K/K and Lower School building that serves as the pick-up and drop off location for Lower School students

HOLLY HILLS GATE: the gate into the Westfield campus located off of Greenwood Drive in the Holly Hills subdivision. This is the gate used by families entering or exiting the campus for pick/up or drop off of Middle School students along with Middle School students who have Lower School siblings

WESTFIELD ACCOUNT: a financial account set up via Veracross for your family for payment of tuition, lunches, after school program fees, athletic participation fees, etc. Purchases in the spirit shop and other purchases during the year (i.e. class t-shirt, etc.) may be charged to your Westfield account with your permission. Please contact the Business Office at 478-987-0547 ext. 228 for questions.

WFO: an organization of parent volunteers comprises the Westfield Family Organization to provide support in a variety of areas throughout the school year. The WFO meets monthly, and all parents are invited to attend and become involved. [Please click here for more information and to volunteer.](#)

BOOSTER CLUB: a volunteer organization led by coordinators for individual sports to help provide support for our school's athletic program at every level (youth, middle school, JV, and varsity)

ASP: Our [After School Program](#) is available until 6 p.m. on school days for students in grades Pre-K through 5 and also for Grades 6 -9. ASP is located in the Pre-K/Kindergarten building.

SPIRIT SHOP: The spirit shop is the place to buy Westfield apparel and spirit wear! The spirit shop is operated by the Westfield Family Organization and is located in a trailer located at the football field or in the Quad area for special events. Purchases for some items can be made through the [online spirit shop](#).

GISA/GIAA: Westfield participates and competes in athletic and interscholastic events and is a member of the Georgia Independent School Association and the Georgia Independent Athletic Association. [Our athletic calendar is available by clicking here.](#)

KINDERBUDDIES: a mentoring program where students in the senior class are partnered with students in the kindergarten class. The students enjoy spending time at several special events throughout the year. The kinderbuddy program is one of our favorite Westfield traditions.

GRANDPARENTS' DAY: a special event held on the first Friday of March each year that showcases our Pre-K through 5th grade students, along with our senior class, in a special performance. All parents, grandparents, and friends are invited on campus for this Westfield tradition ongoing for the past thirty years. All students in grades Pre-K through 12th are dismissed at 12 noon for this event.

WSE: a career exploration/serving learning week-long opportunity known as the Westfield Senior Experience held each year in March for the student in grade 12.

ANNUAL FUND: our school's primary fundraiser and source of charitable gifts. Monies raised each year from the Annual Fund benefit our students' education, improve our facilities, provide development opportunities for our faculty, and enhance our technology. [Click here for more information on how you can support the Annual Fund.](#)

GOAL: a program that redirects tax dollars owed to the state of Georgia to Westfield to be used for the Georgia GOAL Scholarship program's financial aid awards for qualifying students. GOAL provides an incredible opportunity for students of families with demonstrated financial need to attend Westfield and an incredible opportunity for individuals and corporations to make a financial contribution to our school while receiving a dollar for dollar credit against their state tax liability and a federal charitable deduction. [Click here for information about the Georgia GOAL program and how you can receive a tax credit while supporting Westfield.](#)

MARK YOUR CALENDAR

Thursday, August 1

NEW STUDENT ORIENTATION FOR MIDDLE SCHOOL – 5 pm, Recital Hall

All 6th graders (current and new) and all students in grades 7th – 8th who are **NEW** to Westfield and their parents are encouraged to attend.

Friday, August 2

LOCKER SET UP DAYS – 1 until 4 pm

Students in grades 6-12 may drop by the school between 1 – 4 pm on either day to set up lockers.

Sunday, August 4

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. Sponsored by our Westfield Family Organization.

Monday, August 5

LOWER SCHOOL MEET & GREET – 4 until 5:30 pm (drop in)

Students in grades Pre-K through grade 5 and parents may drop by the school to see classrooms and meet teachers between 4 and 5:30 pm.

Monday, August 5

UPPER SCHOOL PARENT MEETINGS

9th grade class: 5:30 pm, Recital Hall

12th grade class: 6:45 pm, Recital Hall

Tuesday, August 6

UPPER SCHOOL PARENT MEETINGS

10th grade class: 5:30 pm, Recital Hall

11th grade class: 6:45 pm, Recital Hall

Wednesday, August 7

FIRST DAY OF SCHOOL - Bus Transportation and After School available until 6 pm

8:00 a.m. – School Begins

All students in Pre-K – Grade 12 report to homeroom. Lower School parents may walk students to their classrooms.

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

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

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

Monday, August 12

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 13

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.

Thursday, August 15

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.

Friday, August 16

NEW FAMILY TAILGATE - 5:30 pm, Westfield Quad

All families new to Westfield for the 2024-2025 school year are invited to stop by the Westfield Gymnasium for a tailgate supper sponsored by the Westfield Family Organization (WFO) at 5:30 pm before our first home varsity football game.