



# Family Handbook 2023-2024

**Responsibility ♦ Adaptability ♦ Respect ♦ Kindness ♦ Honesty**

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## Welcome from the Head of School

Dear Students & Families,

We are excited to begin this 2023–24 30th anniversary school year as we celebrate Westerly's strong academic program, and our commitment to supporting our students', faculty/staff' and families' needs within our inclusive and diverse school culture. In an effort to establish a common language and understanding of Westerly's policies and procedures, the administrative team updates this comprehensive handbook for parents/guardians and students annually.

These policies and procedures help define our community life, and will help you navigate Westerly. This handbook also clearly communicates standards and practices that our school community agrees to honor to meet our mission and our Statement of Diversity, Equity, and Inclusion.

As we moved from a pandemic to endemic, please note the updated [Westerly Health & Safety Protocols](#) that are meant to protect our community through the various illnesses and situations that are present in schools.

During the next several weeks, we ask that all families and students familiarize themselves with the information and expectations here, that we may all work together toward building a community with shared vision, healthy and supportive structures, and a common purpose.

In peace,

Rebeca Geary

## Mission Statement

Westerly School develops the whole child through a challenging and stimulating program in an inclusive and diverse community. We ignite within each child a lifelong love of learning by encouraging them to discover their full and unique potential every single day. Our students develop a true sense of self through meaningful opportunities for self-expression, service, and character development. Westerly graduates are leaders, helpers, and creators today and in the future.

## DEI Statement

Westerly School is a diverse community who fosters a sense of belonging by honoring all lived experiences and intersecting identities. We engage in local and global critical examination, respect multiple perspectives, and create a learning environment to challenge bias and advocate for social justice. Through dynamic learning opportunities, we cultivate authentic, lively class discussions and experience deeper learning that builds a lifelong foundation for thinking critically and developing meaningful empathy. We pledge to equip and empower our students to be the leaders, helpers, creators, and change – makers of the future.

## Educational Philosophy

Westerly School develops the whole child through an inquiry-based educational program that balances academic mastery, creative expression, critical thinking, socio-emotional awareness, and physical development.

Westerly School celebrates and understands the differences in viewpoint, culture, and capabilities of each individual child so they may serve as compassionate and global-minded citizens.

Westerly School illuminates the joys of learning through collaborative inquiry, experiential learning, and real world connection-making.

Westerly School cultivates a safe and trusting community in which students are seen and known, allowing them to take academic and emotional risks.

Westerly School engages our young leaders through authentic service opportunities to understand the value of giving back to the community on both a local and global scale.

## Core Values

Responsibility. Adaptability. Respect. Kindness. Honesty.

## Non-Discrimination Policy

Westerly School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs.

## General School Information

### Accreditation and School Affiliation

Westerly is a fully accredited independent school by the following:

- CAIS (California Association of Independent Schools),
- WASC (Western Association of Schools and Colleges)

In addition, Westerly is a member of the following organizations:

- NAIS (National Association of Independent Schools)
- NBOA (National Business Officers Association)
- Private School Village
- CAL-ISBOA (California Independent Schools Business Officers Association)
- Independent School Alliance
- LAIS (Los Angeles Independent Schools)

The accreditation process involves a lengthy self-study based on established standards, and a three-day school visitation by educators from CAIS and WASC. Schools worthy of accreditation are given a one year, three year, or six year accreditation depending on the strength and quality of the school's finances, instructional program, and culture. Westerly is proud to have most recently received a six year accreditation from its last accreditation process in the 2015-16 school year, and will be going through the accreditation process again in the 2023-24 school year. Our affiliation is with the network of 225 independent schools in California and then with the 1500 independent schools nationwide.

## Governance

Westerly is governed by a Board of Trustees comprised of current and alumni parents, alumni and community members. The Board's sole employee is the Head of School, who in turn, hires, evaluates and determines the tenure of all faculty and staff, and manages the program. Trustees serve three year terms, and devote many hours to strategically focused meetings. Trustees utilize professional consultants, and conduct their own professional development activities. Governance questions can be directed to the Board Chair, Dr. Shalu Gupta at [sgupta@westerlyschool.org](mailto:sgupta@westerlyschool.org).

## Parent/Guardian Communications

Parents/Guardians and families wishing to stay connected to and informed about the school are encouraged to be proactive in reading all publications and communication produced and communicated by the school. Faculty, staff and administration in most cases will return emails or voicemails by the end of the school day, and no later than 48 hours. The following vehicles of communication provide the best sources of that information:

## Classroom Teachers

Classroom teachers communicate to families in a variety of ways, including, but not limited to, information provided during Back-to-School Night; weekly, bi-weekly, or monthly communications via email, in person meetings and telephone calls. All faculty may be reached at their Westerly School email addresses, which is the teacher's first name initial along with full last name @westerlyschool.org (e.g. hpotter@westerlyschool.org)

## Wildcat Weekly

On Sunday of each week the office publishes and distributes a digital newsletter that features messages from school personnel, exciting learning opportunities, events, and other useful information that has taken place during the week or will be happening in the near future.

## Website and FACTS/RenWeb

Westerly's website is regularly maintained and contains much of the information that parents/guardians need to have a fuller understanding of school operations. Current school-wide Westerly news can be found in a link at the bottom of the home page.

FACTS/RenWeb is a secure, password protected student information system component. FACTS/RenWeb enables parents/guardians to access certain grade specific information, see current report card information, view a school directory, access school wide resources, and manage financial information.

The link to FACTS/RenWeb can be found at the top of Westerly Website, or go to <https://ws-ca.client.renweb.com/pw/>

## Google Sites & SeeSaw

Teachers for grades K - 2 will use Google Sites and SeeSaw for class information. Weekly updates to Google Sites will include weekly calendar, assignments, and other important information. In addition, the SeeSaw app is linked on each class's google site with lesson plans, assignments, and areas for students to submit work and receive feedback.

## Google Sites & Google Classroom

Teachers for grades 3 - 8 will post assignments in Google Classroom and grades 4 - 8 teachers will post class grades on Renweb. General information about each class, including important links, will be posted on the grade level Google Sites.

## Other Communications Avenues to Families

Teachers and Administration communicate with the community in a variety of ways including phone calls, emails, the Wildcat Weekly, and if necessary, the Parent Alert system. For routine communications, Room Parents may email regarding class information as well as notes from WPA meetings.

For Middle School, the Assistant Head of School is the primary point of contact for general questions, updates and all non-academic related matters.

## Mobile Devices

Mobile phones and electronic devices: If a family chooses to send their child to school with an electronic handheld device or smart watch, students are required to store the device during the school day. The device may be confiscated if misused. Students or parents/guardians may retrieve the device from the Assistant Head of School at the end of school day. The school is not responsible to for damaged, lost, or stolen equipment. Middle school students are allowed to use their devices to contact their parents/guardians if necessary upon the approval and under the supervision of a faculty or staff member.

Parents/Guardians are asked to refrain from contacting their child via their mobile device during the school day as well as refrain from communicating with their child via mobile device. Instead, we encourage students and parents/guardians to utilize Westerly's main office phone line in case of emergency or urgent matter. For Middle School students, if you choose to send a message to your child's device, expect that they will not communicate back to you until non-class time.

## Communications Protocol

The Westerly community believes in families as partners in the Westerly student experience. Any questions or concerns related to your child's academic day or classroom experiences should be directly addressed with the teacher involved via their Westerly School email address. If no resolution is found, the Assistant Head of School will provide additional support. Parents/Guardians may access the faculty/staff directory via [westerlyschool.org](http://westerlyschool.org). Teachers will respond within 48 hours of your email, though in consideration of our faculty we ask that parents/guardians and students refrain from emailing urgent matters after 8:00pm.

As a professional learning community, Westerly requests that all school-related communications are channeled through Westerly School's main phone line or school email. Please refrain from contacting faculty or administration via text, IM, social media or any other informal method. In the case that Westerly cannot reach you by calling during the school day, a text message will be sent via FACTS/RenWeb.

# General School Safety and Student Welfare

## General School Safety

### Campus Safety Procedures

The School is committed to creating a safe and secure learning environment for all. Our campus safety procedures are continuously reviewed and updated as necessary.

The School reviews and updates its Emergency Preparedness Plan annually. Faculty and staff receive specific training on different emergency and safety procedures. The school uses alarms and video to monitor entrance and exit points throughout the school.

Fire, earthquake, and lockdown drills are regularly scheduled and conducted in an orderly fashion under close supervision. Lockdown procedures are in place in the event the School is required to do so by the police or fire department and in cases of necessity as determined by the School's administration. Every classroom is supplied with an emergency backpack containing various first aid supplies and necessary student records. The school maintains a supply of water and other emergency supplies necessary for an extended stay on campus.

Faculty and staff receive bi-annual CPR/first aid training.

In the event of an emergency, the School utilizes Parent Alert, an emergency notification system that communicates immediately by text, email and voice. A trial test is done at the beginning of the school year.

### Campus Preparedness

In the event of an emergency occurring during school hours, Westerly has safe drinking water, a 3-day supply of food, first aid supplies, blankets, and additional emergency supplies. These items are checked and replenished on an ongoing basis. Provisions have been made for the safety of students on campus during the event of a fire or lockdown.

### Family Preparedness

Given the nature of emergency situations, it is imperative that all parents/guardians update their FACTS/RenWeb information at the beginning of the school year and at any time changes are needed. **Key information that must be updated are: emergency contact lists, student medical, and student pick-up lists.**

In the event of an emergency, only individuals noted on your Emergency Contact List will be able to pick up your child.

## Entrance and Exit Doors

The school is only accessible through an electronic security door. This system allows for the door to be locked during school hours, whereby families and visitors need to be "buzzed-in."



Westerly's main office closes Monday – Friday at 4:30 p.m. For families with students participating in afterschool activities, information regarding pick-up procedures will be on an individual programmatic basis. Information will be forthcoming. No children are allowed to exit through a gate unless accompanied by responsible party.

## Background Checks

It is the policy of Westerly School to run background checks through the Department of Justice and the FBI for all employees, volunteers (except parents/guardians), and interns who work closely with children. Employees, volunteers and interns are required to successfully pass such background checks before any work on campus can be started. Westerly School contracts with vendors that require their employees to pass background checks. In cases where background checks are not required, the School allows for work to be done only when students are not present.

## Visitors to Campus

Throughout the day the school receives many visitors, including prospective families and vendors. It is the policy of the school that all visitors must enter through the main entrance and sign-in with the front office. Visitors will be given a visitor's badge before proceeding to any part of the campus. Visitors may enter the courtyard area only with the express permission from office staff.

## Parking

To keep our children and community safe, we ask families to use extra caution when entering the parking lot and follow these rules.

### Practice parking lot safety.

- Enter through the west side and traffic flows in a counter-clockwise manner.
- Drive slowly in the parking lot and on 29<sup>th</sup> Street.
- Always watch for children and be cautious.
- If not using the valet drop-off, always park before letting child(ren) out of the car. Do not drop off in the middle of the parking lot.
- If you park on the grass side of the lot, you MUST walk your child(ren) across the parking lot.
- Do not park in reserved parking spaces.
- Do not park in disabled parking spaces unless you have a DMV-issued Disabled Persons placard or license plate.

## Valet Drop-Off

Each morning, Westerly staffs a Valet Drop-Off service from 7:55am – 8:15am. A coned area will be set up in the parking lot where parents/guardians can drive up to the curb and Westerly staff will assist your child out of the car. Parents/Guardians will remain in their car during this process.

Families may choose to park and walk their child to the front entrance.

### Valet Procedure

- Have your child(ren) ready to go in the car. If possible, backpacks should be in the car. If items are stored in the trunk, Westerly staff will open and retrieve for your student. For safety reasons, we cannot have students access the trunk of vehicles.
- Pull forward into the coned area following the directions of Westerly staff. Seatbelts should remain buckled until Westerly staff opens the door.
- Do not pull in front of any vehicles in the coned area to fill in spaces. Westerly staff will be directing traffic flow.
- Westerly staff will assist your child with doors, backpacks, and making sure they are clear of the parking lot area.
- Students proceed to the front door to be greeted as usual. Staff will indicate to parent/guardian when it is safe to pull away from the curb.

## Weapons on Campus

No person shall possess or have control of any firearm, deadly weapon, or prohibited knife, as legally defined, while on School property, except as required in the lawful course of business or as authorized by state law.

## Non-smoking Policy

Westerly School is concerned about the effect that smoking and secondhand smoke, including electronic cigarette - inhalation can have on its employees and students. Smoking, including electronic cigarettes, in any area of the property is strictly prohibited.

## Student Welfare

### Communicable/Infectious Diseases

Especially given the recent pandemic and out of consideration for other students and faculty, and employees any student afflicted with or liable to transmit any contagious or infectious disease shall not be permitted to attend classes or other school-sponsored activities until it has been determined, based upon medical evidence that:

1. The student is no longer infected or liable to transmit disease.
2. The student is afflicted with a chronic infectious disease, which poses little risk of transmission in the school environment with reasonable precautions.

Additionally any student permitted to attend school with a chronic infectious disease must do so under specified conditions and under a doctor's written approval and recommendation and upon determination by the school that it is safe for the other students, faculty and employees. Each case shall be handled in an individual manner.

## Student Injury

Westerly School takes student safety seriously. Parents/Guardians are immediately notified of serious injury, and safety protocols are put in place; such as not moving a child who may have a spinal injury. 911 is called for life threatening emergencies.

It is the policy of the school to complete incident reports for any child who is hurt on campus and requires more than basic first aid assistance. Additionally, an incident report will be completed for every instance that involves potential head trauma of any kind. The incident report is completed by the supervising faculty or staff member, and a copy of the form is given both to the homeroom teacher and the child's parents/guardians.

## Student Illness and Absence

If your child is ill or away from school, or will arrive late, please call the school office by 8:30am or email [info@westerlyschool.org](mailto:info@westerlyschool.org) to let us know. Please see the 2023-24 Health & Safety Protocols regarding returning to school after an illness. Please do not send sick children to school.

## Illness at School - Health Office Pass

Any student who is feeling ill is sent to the front office with a health office pass. If the student appears well enough to resume normal educational activities, they are sent back to the classroom and a copy of the health office pass is sent home with the child that day. If the child is ill, the front office administrator calls family members to come pick up their child. Children will rest in the first aid room while waiting for authorized emergency contact to arrive. In the 2023-24 school year, all return to campus health & safety protocols are followed.

## Immunizations

All students must meet California code regarding immunizations before attending school.

## Head Lice Policy

The school recognizes that head lice infestations among students require treatment but do not pose a risk of transmitting disease. If a child is suspected of having head lice, the School will notify the parent/guardian to pick up their child and provide a copy of CDPH's Head Lice Flyer. At home, all members of the family or household should be checked for head lice, and those with lice should be treated that night. The day following treatment, the child should be re-examined by a trained staff member and admitted to class. If the child is still infested, the parent/guardian should be contacted again.

The school will notify parents/guardians within the affected class and provide them with information about the detection and treatment of head lice. Staff shall maintain the privacy of students identified as having head lice.

## School Psychologist

The school psychologist works closely and in collaboration with the School's administration and faculty to support student social/emotional and mental health needs. The school psychologist partners with teachers, parent/guardians, and administration to: lead social skills/discussion groups; help teachers, administrators, and parent/guardians with concerns about students; design and communicate interventions to support student social/emotional mental health needs; provide brief social/emotional and behavioral support for individual students as needed; communicate and provide resources/education/training for faculty, staff, and parent/guardians; monitor students in classroom and play settings within the school environment.

The school psychologist serves as a resource and support system to develop, support, and communicate implementation of recommended strategies and accommodations to meet student needs in the classroom. In addition, the school psychologist works closely with outside support staff such as an Educational Diagnostician, Speech and Language Pathologist, Occupational Therapist, Reading Therapist, Counselor and tutors; provides ongoing consultation with school administrators, faculty, and parents/guardians regarding students' progress and needs; and provides a continuum of support through record keeping and communication. This includes the management and communication of student action plans.

The school psychologist has an obligation regarding confidentiality to the student but balances that obligation with the need to discuss students' issues and concerns with the administration and faculty, and also with the student's family, understanding the family's rights to be the guiding voice in their children's lives. Although the School is the ultimate client of the school psychologist, it is the school psychologist's responsibility to respect students' rights to privacy and to provide a space of trust and confidence, to the extent possible. Confidentiality and privacy will not be maintained, for example, if keeping information confidential may lead to foreseeable harm or not be in the student's best interests. Indeed, situations often can arise in which the school psychologist has a responsibility to disclose information to others, such as when the student poses a danger to self or others; there is a court-ordered disclosure; when consulting with administration, faculty, or other professionals; when the student participates in group discussions; in situations involving potential substance use; and to seek legal advice. In general, with respect to confidentiality, the school psychologist is to explain the meaning and limits of confidentiality to students in developmentally appropriate terms.

By their acknowledgement of this Handbook, parents and guardians are providing their informed consent to their child engaging in communications with the school psychologist under the terms set forth herein.

## Academic Life

### Academic Program

Westerly's whole child and inquiry-based educational program balances academic mastery, creative expression, critical thinking, socio-emotional awareness, and physical development, and is designed to meet the mission of the school and prepare our students for success in high school. Faculty continually reviews specific disciplines within the program so that every program is reviewed critically on an annual basis. In this process, best teaching practices, standards, assessment practices, classroom support materials, and school-wide continuity of the curriculum are analyzed. The School places a high priority on professional growth and budgets funds for individual and school-wide professional development, and holds

professional development days and sends staff to conferences and workshops. Additionally, the faculty strives to meet the needs of each child in every area taking into consideration their intellectual, emotional, moral, and physical potential. Faculty distributes a syllabus at the beginning of the year, as well as frequent classroom updates to inform parents/guardians of the program and expectations for their particular grade level or class. In addition, all academic curriculum can be found online at [westerlyschool.org](http://westerlyschool.org) and is connected to best practices and standards.

## Student Progress and Support

In partnership with families, faculty strive to ensure student progress. The nature of Westerly's program, with small class sizes, a differentiated approach to teaching and learning, and an understanding that each student is their own unique person, together create a supportive environment for students. When students are not progressing to their ability and/or grade level, faculty will consult with administrators and the School Psychologist (if needed) to create an intervention strategy. Strategies may include but are not limited to, lunch time and after school support, in-class small group or individual teaching, additional tutoring or support work, meeting with parent(s)/guardian(s), and, in some cases, recommending the child be assessed by a professional for possible learning differences. In such cases the outside assessment is shared with staff and recommendations implemented, as the school is able, and frequent check-in meetings with parents/guardians are established to ensure student progress.

For students with specialized and diagnosed learning differences, Westerly engages in a collaborative process with the student, student's family, specialists, school psychologist, and teachers to develop a supportive Student Action Plan with identified reasonable accommodations for Westerly to support student learning and engagement.

## Academic Honesty and Student Growth

The Westerly faculty takes seriously teaching students an understanding of, and the personal responsibility toward, academic honesty and integrity. We ask families to support this by providing only appropriate academic support. Additionally, we want students to develop the grit and reliance to persevere through their academic work. Through a proactive approach of teaching the benefits of being responsible and honest toward their studies and the integration of Westerly's values, students are well equipped to make good choices. Faculty teach students to understand what constitutes cheating, plagiarism, and other forms of academic dishonesty. A student may face disciplinary actions in accordance with our disciplinary policy if plagiarism/cheating occurs.

As generative artificial intelligence (AI) platforms become increasingly embedded in existing technologies, Faculty teach students to understand that using AI should not reduce the ability to think clearly and that AI should be used as a tool to facilitate—rather than hinder—learning. Students should be transparent about their use of AI and make sure it aligns with academic integrity. All use of generative AI should be cited in MLA or APA format.

Westerly is committed to using AI technologies in an ethical, transparent, and responsible manner. Our school will continue to implement best practices for students while formalizing our AI policy.

## Forms and Definitions of Academic Dishonesty

**Cheating:** Using answers or sources without permission to receive credit as schoolwork. Examples would be looking at someone else's paper, copying from notes/sources without authorization, copying someone else's work and turning it in as your own.

**Plagiarism:** Presenting another person's words or ideas as your own without giving the originator credit for the information.

- **Generative Artificial Intelligence:** Any writing, media, or other submissions not explicitly identified as AI-generated will be assumed as original to the student. Submitting AI-generated work without identifying it as such will be considered a violation of academic integrity.

## Consequences of Academic Dishonesty

**Lower School:** Students in lower school (grades 2-5) who are suspected of cheating will be counseled by the teacher, where the violation and its severity will be examined. Repeat offenses will result in a loss of credit for the assignment, parent/guardian notification and/or a conference with the parent/guardian and teacher and in certain cases a conference with the Assistant Head of School. Students may lose credit for the assignment.

**Middle School:** First offense for students in grades 6–8 will be to receive a zero on assignment, parent/guardian and Assistant Head of School notification and documentation. Students will be given the opportunity to redo the assignment, yet only with partial credit being awarded. Repeat offenses will result in conference with the parents/guardians, Assistant Head of School, and Head of School, along with disciplinary action, and documentation. See Student Discipline and Character Development for further detail.

## Fourth – Eighth Grade Academic Probation

The administration and faculty understand that there are exceptional circumstances in which a student may slip in academic or behavioral performance. Each case is considered with care and sensitivity before making specific recommendations for or against academic or behavioral probation. However, the school holds the position that students accept fundamental levels of academic and personal responsibility as part of being at Westerly.

Conditions warranting academic probation may include:

- Any student who receives two grades at or below a C+ in academic content areas.
- Any student who receives a grade of D or F at the end of a grading period; the grade must be raised by the next grading period to have a contract issued for the following year.

In order to provide needed academic support, parents/guardians Westerly students will be advised of a student's academic struggle prior to the issuance of Progress Reports or Report Cards. For students in fourth – eighth grade, if any student is at risk of receiving a C or below on a progress report or report card, parents/guardians will be notified ahead of time in order to work with the school and student to develop a plan.

If necessary, parents/guardians will be asked to attend a meeting with academic teachers, Assistant Head of School, and Head of School where grades are delineated and conditions of probation determined and communicated.

Additional academic and behavioral supports may include regular academic counseling with a faculty member(s) and/or outside school-approved professionals.

A student who does not fulfill the obligations of the academic probation plan may have their enrollment agreement withdrawn or withheld for the following academic calendar year. The student has until the next grading period to meet academic standards. A student's academic probation status will be considered at a follow-up parent/guardian conference held at the end of the next grading period. Any student on academic probation exceeding one academic calendar year will have their enrollment agreement withheld or withdrawn for the following academic calendar year.

Enrollment Agreements are withheld when advancement to the next academic level is considered detrimental to a student's emotional, social, or academic well-being.

## Assessments

Students are assessed in a variety of ways at Westerly. Assessments are categorized as either Formative or Summative.

**Formative assessments** are those which inform the teacher of incremental progress students are making. They allow teachers to determine the course of instruction based on what they notice on these types of assessments:

- Anecdotal observations
- Response to literature
- Writing journals and drafts
- Classwork
- Verbal participation

**Summative assessments** are those which culminate a unit of study and allow teachers to assess how well the students ultimately understood the material covered. They include:

- Chapter tests
- Final drafts
- Projects
- Final Exams (Middle School)

Refer to your child’s teacher for more specific information on assessments and their influence on your child’s grades.

## Homework

Homework at Westerly is a necessary extension of instruction time in the classroom. Homework teaches responsibility and provides an opportunity to enhance and reinforce skills taught during the academic day. Since children are different in their approach to homework, daily time expectation may vary:

- Kindergarten–Third grade: 20–30 minutes
- Fourth–Fifth grade: 40–60 minutes
- Middle School: up to 90 minutes

Additionally, all students should plan on reading at least 15 minutes a day. A homework policy for each class/grade level is communicated by your child’s teacher during the first weeks of school.

## Report Cards and Progress Reports

Westerly’s academic year is divided into two semesters. Midway through each semester, Lead and Co-curricular teachers host parent–teacher conferences to serve as an important communication tool to discuss each child’s progress.

At the end of each semester, students receive semester report cards from all teachers. Report cards include narratives explaining the work completed during the semester and student–specific comments. Report cards will be made available to families via FACTS/RenWeb within a week after the end of the semester.

Students in grades Kindergarten through Third Grade receive marks of E, M, I (Exceeds Expectations, Meets Expectations, and in need of Improvement) in the following areas: Language Arts, Mathematics, Science, Social Studies, as well as Art, Music, Spanish and Physical Education. In addition, marks for Personal Development and Work Habits are given based on the same system.

Students in Fourth through Eighth Grade receive letter grades (A, B, C, D, F) in all core academic courses as well as co-curricular courses. Students in these grades also receive marks based on the E, M, I system for Personal Development and Work Habits.

	Mid-Semester	Mid-Semester Progress Reports Mailed	End of Semester	Report Card Released
Semester 1	11/3/2023	11/17/2023	1/26/2024	2/9/2024
Semester 2	4/12/2024	4/26/2024	6/12/2024	6/21/2024

## Standardized Testing

Students in Fourth Grade through Seventh Grade take the CTP–V Standardized Test, colloquially known as the ERB, which measures reading comprehension and mathematical achievement. Results from standardized testing yield several important pieces of information for families and the school. In addition, to the CTP–V, students in Fourth Grade through Eighth Grade will also take the STAR Standardized test to provide an additional set of data about student progress and Westerly’s curricular program. The best information from standardized testing comes from a longitudinal analysis and not a single year. The school conducts longitudinal analysis of the scores across the entire school and by each grade level. This analysis leads to programmatic change at specific grades, and at the school wide level. The school also

uses the information to assist in evaluating individual student strengths and weaknesses. The test measures both aptitude and achievement and is normed against national and independent school populations. Test results are mailed to families in summer.

## Community–Wide Expectations

### Parent/Guardian Conduct Policy

All adults at Westerly are expected to serve as role models for the students. As partners in education, parents/guardians should understand that the School serves the needs of a variety of families and that flexibility and cooperation help make the school culture one that can be enjoyed by everyone. Parents/Guardians are expected to uphold the values of the School in their dealings with school personnel, students, and other parents and families. Westerly School reserves the right to discontinue a student's enrollment based upon their uncooperative, disruptive, or other unacceptable behaviors, and/or poor levels of academic achievement, as determined by the Head of School in their sole discretion. Furthermore, a positive and constructive working relationship between Westerly and parents/guardians is essential to the fulfillment of the School's educational purpose. The School reserves the right to dismiss a student if the Head of School, in their sole discretion, determines that the actions of a parent or guardian impairs the positive culture of the School. Westerly's expectation about the behavior and actions of its students and their parents/guardians include off campus school related activities and communications as well as those on campus.

### Family Involvement

The School views parents/guardians as active partners in the education of students. Research indicates that students, whose parents/guardians are involved in school life, whether at home or at school, have a better attitude toward school and have higher achievement. The School offers a variety of ways parents/guardians can be involved, either as members of the Westerly Parent Association (WPA), volunteering to serve on a number of committees, or help with any one of the numerous school events that happen throughout the year. Parents/Guardians also have volunteer opportunities to help classroom teachers and should contact their child's teacher to discuss any possibilities.

### Parent Association and Room Parents

The Westerly Parent Association (WPA) is comprised of Westerly parents and families. The organization meets monthly with the goal of supporting students and the efforts of faculty and staff toward that end. More specifically, the organization works to provide volunteers for school sponsored events, plan and execute WPA sponsored events, and fulfill teacher wish-list items. Each class is appointed a room parent who serves as a liaison for the class and the school and the WPA president sits on the Board of Trustees as an ex-officio member and parlay key aspects of the school's strategic decisions back to the organization. This further informs the WPA on how to better support the school's mission and initiatives. Parent/Guardian attendance and participation in the monthly meetings is encouraged whenever possible.

For your reference, the Westerly Parent Association Policy and Guidelines, and the Room Parent Responsibilities are included in Addendum I and II.

### Student Expectations

The School prides itself on creating a positive and supportive climate for students, which is made possible through the participation of the whole school community – faculty and staff, parents/guardians and family, and of course, the students. We expect our students to live out our five core values of responsibility, adaptability, respect, kindness and honesty. Westerly takes a proactive and supportive approach to guiding and developing student behavior.

Despite the School's best efforts to guide students to make positive choices, like everyone, they make mistakes. It is important for Westerly to have a set of guidelines to hold students accountable and to learn from their mistakes. We utilize a restorative and developmentally appropriate discipline model. Students will have the opportunity to reflect on their choices, are guided to better decision making, and to offer apologies as needed. At the end of the process, they are welcomed back into the community.

If student misbehavior continues after guidance or is egregious, the student(s) may face suspension or expulsion.

## Student Character Development and Discipline

**General Standards:** Westerly consciously shares with families the responsibility to foster ethical and moral values, and mature citizenship. We believe that it is important for all students to demonstrate responsible citizenship commensurate with their age level. Proper conduct is expected of all students whether on campus or participating in an off-campus, school-sponsored event. Five core values form the foundation for student behavior and conduct at Westerly:

*Responsibility    Adaptability    Respect    Kindness    Honesty*

Teachers and administrators have a responsibility to ensure that students conduct themselves in a manner consistent with the core character values and behavior expectations of the school so students can become their best selves. Teachers and administrators will deal with infractions of such rules and regulations in a manner appropriate to the specific offense and to the individual child.

All rules resolve themselves to these common sense principles:

- That children be careful of their own and others' safety and well-being
- That children be respectful of others' property and responsible for their own
- That children courteously cooperate in the maintenance of an environment and atmosphere conducive to learning
- That children will be kind to others

Westerly believes these value statements are the foundation of a strong character development program.

- Students will make mistakes.
- Reconciliation and flexibility are hallmarks of good discipline.
- Proactive approaches are the best way toward positive choices.
- Proper conduct and corrective action works best with fully vested collaboration between teachers, parents/guardians, and administrators.

**Beyond School:** While the school does not, as a rule, monitor students' behavior outside of school or school functions, we reserve the right to discipline a student whose behavior raises fundamental concerns about their judgement and/or negatively affects the experience of any student at the school.

## Behavioral Policies

Westerly School recognizes that maintaining a safe and productive learning environment is essential to its mission to "ignite within each child a lifelong love of learning by encouraging them to discover their full and unique potential every single day [to become] leaders, helpers, and creators today and in the future." Necessary and appropriate disciplinary measures, including restorative practices and interventions, will be taken to address the misconduct of students who engage in behaviors that distract and disrupt the mission, DEI philosophy, and core values of Westerly School.

All students are expected to follow the behavioral guidelines and expectations as set forth in the Westerly Family Handbook. Students who disregard established Westerly policies, rules, regulations, or laws are subject to discipline. All students are expected to adhere to appropriate standards of conduct while at school, traveling to and from school, during lunch, and while involved in school sponsored activities. Students representing the school in athletics, field trips, or other school groups must follow the same behavior expectations in accordance with Westerly policy and practices.

Students will be held accountable for any of the following behaviors at school-related events, on and off campus:

- Bullying of other students, including cyber-bullying via online or mobile devices
- Harassing or disrespecting other students or Westerly employees, including cyber-harassment



- Bringing or possessing a weapon or explosive on campus, on a school bus, or at school events. A weapon is anything that can be used to harm or intimidate a person or damage property, as ultimately determined by the Head of School
- Distributing or possessing any alcoholic beverage, tobacco or nicotine product (including cigarettes or vaping pens), marijuana, or unlawful/unauthorized drug or medication
- Theft
- Dishonesty
- Destruction of school property or property of another person
- Insubordination
- Acts of physical aggression
- Profanity
- Plagiarism and other forms of academic dishonesty
- Misuse of technology including any violation of the school's responsible use policy
- Violation of any other school rule or policy
- Exhibiting attitudes that impede academic progress or adversely affects the academic atmosphere

Westerly School focuses on proactive prevention to deter negative student behaviors. If student behavior falls outside Westerly's behavioral expectations, behavioral guidelines will be used by school administrators to determine appropriate consequences and/or interventions for student behavioral violations. In all instances, these guidelines may be modified contingent upon the level of severity of the incident and aligned with age, developmental level and other extenuating circumstances. Whenever possible and appropriate, schools will provide restorative disciplinary practices which include 1) holding a student accountable for their behavior; 2) restoration or remedies related to the behavior of the student; 3) relief for any victim of the student; and 4) changing the behavior of the student.

In all circumstances, school administrators will make decisions based upon the health, safety and welfare of all students. Decisions will be made regardless of real or perceived race, creed, religion, sex, sexual orientation, gender identity, economic status, and/or disability status with a focus on student success and their pathway to graduation.

Parents/Guardians do not determine the appropriate disciplinary measure, nor are informed about a specific disciplinary measure for a child who is not their own.

#### **RESTORATIVE PRACTICES:**

Westerly School believes that genuine relationships and a sense of safety are at the heart of a positive school climate. In order to promote and support a healthy and positive school culture for students and faculty/staff, that is conducive to learning and engaging with each other in productive and thoughtful ways, Westerly utilizes restorative practices to address student misconduct.

Restorative practices in schools are strategies that use the underlying principles of restorative justice instead of traditional punishment measures. They represent a positive step forward in helping all students—from elementary school through middle school—learn how to navigate conflict resolution, take ownership of their behavior, and practice empathy, perspective-taking, and forgiveness.

Examples of restorative processes include affective statements, community-building circles, small impromptu conferencing, and setting classroom agreements or norms.

Restorative approaches are designed to empower students to learn from their mistakes, to understand the impact of their actions, and to grow personally in their ability to problem-solve and make responsible decisions. The goal of any restorative practice is to build a sense of community in the classroom and across the campus by:

- Providing pathways to repair harm
- Bringing together individuals impacted by an issue in a dialogue
- Achieving a common understanding
- Coming to an agreement about resolving the conflict and moving forward

#### **PREVENTION & INTERVENTION:**

Westerly utilizes the following strategies to prevent and deter inappropriate behavior and student misconduct.

Communication:

Students and families receive information and communications about behavioral expectations, social emotional learning, and restorative discipline via:

- Westerly Family Handbook
- 1:1 conferences with students
- Parent-teacher conferences
- Teacher/Admin contact with parents - by phone, email, electronic messaging and in person
- Back to School Nights
- Wildcat Weekly
- Parent Ed events

Supervision:

- Through staff supervision at assigned duty areas before, during and after-school (including morning recess, lunch time, and lunch recess)
- Administrative Observation & Partnership with teachers/students
- Through the work of our school counselor

Interventions/Activities:

- Behavior contracts
- Attendance contracts
- After school programs, organizations, clubs and athletics
- Positive Behavior Support Plans as determined by partnership between administration and teachers
- Support of school counselor who are trained mental health professionals working with students and families
- RULER (Social-emotional learning program) activities and focused discussions
- Teacher/AHOS, student, and guardian phone calls to collaboratively discuss problem behavior and identify solutions (create a behavior action plan)
- Classroom observations and support to promote a positive culture
- Alleged misconduct and peer conflict mediation with restorative practices
- Referrals to community-based services
- Targeted parent/guardian engagement activities with access to support services
- SEL continuing education/professional development opportunities for staff integration into instructional strategies
- Lunch and after-school detentions with SEL/DEI curriculum
- In-school and out-of-school suspensions with SEL/DEI curriculum
- Re-entry plans to support student integration back into school after a suspension
- Teaching and Leadership opportunities for students

**Classroom Specific Strategies:**

- All teachers collaboratively develop with their classes, class "charters" that identify and communicate classroom expectations for behaviors and positive engagement.
- All teachers have conversations with all their students at the beginning of the school year and then continuously discuss the expected and positive behaviors in a classroom and across campus.
- When a student is engaging in misconduct, the teacher has a 1:1 conversation with that student regarding the behavior and discusses more appropriate choices.
- When a student is engaging in minor misconduct, the teacher communicates directly with the parent/guardian regarding the behavior prior to referring the child(ren) to the administration.
- Any behavior that presents a safety issue for the school environment will be immediately referred to administration.

**Administrative Disciplinary Interventions:**

Consequences will be determined by the following:

1. Level of progression on the discipline continuum;
2. Implementation of a plan of action based on restorative justice for the student;
3. Implementation of a Behavioral Support Plan
4. Degree of violation; and,
5. Attempts to support and intervene will be made as appropriate to redirect and educate students to engage in appropriate, student conduct.

Exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that will not be imposed without appropriate due process, including a thorough investigation and timely notification to parents/guardians.

#### Additional Guidelines:

On-campus suspended students are not permitted to participate in extracurricular/sport or school-sponsored activities during the suspension term. Additionally, out-of-school suspended students are not allowed on campus during the term of the suspension.

### **Tardiness/Excessive Absence Corrective Action**

The Westerly school day begins promptly at 8:10am for Lower School students and at 8:20am for Middle School students. Students should be in their classrooms at that time. Class tardiness will be recorded if the student arrives after the start of school. This includes Monday Morning Assembly. Monitoring and enforcement will be checked at the end of each week.

Tardiness and absences are reviewed on a regular basis. If a student is identified as demonstrating a pattern of tardiness or unexcused absences, administration will notify families and a plan of action put into place.

## **Policy Against Harassment**

### **Anti-Harassment Policy**

Westerly is committed to providing an environment free of unlawful harassment. The school's policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, color, national origin or ancestry, creed or religion, age, gender identification, gender expression, sex, sexual orientation, marital status, physical or mental disability, medical condition, or any other basis protected by federal, state or local law or ordinance or regulation. Westerly's anti-harassment policy applies to all persons involved in the operation of the school, including employees, independent contractors, interns, and volunteers, and prohibits unlawful harassment by any employee or student of the school.

Both students and parents/guardians are prohibited from engaging in unlawful harassment. Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with school activities because of sex, race, or any other protected status.
- Threats and demands to submit to sexual requests, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
- Retaliation for having reported or threatened to report harassment.
- Cyberbullying or otherwise harassing messages or statements communicated by email, social media, or the Internet.

### **A. Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal

or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, academic status, or progress (2) submission to, or rejection of such conduct by an individual is used as the basis for employment, academic status, or progress decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work or educational environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment are provided below: (a) unwelcome requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual behavior or the body of another person; (d) sexual innuendo and other vocal activity such as catcalls or whistles; (e) obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual natures; (f) repeated requests for dates after being informed that interest is unwelcome; (g) retaliating against an employee or student for refusing a sexual advance or reporting an incident of possible sexual harassment to Westerly School or any government agency; (h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and (i) any unwanted physical touching or assaults, or blocking or impeding movements.

## **B. Other Harassment**

Other harassment is often verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression, sexual orientation, military or veteran status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of harassment, the following are some examples of conduct that may constitute harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on the School's premises, or circulated in the workplace; and (c) a display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

## **Reporting Discrimination and Harassment**

Any person who feels that they have witnessed, or been subject to, any form of discrimination or harassment is required to immediately notify the Head of School, Assistant Head of School, the Director of Finance and Facilities, or the Board Chair.

The School prohibits retaliation against any person who provides information about, complains, or assists in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate corrective and/or remedial action where we find a claim has merit. If the School begins an investigation, we will endeavor to conduct the investigation in a timely manner and we will keep the investigation confidential to the extent possible. In the same way, anyone involved in an investigation of harassment has an obligation to keep all information about the investigation confidential. That is why the School will only share information about a complaint of harassment with those who need to know about it. Failure to keep information about an investigation confidential may result in disciplinary action. Investigations will be documented and tracked for timely resolution.

When the investigation has been completed, the School will normally communicate the results of the investigation to the complaining individual, to the alleged harasser and, if appropriate, to others who are directly involved. If the School's policy against harassment is found to have been violated, appropriate corrective action, up to and including termination, will be taken against the harasser so that further harassment will be prevented. Both the rights of the alleged harasser and the complainant will be considered in any investigation and subsequent action.

## Policy Against Bullying

At Westerly, we expect that all members of our school community will treat each other with civility and respect.

It is the policy of the School to provide and maintain a learning environment that is free of bullying and any other verbal or physical misconduct which disrupts the learning environment or makes it unsafe.

The School will promptly investigate any report of bullying or retaliation. Upon determining that a case of bullying or retaliation has taken place, we will immediately take action to stop the behavior and address the safety concerns for any member of the community who has been victimized.

The Westerly Bullying Prevention and Intervention Plan, set forth below, is published in alignment with California law against bullying and is an integral part of our efforts to promote learning and to prevent behavior that can impede the learning process. Our plan spells out Westerly's comprehensive approach to addressing bullying, cyber-bullying, and retaliation.

This Plan is consistent with broader protections at Westerly against discrimination, harassment, bullying, and retaliation that appear in this Family Handbook and our *Faculty/Staff Personnel Handbook*.

It is important that this plan be well understood by all members of the Westerly community. The Head of School is responsible for the implementation and administration of the Plan. Questions and concerns related to this Plan may be referred to her. The School will provide written notice of the relevant student-related sections of this plan to students and parents/guardians at least annually. The notification to students will be in age-appropriate terms.

The School will provide training on bullying for faculty and staff. The training at a minimum will include a review of the reporting obligations for all faculty and staff and the processes that the School will follow in response to a report of bullying or retaliation. The plan, or relevant portions thereof, will be included in the Personnel Handbook.

### I. POLICY AGAINST BULLYING, CYBER-BULLYING, AND RETALIATION

The School will not tolerate any form of bullying or cyber-bullying, nor will we tolerate retaliation against any person who reports bullying or who in good faith provides information during an investigation of bullying.

Bullying and cyber-bullying are prohibited on school grounds and at school-sponsored events, activities, functions, and programs. Bullying and cyber-bullying also are prohibited at school bus stops, on school buses and other vehicles owned, leased, or used by the school, and through use of technology or an electronic device owned, leased, or used by the school.

In addition, bullying and cyber-bullying are prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying creates a hostile environment at school for a targeted student; infringes on the rights of a targeted student at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

#### WHAT CONSTITUTES BULLYING

California has adopted a law relative to bullying in schools, which broadly defines bullying as "the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim, that:

- Causes physical or emotional harm to the targeted student or damage to the targeted student's property;
- Places the targeted student in reasonable fear of harm to himself or herself or of damage to his or her property;
- Creates a hostile environment at school for the targeted student;
- Infringes on the rights of the targeted student at school; or
- Materially and substantially disrupts the educational process or the orderly operation of the school.

Cyber-bullying:

Cyber-bullying is bullying (as defined above) through the use of technology or electronic devices such as telephones, mobile devices, computers, and the internet. It includes, but is not limited to, e-mail, instant messages, text messages, and internet postings, whether on a webpage, in a blog, or otherwise.

**Hostile Environment:**

A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

**Retaliation:**

Retaliation is any form of materially adverse action such as intimidation, reprisal, or harassment directed against a student who reports bullying or who provides information during an investigation of bullying.

**Legal Definitions and School Policy:**

It is important to bear in mind that stricter standards of behavior may apply under Westerly's policies in order that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under the law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, Westerly reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture, if the School determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act, or gesture might reasonably result in bullying as defined under the law.

**II. PREVENTION OF BULLYING AND CYBER-BULLYING**

From the earliest grades at Westerly, students learn that as members of our community they have a right to be treated with civility and respect. Our curriculum emphasizes respect for differences, and teachers are clear in their expectations for student behavior. Parents/Guardians are expected to reinforce the standards for membership in the Westerly community.

The administration and faculty recognize it is essential that expectations for student conduct extend to corridors, locker rooms, lunch, recess, carpool, buses, and the like. The School strives to ensure that ample adult supervision is provided on School premises, including in the corridors and locker rooms, at lunch and at recess, and on school-provided transportation throughout the school day as well as at school-sponsored events.

**III. REPORTS OF BULLYING, CYBER-BULLYING, OR RETALIATION**

Any student who is the target of bullying or cyber-bullying or has witnessed an incident of bullying or cyber-bullying or otherwise has relevant information about bullying or cyber-bullying prohibited by this policy is strongly encouraged to promptly report the matter orally or in writing to the Assistant Head of School or Head of School. In the Lower School, reports can also be made to the lead classroom teacher or Assistant Head of School. Students in the Middle School can also report to the Assistant Head of School or the Advisor. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible. Students who knowingly make false reports of bullying, cyber-bullying, or retaliation will be subject to disciplinary action.

A parent/guardian of a student who is the target of bullying or cyber-bullying or of a student who has witnessed or otherwise has relevant information about bullying or cyber-bullying is strongly urged to promptly notify the Head of School. Furthermore, any parent/guardian who has him or herself witnessed bullying or cyber-bullying or has relevant information concerning such an incident is strongly urged to come forward to the Head of School. A parent/guardian should also report any incident of retaliation in violation of this policy to the Head of School.

Any member of the faculty or staff of the School who witnesses or otherwise becomes aware of bullying or cyber-bullying in violation of this policy or who becomes aware of retaliation against a student who reported information concerning a violation of this policy is required to report it immediately to the Head of School.

While California law permits anonymous reports, the School urges students and their parents/guardians not to make reports anonymously. It is far more difficult to determine the facts of what occurred if complaints are made anonymously. Also, while the School cannot promise strict confidentiality, because

information must be shared in order to conduct an effective investigation, the School releases information concerning complaints of bullying, cyber-bullying, and retaliation only on a legitimate need-to-know basis.

#### **IV. RESPONDING TO A REPORT OF BULLYING, CYBER-BULLYING, OR RETALIATION**

##### **A. Preliminary Considerations:**

When a complaint of bullying, cyber-bullying, or retaliation is brought to the attention of the Assistant Head of School or Head of School or, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying, cyber-bullying, or retaliation during an investigation.

##### **B. Obligation to Notify Parents/Guardians:**

It is the policy of the School to notify the parents/guardians of any student who is an alleged target of bullying, cyber-bullying, or retaliation and the parents/guardians of any student who may have been accused of engaging in such behavior promptly after a complaint has been made.

##### **C. Investigation:**

The following is an outline of the procedure that is pursued once a complaint has been brought to the attention of the Head of School:

The Head of School or her designee will conduct an investigation on all reports of bullying or retaliation. The investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged bullying, cyber-bullying, or retaliation, with the person or persons against whom the complaint was made, and with any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the alleged incident.

Depending on the circumstances, the Head of School or designee conducting the investigation also may choose to consult with other faculty, staff and/or administrators.

##### **D. Resolution, Notification, and Follow-up:**

Following interviews and any other investigation undertaken, as the School deems appropriate, the Head of School and/or their designee will determine whether and to what extent the allegation of bullying, cyber-bullying, or retaliation has been substantiated. If it is determined that the policy set forth in this Plan has been violated, the Head of School and/or their designee will determine what consequential action and/or other restorative action is appropriate and how it will be implemented. In all circumstances when dismissal is considered as a disciplinary action, the Head of School will be consulted and will make the final determination.

The goal of an investigation and any disciplinary or other remedial process that is imposed following that investigation is to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent there being a repetition of the incident and to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation.

Upon completion of the investigation, the Head of School and/or their designee who conducted the investigation will meet individually with the student or students who were the target of the alleged incident and the student or students against whom the complaint was made. Parents/Guardians will then be informed of the results of the investigation. When, and if, a consequential or other restorative action is determined to be appropriate, the family of the bullying target will be informed that action will be taken. The Head of School and/or their designee will comply with applicable laws regarding disclosure of confidential information when informing students and parents/guardians.

In accordance with California' law, any disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior, and no disciplinary action may be taken against a student solely on the basis of an anonymous report.

The Head of School and/or their designee who conducted the investigation, in consultation with the school counselor, may refer perpetrators, victims, and family members of such students for counseling or other services as appropriate.

The Head of School will insure that there is follow-up contact made with any student found to have been targeted in violation of this policy and their parents/guardians to inquire as to whether there have been

any further incidents. The Head of School will also keep a file on all reports of bullying or retaliation, the investigation, and any actions taken in response to a finding of bullying or retaliation.

## V. CONCLUSION

This Plan is intended (1) to prevent bullying and cyber-bullying among our students; (2) to encourage students and their parents/guardians to have confidence in the School's procedures and to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other School policy; and (3) to implement appropriate consequences and other restorative measures when they are found to be warranted.

# Student Life

## Uniform Policy

Uniforms are worn at Westerly to ensure that students are focused on learning and healthy social interactions on the school campus rather than clothing. All Westerly students are expected to wear a uniform to school Monday–Thursday.

Kindergarten students are required to bring in an extra change of clothes which will be stored in their classroom. If accidents occur during the school day, students will have access to their extra uniforms. In the event a student borrows a uniform, notification is sent home and families are asked to wash and return loaner uniform within one week.

The days below have been designated as uniform optional. If a student does not participate in the theme of the day, they are required to wear their Westerly uniform.

Spirit Wednesday: Students have the option of wearing a Westerly “spirit” shirt with their uniform bottom.

Friday: Free-dress day

Spirit Days: Upon administrative approval, various spirit days (Halloween, Valentine’s Day, St. Patrick’s Day, Memorial Day) will be available throughout the year allowing free or themed dress attire.

Students who come to school out of uniform will be provided a loaner outfit to change into. It should then be washed and returned to school. Patterns of disregard of the uniform policy will be subject to the school’s discipline procedures outlined in the family handbook.

\*Please note that any Non-Westerly logos on any articles of clothing are not permitted except for logos smaller than 1 square inch. This does not apply to Free Dress Friday.

## Student Uniforms:

### Bottoms:

- Khaki or navy colored:
  - Capri
  - Long pants
  - Shorts (appropriate school length)
  - Leggings
  - Skirts (appropriate school length)
  - Skorts (appropriate school length)
- Students may not wear:
  - Denim as part of their daily uniform
  - Sweatpants
  - Pajama bottoms or leisure wear
  - Baggy or sagging pants/shorts
  - Pants or shorts that reveal undergarments



**One piece:**

- Khaki or navy colored:
  - Jumper
  - Dress
  - Romper
  - Overalls (with top)
- Students may not wear:
  - Denim as part of their daily uniform

**Tops:**

- Navy, heather-gray, or white colored:
  - Polo shirt (with or without the approved Westerly logo)
  - Collared shirt
- Students may not wear:
  - T-shirts with no collar
  - Midriff showing shirts (should not be exposed with routine movement)
  - Shirts with graphics
  - Tank tops or sleeveless shirts
  - Tops that reveal undergarments
  - Denim as part of their daily uniform

**Outerwear:**

- Navy or heather-gray colored:
  - sweatshirt with or without the logo
  - sweater (crewneck, hooded, V-neck, or cardigan) with or without the logo
- Any color/material coat or jacket but must be removed in the classroom.
- Baseball caps and beanies but must be removed in the classroom.
- Students may not wear:
  - Sweatshirts or sweaters with graphics

**Footwear:**

- Any color closed-toe shoes, which fit firmly to the foot
  - Tennis shoes which tie or Velcro
  - Loafers
  - Mary Jane style shoes
  - Boots with rubber soles
  - Ballet flats with rubber soles
- Socks of any height or color
- Students may not wear:
  - Uggs
  - Cowboy boots
  - “beach-type” footwear such flip flops, sandals or Crocs
  - Shoes without socks

**Physical Education (Grades 4 – 8):**

Students in grades 4-8 are required to change into a PE uniform before participating in physical education class. Students are provided with one PE uniform. Additional PE uniforms may be purchased through our online store. The required uniform is as follows:

- Navy blue mesh shorts
- Navy or khaki athletic leggings
- Heather-gray basic tee (short sleeved)
- Westerly logo t-shirt
- Heather-gray or navy sweatshirt – *optional*
- Navy blue or gray sweatpants – *optional*

- Athletic shoes with socks

## Dress Code

### Spirit Wednesday (Optional):

- The “W” signature shirt or any Westerly shirt – must be worn with uniform bottoms
- Spirit Wear may be purchased through our online store.
- Students may not wear:
  - Non-Westerly t-shirts will not be allowed on Wednesdays.
  - Non-uniform bottoms

If a student chooses not to wear spirit wear, they must wear their standard uniform.

**Free Dress (Optional):** Fridays are non-uniform days and students may wear “free dress.” Throughout the school year, other “free dress” days may be designated by the Administration.

The School asks students and parents/guardians to use good judgment so that free dress is appropriate and is not a distraction.

- Jeans
- T-shirts with appropriate graphics
- Tank tops or sleeveless shirts that do not reveal undergarments
- Ripped jeans that are school appropriate with no skin exposure above the thigh
- Jean shorts that are school appropriate
- Middle School students may wear Crocs
- Students may not wear:
  - Midriff showing shirts (should not be exposed with routine movement)
  - Shirts with inappropriate graphics
  - Tops that reveal undergarments
  - Pajamas
  - Shoes
    - Uggs
    - Cowboy boots
    - “beach-type” footwear such flip flops or sandals
    - Crocs (except for Middle School)
    - Shoes without socks

**Field Study/Trips:** On field study days, students may be asked to wear a Westerly t-shirt or uniform unless instructed otherwise by their classroom teacher or field study coordinator.

**Music & Theater Performances:** The School expects students to dress appropriately for music and theater performances. Look for information from your child’s music or homeroom teacher and Wildcat Weekly before the event.

### Where to Purchase Uniforms:

School uniforms may be purchased at any retail establishment that carries school uniform clothing, including: Target, Macy’s, Children’s Place, JCPenney, Old Navy, Kohl’s, etc.

Below you will find information on vendors who embroider our school logo on uniforms purchased from their online store.

**Lands’ End Uniform Information** – For those families who wish to order from Lands’ End, you can call 1-800-469-2222 or order online. The **preferred school number is 900064080**. They have a list of all authorized uniform components from which you may choose, they also donate 3% of all purchases to Westerly. Please note that the color “navy” is stated as classic navy, which is correct. Lands’ End has our school logo on file.

**French Toast Uniform Information** – French Toast is an online option available for parents/guardians. To order, please visit their website and enter Westerly’s school code **Q5WDWD** or simply follow the prompts to access the school code.

**Red Eye Media** – PE Uniforms and Spirit Wear may be purchased through our online store with Red Eye Media.

You may also purchase used uniforms through the WPA for a nominal fee. During the school year, the WPA collects gently used school uniforms and maintains an inventory of clothing. Used uniform sales are held periodically through the school year. Please contact the WPA for information.

## Uniform Corrective Action Steps

Teachers are encouraged to address non-adherence of uniform with the student or parent as appropriate. If the student continues to wear non-uniform clothing, the Assistant Head of School should be notified.

Students arriving to school out of uniform will be directed to administration. If available, students will be provided a loaner outfit to wear during the school day. The loaner outfit should be washed and returned to school the following day. Families may be charged if the uniform is not returned. If no appropriate uniform is available, parents/guardians may be called to bring a uniform to school.

**First offense** – Verbal reminder (*K-3 students will also have an email sent home*)

**Second offense** – Email home reminding families of Uniform Policy and provide notice of continued offense

**Third offense** and up – Parent/Guardian Conference and loss of campus privilege including, but not limited to loss of Spirit Day, Free Dress Day, or lunch/recess.

## School Day Schedule

During 2023-24, Westerly will have staggered school hours.

Grade Level	School Hours	Drop-off	Pick-up
Kindergarten – 3 <sup>rd</sup> Grade	M–Th: 8:10am – 2:50pm Fri: 8:10am – 1:20pm	7:55am – 8:05am	M–Th: 2:55pm – 3:05pm Fri: 1:25pm – 1:35pm
4 <sup>th</sup> – 8 <sup>th</sup> Grade	M–Th: 8:20am – 3:05pm Fri: 8:20am – 1:35pm	8:05am – 8:15am	M–Th: 3:10pm – 3:25pm Fri: 1:40pm – 1:55pm

All students are given a mid-morning snack break, and a 40 minute period for lunch and lunch recess.

## Early Arrival

The School is open to students at 7:40am. Students will be supervised at no charge until 8:05am when classrooms are opened.

## Pick-Up Procedures

Families may pick-up their child in the dismissal area using our Valet Pick-up process or park and walk up to the dismissal area.

**Valet Pick-Up:** A coned area will be set up in the parking lot where parents/guardians can drive up to the curb and Westerly staff will assist your child to the car. Parents/Guardians will remain in their car during this process.

### Procedure

Please arrive during your designated pick-up time. For families with different age students, please arrive at the oldest child’s dismissal time. Younger siblings will be supervised during the time before their older sibling is picked up.

- **Have your name placard in the window of your car**
- Pull forward into the coned area following the directions of Westerly staff

- Do not pull in front of any vehicles in the coned area to fill in spaces. Westerly staff will be directing traffic flow.
- Westerly staff will assist your child to the car
- Staff will indicate to driver when it is safe to pull away from the curb

After the pick-up time, students will be escorted to Wildcat and families will be charged accordingly. For the protection of your child(ren), only those properly authorized to pick up students, as indicated on the FACTS/RenWeb Pick Up, will be allowed to sign your child out. Written notice must be submitted to the main office to make any changes for authorized pick-up. If a parent/guardian would like to update their Pick-up List, they may do so on their FACTS/RenWeb page, which can be accessed from the Westerly website.

## After-School Program/ WILDCAT

Westerly's Wildcat after-school enrichment program is offered during all active school days throughout the academic year. The program begins immediately after school and runs until 6:00pm. All students attending will have the opportunity for homework assistance and recreational enrichment. All students are also provided with a snack and refreshment. Multiple payment options are available and information can be accessed on the Westerly website Parents/Key Policies & Forms.

Any student who remains on campus unaccompanied 15 minutes after their class dismissal will be escorted to Wildcat. Students are not permitted to wait in the main office or meet parents/guardians in the parking lot. Other after school fee-based programs are available each fall/winter/spring.

## Early Dismissal Requests

Any child that is leaving early from school must be signed out by a designee, as indicated on the Student Pick-up List or Emergency Contact List on FACTS/RenWeb. Out of courtesy, please notify the classroom teacher and front office about any early dismissal. Families are asked not to take students out early for reasons other than medical or family emergency.

## School Delays/Cancellations

In situations that school needs to be cancelled or delayed for reasons such as earthquakes, floods, fire and power outages, all families will be notified via Parent Alert, an emergency notification that communicates immediately by text, email and voice.

## Athletics

Westerly School offers students in grades four through eight the opportunity to participate in an athletic league with neighboring small schools. Programs offered are based on interests of the students and include, but are not limited to, football, volleyball, basketball, and track & field. Lower school eligibility encompasses fourth grade through sixth grade, while the Middle School eligibility is for seventh and eighth grade students. Players may be moved up based on enrollment and coach's discretion. All student athletes are held to a code of academic and sportsmanship. We also ask our families to practice sportsmanship as fans at our games.

## Birthday Celebrations and Healthy Treats

Families wishing to bring a treat to the class to celebrate their child's birthday should consult with their teacher first, with at least a 48-hour notice, to choose the most appropriate time to stage their healthy treat. It is at the teacher's discretion when such celebrations/treats will be occurring. Parents/Guardians are to be reminded that we are a nut-free campus and to discuss with the teacher other dietary restrictions. While families may bring treats to campus, please refrain from bringing outside vendors to campus, i.e. food trucks, catering services.

Families planning to have a birthday party off-campus for their child and want to invite only certain children from the class are asked to send invitations to the home addresses or via email, instead of bringing invitations to hand out at school. The only exception would be if all children in the class are invited. This policy is established in order to avoid hurt feelings.

## Graduation

Graduation at Westerly is a community event in which the School celebrates not only matriculating eighth graders, but also the promotion of all other students to the next grade level. All students, faculty, and staff are expected to participate in the graduation ceremony. Families in all grades are welcomed and encouraged to attend in the celebration. Nice attire by all students is the dress code for graduation day.

## Lockers

Students in grades six, seven, and eight will be issued a locker within the first week of school. Lockers are to be used for textbooks, binders, school supplies, and lunch boxes. To ensure proper sanitation loose papers, open food, garbage of any kind, laptops without covers are all off-limits for lockers.

Regular locker checks will be conducted to ensure students responsibility with their belongings.

## Lunch

Parents/Guardians are asked to provide their child with a daily snack and lunch. Ordering hot lunch is an option. Lunch times vary depending on the day and the grade of the child, but generally lunch begins between 12:35pm and 12:55pm Monday through Thursday, and between 12:05pm and 12:25pm on Friday. Students in grades K-4 will eat lunch first and then have lunch recess, and students in grades 5-8 will have lunch recess first and then eat lunch. This practice allows our play spaces to have fewer students using those areas which will make for safer play and greater access to play equipment.

We ask that all lunches from home be brought at the beginning of the day to avoid unnecessary disruptions in the office and classrooms. Late lunches brought from home may be dropped off in the front office for staff to deliver, a procedure that further helps avoid unnecessary classroom interruptions.

In addition to bringing a snack each day, we ask that you provide your child with a reusable water bottle for usage throughout the day. For items brought from home, Westerly asks that parents/guardians are familiar with and follow our *Nut Awareness Policy*.

Hot lunch service is offered Monday through Thursday via Choice Lunch. Orders must be placed by 9am for the next day. For example, Tuesday lunch must be ordered by Monday at 9am.

**Students without a lunch:** If a student does not have a lunch, a Choice Lunch emergency lunch will be provided if available. Choice Lunch will contact you for payment. If there are no extra meals available, Westerly will contact the family for instructions. If there are no other options, the child will be offered snacks at the front office.

## Pizza Friday

The Middle School Student Leadership class also hosts "Pizza Fridays". Pizza sales will be located near the front of the school each Friday from 7:45am – 8:15am for pre-purchase of that day or any upcoming Friday of the current month. Lunch may be purchased with cash or check only. Lunch options are listed below:

- 1 slice of pepperoni or cheese pizza and fruit snacks – \$4
- 1 slice of pepperoni or cheese pizza, fruit snacks and juice – \$5
- Additional slices – \$1

Pizza Fridays is a student-run activity and we are working to keep the process as simple as possible.

Refunds and roll overs will not be issued for students who are absent for any reason.

## Nut Awareness Policy

Westerly's Nut Awareness Policy is designed to protect our students who have life threatening nut allergies. For some students with nut allergies, their immune system responds to exposure by the body mistakenly believing it is harmful. Your adherence to the policy will help ensure a safe environment for Westerly students. Westerly School Administration will review this policy annually to update or add new best practices.

Do not send any food items to school that contain peanuts, walnuts, cashews, hazelnuts (Nutella), pecans, Brazil nuts, pistachios, pine nuts, or macadamia nuts.

## Ways your family can help keep our campus nut-free:

- Read the list of contents on processed foods and avoid any foods made with the any of the nuts listed above.
- Introduce substitutions for peanut butter, including almond, sunflower, soy, or other nut and seed butters.
- This policy applies to any food items brought to a school event on campus.

## Lost and Found

Clothing, lunch boxes, and other personal belongings that turn up around campus are deposited in the Lost and Found Bin. **We urge parents/guardians to label all personal items with permanent markers to make it easier to return when lost.** A WPA volunteer helps us manage the left behind items. Periodically, and after announcing to families, all items will be taken to a second hand store.

## School Assemblies

The School holds a regular assembly for students Monday mornings, as a means of both informing them of important information and upcoming events, as well as to celebrate various accomplishments of classes and individual students.

## Summer Reading

Students in all grades will be assigned summer reading by their homeroom teachers (in lower school) and Humanities teacher (in middle school). It is at the discretion of the teacher how much reading is required and whether any supplemental work is assigned.

## Transporting Students

Westerly relies on the help of parent/guardian volunteers to transport students on off campus trips in many situations. For some trips, the school uses a certified bus carrier to transport students. Additionally students may be transported by air or by outdoor education program transportation. Parents/Guardians who wish to drive must be approved by the front office prior to the trip. In order to be approved, and at least two weeks before the scheduled event, parents/guardians must complete the Authorization to Drive form, provide a copy of their insurance declarations page showing their coverage limitations (and meet the minimum requirements), and pass a DMV check. The minimum liability coverage needed is \$100,000 per person, and \$300,000 per occurrence. Any liability incurred on such outings that is not covered by the driver's insurance will be covered by the school's policy after the driver's liability is exhausted and subject to the limits of the school's liability policy. Faculty and staff are encouraged to review safety protocols with parent/guardian drivers to ensure students' safety (car seat requirements, seat belt use, obeying traffic signals, etc.) Additionally, parents/guardians or authorized drivers must agree to not text or engage in any activity on their handheld device, to ensure the safety of the students and driver. The Authorization to Drive form must be completed every year. It is the responsibility of the parent/guardian volunteer to notify the school of any changes to their insurance that may affect their ability to drive for school events.

No person shall operate a motor vehicle while texting, e-mailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

For field studies and athletic games, students are assigned to vehicles by their teacher, coach, or the front office. No changes may be requested. If you are not comfortable with the assignment, you must arrange your own transportation.

# Student Services

## Tutor Policy

On occasion, parents/guardians request that a student be tutored after school on Westerly's campus. If Westerly has recommended the tutoring, please submit your request to the Assistant Head of School. Tutors must complete the Live Scan process before they can be on campus.

## Parent/Guardian Education

The school hosts parent/guardian education evenings throughout the year. The events are facilitated by the administration and experts in various fields. Parent/Guardian input is always welcome. A calendar of parent/guardian education is published at the beginning of the year with additional opportunities added as needed.

## Textbooks and Supplies

In general, the School provides all students with the necessary supplies for the classroom, with the exception of a backpack. Students in grades four through eight are provided one PE uniform, and families may order more from Westerly Gear online store.

## Reading and Research Center

With the generous funding of our Westerly Community, Westerly's Reading and Research Center serves our students as a central place of learning, engagement, and presentation. Lower School will use the Center as the focal point for Reader's & Writer's Workshop, thematic learning, project design, reading, and student presentations. Middle School will have access to the Center's resources, tools and space to conduct research, plan together, design and execute digital presentations, and host showcases based on their research, engineering and personal passions. The Center will be open during lunch hour, staffed by volunteers, for students to avail themselves of a quiet place to read or check out books.

## Vision Screening

The School provides vision screening, free of charge, through an outside organization, each year, to all students. Parents/Guardians will be notified in advance and have the option of opting out of the screening.

## High School Visits

Starting in October of each year and running until January, eighth grade students are encouraged to visit any high school they are considering attending the following year. The process is initiated by parents/guardians and, in most cases, requires the application to the school of interest to start the process, whereupon, parents/guardians are then allowed to make an appointment to "shadow" at the school. In making an appointment to do so, Westerly asks that parents/guardians check with the eighth grade adviser teacher to avoid making appointments on days where Westerly may have something important planned. Shadow days are considered excused absences, as long as parents/guardians have notified the Registrar at [info@westerlyschool.org](mailto:info@westerlyschool.org) with advanced notice (at least 48-hours in advance).

## Student Records Access

Westerly keeps a file on each Westerly student. The cumulative file is kept in the front office and contains students' report cards, immunizations, and standardized test scores. This file is typically sent on to high schools for matriculating students. Parents/Guardians are allowed to view their child's file at any time with administrative approval on-campus.

## Animals/Pets on Campus

In order to help maintain a clean, healthy campus, the School has implemented a no animal/pet on campus policy. Animals/pets should remain in your vehicle at all times. Any exceptions to this policy must be cleared by an Administrator prior to bringing an animal on campus and proof of current vaccines may be requested. Service animals are exempt to this policy.

## Technology and Technology Use Policy

A School-issued device will be provided to students: Kindergarten through 2<sup>nd</sup> grade will be issued Apple iPads, Chromebooks for third through fifth grade, Apple MacBooks for middle school. Families in K - 2<sup>nd</sup> grade will be required to purchase a case, preferably with a backstand. Families in 3<sup>rd</sup> - 8<sup>th</sup> will be required to purchase a padded bag with space to hold a charger, separate from their regular backpack. More information will be emailed to families. The school reserves the right to not release a laptop to a student until an appropriate bag is presented. All equipment provided to students is referred to collectively as the "Equipment."

- Third through fifth grade students will have access to their Chromebook at school and at home, as needed
- Additionally, parents/guardians and students will be required to have read and signed the Family Handbook, containing the Acceptable Technology Use Policy prior to receiving a device.

## Acceptable Technology Use Policy and Equipment Use Policy

Westerly School offers its entire community a wide range of electronic communications resources and technologies to support its educational objectives. These include, but are not limited to, devices and the internet. Their use is a privilege, not a right. Proper usage is based on trust and judgment. Failure to adhere to these standards will result in having the privilege to use these resources suspended or revoked. Additionally, such failure may result in discipline up to and including expulsion.

The following terms and conditions are meant to provide families with examples of prohibited conduct, but are not intended to serve as an exclusive list. Students may be disciplined for engaging in other conduct deemed, in the sole discretion of the School, as detrimental to the School, or harmful to staff, or to other students or families.

**Term** – In the event of withdrawal or dismissal of the student from the School for any reason, parents/guardians and students agree to immediately return all Equipment to the School. Parents/Guardians understand and agree that unless the Equipment is returned to the School in good condition, and unless there has been full compliance with this policy, the student’s final grades, transcripts, reports, or other documents will not be issued. In addition, if the equipment is not returned in appropriate, working condition by June 15, 2023, the School will bill the family for the replacement cost of the Equipment.

**Acceptance of Equipment** – Parents/Guardians understand and agree they have **48 hours** from the time the Equipment has been delivered to inspect the Equipment and notify the School of any damage beyond normal user wear and tear, non-conformance, or discrepancies with the Equipment. After this time, parents/guardians agree that it will be conclusively presumed that the Equipment was delivered in acceptable and appropriate form. Parents/guardians and students also agree to maintain a case on the computer at all times (one new case provided by Westerly), and provide an adequately padded computer bag for sole purpose of transporting the computer and charger. Equipment not to be carried inside regular backpacks, regardless of padding.

**Delivery** – The School will not deliver the Equipment for the student’s use under this Policy until the Student has an appropriate carrying case for the protection of the Equipment.

**Classroom Behavior** – All Westerly standards of conduct apply to classrooms and home learning environments. Classrooms may only be used when a Westerly staff member is present and agrees to supervise. **No food or drink is to be brought into the classroom or be near the Equipment AT ANY TIME. Students should adhere by the Westerly iWill Tech Pledge that will be provided to them during orientation.**

**Proper Usage** – Technology resources are provided to promote educational excellence. Equipment is to be used for academic purposes only. **During the snack or lunch period, Equipment is NOT to be used.**

Students agree never to use the Equipment for purposes such as the following:

- To instant message
- To record Zoom or Google Meet sessions
- To access or use any web long (blog), forum, or “social network” web site of any kind, including but not limited to Facebook, Instagram, SnapChat, TikTok etc.
- To visit and post information and/or messages on social networking sites such as Facebook, Instagram, TikTok, or Snapchat
- To access or use chat rooms
- To send messages using abusive, or otherwise objectionable language
- To engage in personal attacks, including prejudicial or discriminatory attacks
- To harass another person. Harassment is defined as persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending those messages, they must stop.
- To knowingly or recklessly post false or defamatory information about a person or organization



- To enter contests, advertising, political lobbying, or personal commercial activities including online purchasing on sites such as eBay, Amazon, or Craigslist
- To post, send, or download copyrighted material without permission. Users are to respect the rights of and the intellectual property of others in accordance with state and federal copyright laws. Transferring copyrighted material is a violation of federal law.
- To access, send, or retrieve pornographic material
- To post inappropriate text files or files dangerous to the integrity of any network
- To circumvent security measures on school or remote devices or networks (hacking)
- To attempt to gain access to another's resources, programs, or data
- To falsify one's identity to others
- To engage in the unauthorized exploration of the School's networking operating system or to change any installed School software is strictly prohibited
- To disclose personal information, such as address, phone number, date of birth, on the School system
- To download or upload software, games, or shareware
- **To play ANY games AT ANY TIME, other than when a teacher has instructed students to do so**
- To communicate any credit card number, bank account number, or any other financial information
- To gamble
- To use the name of Westerly School on a social networking site
- To agree to meet with someone they have met online
- To engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, threatening the safety of a person, etc
- To post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- To use any content that is artificially generated without a teacher's consent and the appropriate citation

If student mistakenly access inappropriate information, they should immediately tell your teacher, Assistant Head of School, or an available administrator...or parent/guardian when at home. Additionally, to the extent parents/guardians inform the student that there is additional material that they think would be inappropriate for the student to access, the School expects that the student will follow their parent/guardian's instructions in this matter.

**Communication is Not Private** – Each student's online communication is a reflection of our School. E-mail to and from our School is like a postcard: it is not private and may be monitored as needed. Therefore, students have no right to privacy as it relates to use of the School's electronic resources. The School has the right to monitor all communications on its server and electronic equipment.

**Safety** – It is essential that School devices never be disrupted by any virus. For that reason, using School devices to open any internet-based e-mail system other than Gmail on westerlyschool.org domain is strictly prohibited. All students will receive a Westerly email address that they may use to communicate with teachers, classmates, and parents/guardians. **Westerly email should be used only for educational purposes.**

**Vandalism** – The entire community suffers when computer systems are disrupted. Students agree to refrain from vandalism, including the following: attempting to access the files or folders of others or to bypass the security software; revealing passwords to others; unauthorized installation, removal, or copying of any software or data files; modifying or circumventing any computer software or network settings; or changing any hardware connections or cabling.

**Risk of Loss or Damage** – Parents/guardians agree that they assume any risk of loss or damage to the Equipment from any cause. Parents/Guardians understand that the School will maintain insurance coverage for the Equipment. In the event of any claims, parents/guardians agree to reimburse the School the amount of the deductible, **currently at \$100 per incident**. If the Equipment is lost or damaged, Parent/Guardian understand and agree that they will be financially responsible for any loss or damage (including the cost of repair or replacement) to the extent it is not covered by the School's insurance policy or the manufacturer's warranty. If damage due to negligence occurs, parent/guardian will be expected to pay the cost of repair via RenWeb or a personal check made out to the Westerly School of Long Beach. Common repair costs are as follows (taxes not included):

Damaged iPad Screens	\$130
Damaged Chromebook Screens	\$100
Lost or Damaged Chromebook Charger	\$18
Severed Headphone Cable or Damaged Aux Head	\$16

**Password Protection** – Students agree to respect others’ privacy and not use another person’s account or password, even with that person’s consent. Students must also not disclose or allow others to use their passwords.

**Copyright & Plagiarism** – Students are responsible for producing their own work in completing school assignments. Downloading and copying another individual’s work from the Internet without crediting the author is plagiarism. Copyright violations include the copying of computer software or written materials without the permission of the author.

**Misuse** – Students agree to report any misuse of the system to an appropriate staff member.

**Title, Assignment, and Inspection** – This Policy does not pass title of the Equipment to the parent/guardian or Student. If at any time the School determines that the Equipment is being improperly used or cared for, it may, at its sole discretion, terminate the right to use the Equipment at which time the parent/guardian must immediately return the Equipment to the School.

## Google for Education User Agreement

At Westerly School, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Westerly School, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their laptops, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can’t do with your child’s personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child’s personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you’ve read the notice and give your consent. If you don’t provide your consent, we will not create a Google Workspace for Education account for your child.

I give permission for Westerly School to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

## Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google:

- Gmail
- Currents

Calendar  
Chrome Sync  
Classroom  
Cloud Search  
Contacts  
Docs, Sheets, Slides, Forms  
Drive  
Groups  
Google Hangouts, Google Chat, Google Meet, Google Talk  
Jamboard  
Keep  
Sites  
Vault

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “Additional Services”:

### **Youtube**

Students can access a restricted version of Youtube managed by Westerly’s educational technology coordinator. Students are prohibited from posting videos and commenting in the chat feature.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice.

### **What personal information does Google collect?**

When creating a student account, Westerly School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone numbers for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user’s Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

### **How does Google use this information?**

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

### **Does Google use student personal information for users in K-12 schools to target advertising?**

No. For Google Workspace for Education users in primary and secondary (K–12) schools, Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

### **Can my child share information with others using the Google Workspace for Education account?**

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

### **Will Google disclose my child's personal information?**

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.
- With Westerly School. Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations, or individuals outside of Google if it has a good-faith belief that access, use, preservation, or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process, or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property, or safety of Google, Google users, or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

### **What choices do I have as a parent or guardian?**

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting a school administrator.. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

### **What if I have more questions or would like to read further?**

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact a school administrator. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) [if Westerly

School has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485>), and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at [https://www.google.com/intl/en/work/apps/terms/dpa\\_terms.html](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)).

# ADDENDUM

## I. Westerly Parent Association Policies

### Overall Purpose of WPA

The Westerly Parent Association (“WPA”) is a department within the Westerly School. The purpose of the WPA is to enhance and support the educational experience at Westerly School, and to augment the connection between the School and Westerly families through encouraging parental/familial involvement with the School, and supporting the School culture within the Westerly community through volunteerism, advocacy, and financial support.

### Functions of WPA

At the general direction of the Head of School (“HOS”), the WPA:

- Serves the School’s best interests by supporting Westerly’s mission, Statement of DEI, and Core Values;
- Builds and cultivates a positive and productive school climate and spirit;
- Nurtures family-with-family and school-with-family communications;
- Provides families with opportunities for parent education;
- Helps with special classroom and administrative needs on a volunteer basis; and
- Hosts events which enhance a positive sense of the School community

### WPA Membership

Membership in the WPA is automatically granted to all parents, guardians, and extended family members of Westerly students. There are no membership dues. All members have voting privileges, one vote per household.

### Officers of WPA

The Officers of the WPA are President, Vice President, Secretary, Treasurer, and Past-President. Officer positions can be shared by two or more individuals.

Officers are elected bi-annually from WPA membership by the Westerly School Administration.

Officers may not serve more than two consecutive one-year terms except with permission from the HOS.

The President presides at all WPA meetings and chairs meetings of the Executive Committee. The President must demonstrate the commitment and ability to serve and lead, and to work collaboratively with the HOS. Duties of the President also include drafting and distributing agendas for meetings and other important WPA communications, modeling the core values of the School, ensuring the smooth transition of WPA leadership, and acting as a liaison with the Head of School. The President also is invited to attend Westerly Board of Trustees (“BOT”) meetings to serve as a liaison for the parent/family body. Additionally, the President may be asked to write articles or provide updates for the Wildcat Weekly.

The Vice President works closely with the President to ensure a smooth transition between WPA administrations. In the absence of the President, the Vice President presides at meetings. The Vice President serves as President the following year. Duties of the Vice President also include coordinating WPA presentations, providing resources to WPA leadership, and working closely with the President to learn the role.

The Treasurer is responsible for the accurate and up-to-date maintenance of fiscal records of the WPA. The Treasurer prepares an annual budget to be approved by the WPA membership and reviews all WPA expenditures, subject to approval or ratification by the HOS. Duties of the Treasurer also include oversight of class funds spending, ensuring expenses align with the approved WPA budget, and ensuring the review and timely return of receipts by WPA members for reimbursement. Reviews and reports Budget to Actuals with executive committee and Director of Finance on a monthly basis.

The Secretary records and distributes minutes of all WPA meetings, helps to distribute agendas for WPA meetings, and maintains the historical written records for the WPA.

### **Executive Committee**

The Officers serve as the Executive Committee of the WPA. The Executive Committee determines the membership of WPA committees.

If any elected or appointed member of the Executive Committee is unable to continue in their office to the end of the term, the Executive Committee shall appoint a new member for the remainder of the term.

Any member of the Executive Committee may be asked to step down by a majority vote of the Executive Committee or by the HOS.

### **Room Parents**

Room parents serve in an advisory capacity as school ambassadors and liaisons between the parent community of the specific class to which they are assigned and the classroom teacher/administration. Primary duties include disseminating information to parents and families, helping classroom teachers, and finding and organizing parent volunteers as needed. See the Room Parent Guide for a full description of the position.

### **WPA Meetings**

The WPA shall meet monthly during the school year, in-person whenever possible. Each member in attendance at a WPA meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

### **Class Funds**

Westerly School allocates ten dollars of each child's tuition to the WPA class funds. This amount may only be changed by the BOT. These funds are allocated to each class based on the number of students at each grade level. The process for spending these funds is as follows:

- At the beginning of the school year, the Room Parents review the class fund amount and budget accordingly for the school year. The budget should include any class parties, teacher recognitions, Mentor/Mentee token.
  - a) Class funds should not be allocated for auction items/class gifts
  - b) As part of the budgeting process, Room Parents should not set aside funds for the following years' events
  - c) If additional funds are needed, Room Parents should discuss with WPA leadership

### **Fundraising and Fiscal Issues**

Approval by the HOS or BOT is required for all WPA fundraising activities. All new fundraising activities must be approved by and scheduled through the Advancement Committee of the Westerly BOT before BOT approval may be requested.

All funds allocated to or raised by the WPA belong to Westerly School.

Excess funds raised over the annual budgeted expenses will be allocated to a specific need of the school as identified by the Westerly Staff and Finance Committee.

All financial activity of the WPA is overseen by the HOS or designee.

## II. WPA Room Parent Description & Responsibilities

**Time Commitment:** Ongoing throughout the school year

**Selection:** Room parents are selected each year from those who sign-up

Westerly Room Parents serve as organizational and communicative liaisons between Westerly administration, homeroom and co-curricular teachers, and the grade level parents. Room parents are engaged partners with the grade level homeroom teachers and help to facilitate productive and clear communication and planning in regards to auxiliary activities and programs. Room parent communication and coordination may include, but is not limited to: WPA meetings and note-sharing with class parents/guardians, classroom parties, parent gatherings, celebratory events for holidays, classroom presentations and celebrations, and field trip transportation.

Westerly Room Parents agree to uphold the principles of the Statement of Diversity, Equity, and Inclusion along with the Core Values of Westerly School. Westerly believes that the role of a Room Parent involves modeling organization, inclusion, and thoughtful communication as per the Parent/Guardian Conduct Policy in the Westerly Family Handbook.

### Room Parent Responsibilities include:

- Write and send a welcome email to all parents in their grade before school starts to introduce themselves, identify their role, and share how they will be communicating with grade-level parents throughout the school year
- Forward school and class announcements and WPA meeting notes to grade-level parents
- Organize at least one off-campus class gathering for families/children throughout the course of the school year. Work with grade-level families to select the date(s) and coordinate other details
- Assist homeroom/co-curricular teachers as needed with class parties, special projects, coordinating field trip chaperones, special projects and/or drivers, etc.
- Manage Class Funds
- Help coordinate or prepare mentor/mentee recognitions
- Organize students to write handwritten notes and bring recognition for homeroom/co-curricular teachers at the end of the school year
- Coordinate classroom volunteers (as needed)
- Monitor/facilitate class messaging platform to ensure all families have equitable access (and/or refusal right) to the communications platform.
- This messaging platform is *NOT INTENDED* for use beyond productive and positive communication regarding school-related activities or coordination of all-class events.
- Attend WPA meetings, Grade-level coffees and parent meetings
- Partner and communicate with Westerly administration as needed to problem-solve or consult
- Serve as Parent Ambassadors to prospective families and the greater Westerly Community
- Serve as Auction and Annual Fund Communicators & Ambassadors to support a culture of philanthropy
- Remind grade-level parents re: volunteer opportunities

### Special Considerations by Grade-level/Co-curricular:

- Kindergarten Room Parents:
  - Help facilitate getting-to-know each other events
  - Help with demystifying school routines, culture, and expectation
- 1st Grade Room Parents:
  - Plan and organize summer party to Welcome Kinder families
  - Help facilitate and organize volunteers to help with student projects
  - Support 1st grade teacher with communications about project needs, presentations, and celebrations of learning
- 7th Grade
  - Helping to plan and decorate the 8th Grade Graduation Breakfast
- 8th Grade
  - Helping to plan and coordinate the 8th Grade Graduation Party
  - Facilitating and ordering 8th Grade sweatshirts
  - Helping to plan and coordinate the 8th Grade Class Gift



- Music & Theater
  - Help with prop(s) coordination and set-up (if needed)
  - Support and coordinate rehearsal needs including snacks, drop-off pick-up needs
  - Communicate and help coordinate costuming needs
  - Help coordinate drivers/chaperones for Music Festivals/Field Trips
- Spanish
  - Coordinate field trip volunteers
  - Help coordinate volunteers for activities within the Spanish classroom to celebrate culture and reinforce learning
  - Assist with special presentations during Monday Morning Assemblies
- Art
  - Help with Artsonia
  - Help coordinate drivers/chaperones for Art Field Trips
  - Help coordinate volunteers/assistance for special projects
- Leadership
  - Help with/Coordinate assembly needs/presenters (as needed)
  - Help facilitate/coordinate/volunteer at leadership-led activities (as needed)
- Reading and Research
  - Organizing volunteers for supervision/book check-out
  - Assist with book recommendations
  -

If, at any point during the school year, the Room Parent is unable to continue to uphold the responsibilities of the role, it is important that the Room Parent immediately inform the WPA President and WPA Administrative Liaison (Director of Admissions) so the role may still be supported.

- Partner and communicate with Westerly administration as needed to problem-solve or consult.
- Serve as Parent Ambassadors to prospective families and the greater Westerly Community.

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## FAMILY HANDBOOK CONTRACT

I understand that all members of the school community must behave in a way that supports the essence and character of Westerly School. Thus, as a parent/guardian of a child enrolled at Westerly School:

1. I will abide by school rules and policies and will support the Mission Statement.
2. I will support the Westerly School's statement of Diversity, Equity, and Inclusion.
3. I will actively communicate with other members of the school community openly, directly, promptly, and constructively, without resorting to gossip and rumor.
4. I will treat Westerly faculty and staff members with the professional respect due to them.
5. I will model appropriate ethical behavior for my students and others and will exemplify integrity, inclusion, compassion, and respect for all.
6. I will fulfill my volunteer obligations and will be an active participant in volunteer opportunities for parents/guardians.
7. I will commit to reading and responding to oral and written communication from the school, including emails and school publications such as *Wildcat Weekly* and Family Handbook.
8. I will abide by the agreements laid out in the Technology Responsible Use Policies and Best Practices.
9. I will abide by Westerly School's Health and Safety Protocols, which I understand may be updated and adapted according to public health guidance.

I understand that my signature below indicates that I will adhere to the items listed in this covenant, in the Family Handbook and in the (Re) enrollment Agreement for the duration of the 2023-24 academic year. Failure to sign or acknowledge the Family Handbook Contract does not constitute a lack of accountability.

I understand that this document may be electronically signed, and by indicating my assent below, I agree to the use of electronic signatures. I understand and agree that my electronic signature will have the same legal effect and validity as a written signature.

Student Grade \_\_\_\_\_  
Print Student Name \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**Please sign and return the Family Handbook Contract by September 1, 2023.**